

# Microsoft® Windows® SharePoint® Services 3.0: Level 1

## Course Specifications

Course number: 084718

Software: Microsoft Windows Sharepoint Services

Course length: 2.0 day(s)

## Course Description

In almost every office around the world, people communicate and share ideas to create products and services. This information sharing often requires multiple software and web applications that do not necessarily work together perfectly. In contrast, Windows® SharePoint® services combines familiar office tools, adds the latest technology, and extends the functionality of applications and the web into a single environment to share information and collaborate with colleagues, no matter where you are or how you access the information. In this course, you will create and edit content in a Windows SharePoint Services team website, and then you will create and manage your own team site.

**Course Objective:** You will use, create, and edit Windows SharePoint Services 3.0 content, and create and manage a team site.

**Target Student:** 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.

**Prerequisites:** To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge:

- Any or all of the courses in the Microsoft Office 2007 curriculum and power user experience with at least one.
- Experience accessing information via a web browser.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

## Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- examine collaboration technology and Windows SharePoint Services 3.0 team sites.
- work with lists.
- work with libraries.
- communicate with team members.
- work remotely with SharePoint content.
- customize your SharePoint environment.
- create a team site.
- perform basic site administration.

## Course Content

## **Lesson 1: Understanding Windows® SharePoint® Services 3.0**

Topic 1A: Introduction to Windows SharePoint Services

Topic 1B: The Windows SharePoint Services Team Site

## **Lesson 2: Working with Lists**

Topic 2A: Add List Items

Topic 2B: Modify List Items

Topic 2C: Change a List View

Topic 2D: Create a Personal View

## **Lesson 3: Working with Libraries**

Topic 3A: Add Documents to a Library

Topic 3B: Create Wiki Pages

Topic 3C: Open and Edit Library Files

## **Lesson 4: Communicating with Team Members**

Topic 4A: Participate in a Discussion Board

Topic 4B: Contribute to Blogs

Topic 4C: Collaborate via the People and Groups List

## **Lesson 5: Working Remotely with SharePoint Content**

Topic 5A: View SharePoint Content from Mobile Devices

Topic 5B: Work with SharePoint Content Offline in Microsoft Office 2007

## **Lesson 6: Customizing Your SharePoint Environment**

Topic 6A: Customize Personal and Regional Settings

Topic 6B: Create an Alert

Topic 6C: Subscribe to an RSS Feed

Topic 6D: Create a Personal Page View with Web Parts

Topic 6E: Request Access to SharePoint Resources

## **Lesson 7: Creating a Team Site**

Topic 7A: Create a Site

Topic 7B: Create a Workspace

Topic 7C: Add a List

Topic 7D: Create a Public View

Topic 7E: Add a Library

Topic 7F: Create a Survey

Topic 7G: Grant Access to a SharePoint Site

## **Lesson 8: Performing Basic Site Administration**

Topic 8A: Manage Users and Groups

Topic 8B: Manage Site Look and Feel

Topic 8C: Perform Basic Content Management