

Windows SharePoint Services: Building Collaborative Solutions with Team Web Sites

2 Days

Description

Many companies, departments, and project teams need to share information and collaborate on projects in an efficient and cost-effective manner. In this course, you will learn how to use Windows SharePoint Services to create virtual team Web sites to enable information sharing and collaboration between project team or department members.

Objectives

- ✓ Define Windows SharePoint Services.
- ✓ Use default Windows SharePoint Services team Web site to create a basic project Web site.
- ✓ Grant access to a Windows SharePoint Services team Web site.
- ✓ Add lists to a Windows SharePoint Services team Web site.
- ✓ Add libraries to a Windows SharePoint Services team Web site.
- ✓ Add discussion boards to a Windows SharePoint Services team Web site.
- ✓ Create Web discussions on a Windows SharePoint Services team Web site.
- ✓ Add surveys to a Windows SharePoint Services team Web site.
- ✓ Customize the default Windows SharePoint Services team Web site home page.

Prerequisites

You will need experience with an Internet browser product, as well as power user experience in any application in the Microsoft Office Suite. Information management experience is also helpful.

Windows SharePoint Services

- The Windows SharePoint Services Environment
- The Windows SharePoint Services Hierarchy

Using the Default Team Web Site

- Change Site Title and Description
- Modify the Site Image
- Create Announcements
- Create Events
- Create Links

Granting Access to a Team Web Site

- Create Site Users
- Import Users from Outlook
- Alter the Rights of Built-in Groups
- Create Custom Site Groups
- Modifying the Site Users in a Site Group
- Control Site Access Permissions
- Set up an Access Request Email Account

Adding Lists

- Create a Contact
- Create a Task
- Create an Issues List
- Apply Permissions to Lists
- Set Content Approval
- Approve or Reject List Items
- Create Custom Lists

Adding Libraries

- Create a Document Library
- Add Documents
- Upload Documents
- Modify Documents
- Create a Form Library
- Fill Out Forms
- Create a Picture Library
- Add Pictures

Windows SharePoint Services: Building Collaborative Solutions with Team Web Sites, continued

Delete a Library

Adding Discussions Boards

Create Discussion Boards

Add Discussion Messages

Delete Discussion Messages

Remove Discussion Boards

Creating Web Discussions

Create Web Discussions

Delete Web Discussions

Adding Surveys

Create Surveys

Respond to Surveys

Modify Surveys

View Survey Responses

Export Survey Results

Customizing the Team Site Home Page

Add Web Parts

Modify a Web Part

Remove Web Parts

Move Web Parts on the Home Page

Modify the Quick Launch Bar