



## **Microsoft Windows SharePoint 3.0: Level 1**

**Number of Days:** 2

**Format:** Instructor-Led

**Recommended Course Sequence**

Knowledge of prerequisites  
noted below.

*Course content is subject to change  
without notice.*

### **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. You will use, create, and edit Windows SharePoint Services 3.0 content, and create and manage a team site the most appropriate method for upgrading WSS from 2.0 to 3.0 in a specific scenario. In addition, the course focuses on how to manage WSS after it is configured.

### **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:**

Before attending this course, the student must have:

- 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.

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## Course Outline

<b>Lesson 1: Understanding Windows SharePoint Services 3.0</b>
<ul style="list-style-type: none"><li>■ Topic 1A: Introduction to Windows SharePoint Services.</li><li>■ Topic 1B: The Windows SharePoint Services.</li></ul>
<b>Lesson 2: Working with Lists</b>
<ul style="list-style-type: none"><li>■ Topic 2A: Add List Items.</li><li>■ Topic 2B: Modify List Items.</li><li>■ Topic 2C: Change a List View.</li><li>■ Topic 2D: Create a Personal View.</li></ul>
<b>Lesson 3: Working with Libraries</b>
<ul style="list-style-type: none"><li>■ Topic 3A: Add Documents to a Library.</li><li>■ Topic 3B: Create Wiki Pages.</li><li>■ Topic 3C: Open and Edit Library Files.</li></ul>
<b>Lesson 4: Communicating with Team</b>
<ul style="list-style-type: none"><li>■ Topic 4A: Participate in a Discussion Board.</li><li>■ Topic 4B: Contribute to Blogs.</li><li>■ Topic 4C: Collaborate via the People and Groups List.</li></ul>
<b>Lesson 5: Working Remotely with SharePoint Content</b>
<ul style="list-style-type: none"><li>■ Topic 5A: View SharePoint Content from Mobile Devices.</li><li>■ Topic 5B: Work with SharePoint Content Offline in MS Office 2007.</li></ul>
<b>Lesson 6: Customizing Your SharePoint Environment</b>
<ul style="list-style-type: none"><li>■ Topic 6A: Customize Personal and Regional Settings.</li><li>■ Topic 6B: Create an Alert</li><li>■ Topic 6C: Subscribe to an RSS Feed.</li><li>■ Topic 6D: Create a Personal Page View with Web Parts.</li><li>■ Topic 6E: Request Access to SharePoint Resources.</li></ul>
<b>Lesson 7: Creating a Team Site.</b>
<ul style="list-style-type: none"><li>■ Topic 7A: Create a Site</li><li>■ Topic 7B: Create a Workspace.</li><li>■ Topic 7C: Add a List.</li><li>■ Topic 7D: Create a Public View.</li><li>■ Topic 7E: Add a Library.</li><li>■ Topic 7F: Create a Survey.</li><li>■ Topic 7G: Grant Access to a SharePoint Site</li></ul>
<b>Lesson 8: Performing Basic Site Administration</b>
<ul style="list-style-type: none"><li>■ Topic 8A: Manage Users and Groups.</li><li>■ Topic 8B: Manage Site Look and Feel.</li><li>■ Topic 8C: Perform Basic Content Management.</li></ul>