

COURSE OVERVIEW

Microsoft Windows SharePoint Services 3.0: Level 1 Revised as of 7/21/10

Course Description (1 Day)

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 Outline

Lesson 1: Windows® SharePoint® Services 3.0

- Introduction to Windows SharePoint Services
- The Windows SharePoint Services Team Site

Lesson 2: Working with Lists

- Add List Items
- Modify List Items
- Change a List View
- Create a Personal View

Lesson 3: Working with Libraries

- Add Documents to a Library
- Create Wiki Pages
- Open and Edit Library Files

Lesson 4: Communicating with Team Members

- Participate in a Discussion Board
- Contribute to Blogs
- Collaborate via the People and Groups List

Lesson 5: Working Remotely with SharePoint Content

- View SharePoint Content from Mobile Devices
- Work with SharePoint Content Offline in Microsoft Office 2007

Lesson 6: Customizing Your SharePoint Environment

- Customize Personal and Regional Settings
- Create an Alert
- Subscribe to an RSS Feed
- Create a Personal Page View with Web Parts
- Request Access to SharePoint Resources

Lesson 7: Creating a Team Site

- Create a Site
- Create a Workspace
- Add a List
- Create a Public View
- Add a Library
- Create a Survey
- Grant Access to a SharePoint Site

Lesson 8: Performing Basic Site Administration

- Manage Users and Groups
- Manage Site Look and Feel
- Perform Basic Content Management