



## Microsoft Windows SharePoint 3.0: Level 2

**Number of Days:** 2

**Format:** Instructor-Led

**Class Code:** WSS3.0-2

**Recommended Course Sequence**

Knowledge of prerequisites  
noted below.

*Course content is subject to change  
without notice.*

### Course Description:

In your previous experience, you have used the features of a WSS team site and you have also performed some basic administration of WSS team sites as a site owner. Once you have mastered these basic skills, your job might require you to perform more advanced administration of the sites you own, or even administer multiple sites and the SharePoint Services environment as a whole. In the Microsoft Windows SharePoint Services 3.0: Level 2 (Second Edition) course, you will manage team sites as a site owner and as a SharePoint Services administrator.

### Target Student:

This course is designed for individual contributors or departmental staff in a variety of job roles, such as administrative assistants, or functional or operations managers, who have with basic SharePoint site owner skills, and who have the responsibility for managing SharePoint sites as an enabling technology within their workgroups, not necessarily IT tech professionals.

### Prerequisites:

The following course or equivalent experience is required:

- Microsoft Windows SharePoint Services 3.0: Level 1
- Some familiarity with basic Windows server concepts and Internet Information Server (IIS) is recommended but not required.

### 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:

- Create a site collection.
- Manage basic site collection components.
- Manage lists.
- Manage a discussion board.
- Manage document libraries.
- Manage a form library.
- Manage site access permissions.
- Manage WSS content.
- Manage a workflow.
- Work with indexing and searching.
- Manage a SharePoint application using Central Administration.
- Manage security options in WSS.
- Manage site usage.
- Perform site maintenance.

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## Course Outline

<b>Lesson 1: Creating Site Collections</b>
<ul style="list-style-type: none"><li>■ Topic 1A: Identify the Planning Process of a Site Collection</li><li>■ Topic 1B: Create a Site Collection</li></ul>
<b>Lesson 2: Managing Basic Site Collection Components</b>
<ul style="list-style-type: none"><li>■ Topic 2A: Brand a Site Collection</li><li>■ Topic 2B: Manage a Web Part Gallery</li></ul>
<b>Lesson 3: Managing Lists</b>
<ul style="list-style-type: none"><li>■ Topic 3A: Create an Issue Tracking List</li><li>■ Topic 3B: Create a Project Task List</li><li>■ Topic 3C: Apply Formulas and Functions to a List Column</li><li>■ Topic 3D: Create a Custom List</li><li>■ Topic 3E: Customize List Settings</li><li>■ Topic 3F: Work Offline with Shared Calendars</li></ul>
<b>Lesson 4: Managing Discussion Boards</b>
<ul style="list-style-type: none"><li>■ Topic 4A: Create a Discussion Board</li><li>■ Topic 4B: Customize Existing Discussion Boards</li></ul>
<b>Lesson 5: Managing Document Libraries</b>
<ul style="list-style-type: none"><li>■ Topic 5A: Create Library Templates</li><li>■ Topic 5B: Organize Documents in a Library</li><li>■ Topic 5C: Share Documents Across Libraries</li><li>■ Topic 5D: Apply Information Rights Management to a Library</li></ul>
<b>Lesson 6: Managing Form Libraries</b>
<ul style="list-style-type: none"><li>■ Topic 6A: Create a Form Library</li><li>■ Topic 6B: Customize Form Templates Using InfoPath</li></ul>
<b>Lesson 7: Managing Site Access Permission</b>
<ul style="list-style-type: none"><li>■ Topic 7A: Assign Group Permissions</li><li>■ Topic 7B: Manage User Permissions</li><li>■ Topic 7C: Set Site Level Security</li></ul>
<b>Lesson 8: Managing WSS Content</b>
<ul style="list-style-type: none"><li>■ Topic 8A: Create a Content Type</li><li>■ Topic 8B: Apply Content Types to a List</li></ul>
<b>Lesson 9: Managing Workflows</b>
<ul style="list-style-type: none"><li>■ Topic 9A: Add a Workflow</li><li>■ Topic 9B: Run a Workflow</li></ul>
<b>Lesson 10: Working with Indexing and Searching</b>
<ul style="list-style-type: none"><li>■ Topic 10A: Index List Content</li><li>■ Topic 10B: Enable Search Options</li></ul>
<b>Lesson 11: Using Central Administration</b>
<ul style="list-style-type: none"><li>■ Topic 11A: Use Central Administration</li><li>■ Topic 11B: Add Administrative Tasks</li></ul>
<b>Lesson 12: Managing Security Options in WSS</b>
<ul style="list-style-type: none"><li>■ Topic 12A: Set Web Part Security</li><li>■ Topic 12B: Set Antivirus Options</li><li>■ Topic 12C: Manage Blocked File Types</li></ul>

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■ Topic 12D: Explore Authentication Modes
<b>Lesson 13: Managing Site Usage</b>
■ Topic 13A: Set Site Collection Quotas and Locks
■ Topic 13B: Monitor Site Usage
<b>Lesson 14: Managing Site Maintenance</b>
■ Topic 14A: Recover Lost Information
■ Topic 14B: Perform a Backup
■ Topic 14C: Restore a Backup
<b>Appendix A: Additional SharePoint Reference Material</b>
<b>Appendix B: Permission Categories</b>
<b>Appendix C: File Types That Cannot be Added to a List or a Library</b>