

MS SharePoint Services 3.0/2007: Collaborative Solutions & Team Websites

2 Days

Prerequisites

- This course is designed for individuals who access information on a Windows SharePoint team site or SharePoint site owners who are responsible for creating and managing a team website. Experience accessing information via a web browser is important.

Objectives

Per the specified learning objects identified in the outline

Lesson 1: Understanding Windows SharePoint Services 3.0

- Topic 1: Introduction to Windows SharePoint Services
- Topic 2: The Windows SharePoint Services Team Site

Lesson 2: Working with Lists

- Topic 1: Add List Items
- Topic 2: Modify List Items
- Topic 3: Change a List View
- Topic 4: Create a Personal View

Lesson 3: Managing Lists

- Topic 1: Create a Custom List
- Topic 2: Customize List Settings
- Topic 3: Create a Project Task List

Lesson 4: Working with Libraries

- Topic 1: Add Documents to a Library
- Topic 2: Create Wiki Pages
- Topic 3: Open and Edit Library Files

Lesson 5: Managing Document Libraries

- Topic 1: Create a Document Library
- Topic 2: Create Library Templates
- Topic 3: Monitor Library Usage
- Topic 4: Organize Documents in a Library
- Topic 5: Apply Document Versioning
- Topic 6: Share Documents

Lesson 6: Managing Form Libraries

- Topic 1: Create a Form Library
- Topic 2: Modify Form Libraries
- Topic 3: Customize Form Templates Using InfoPath
- Topic 4: Add Forms to a Form Library

Lesson 7: Communicating with Team Members

- Topic 1: Participate in a Discussion Board
- Topic 2: Contribute to Blogs
- Topic 3: Collaborate via the People and Groups List

Lesson 8: All About Discussion Boards

- Topic 1: Create a Discussion Board
- Topic 2: Customize Existing Discussion Boards
- Topic 3: Set Email Feedback to Discussion Boards

Lesson 9: Creating a Team Site

- Topic 1: Create a Site
- Topic 2: Create a Workspace
- Topic 3: Add a List
- Topic 4: Create a Public View
- Topic 5: Add a Library
- Topic 6: Create a Survey
- Topic 7: Grant Access to a SharePoint Site

MS SharePoint Services 3.0/2007: Collaborative Solutions & Team Websites, continued

Lesson 10: Managing Site Access Permission

- Topic 1: Assign Group Permissions
- Topic 2: Manage User Permissions
- Topic 3: Identify Authentication Modes
- Topic 4: Set Site Level Security

Lesson 11: Customizing Your SharePoint Environment

- Topic 1: Customize Personal and Regional Settings
- Topic 2: Create an Alert
- Topic 3: Subscribe to an RSS Feed
- Topic 4: Create a Personal Page View with Web Parts
- Topic 5: Request Access to SharePoint Resources

Lesson 12: Performing Basic Site Administration

- Topic 1: Manage Users and Groups
- Topic 2: Manage Site Look and Feel
- Topic 3: Perform Basic Content Management

Lesson 13: Working Remotely with SharePoint Content

- Topic 1: View SharePoint Content from Mobile Devices
- Topic 2: Work with SharePoint Content Offline in Microsoft Office 2007

Appendix A: Permission Categories

Appendix B: File Types That Cannot be Added to a List or a Library

Appendix C: Keyboard Shortcuts

Appendix D: Accessibility Features