

## Windows SharePoint Services: Level 1

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**Course Length:** 1-day (6+ hours)

**Prerequisites:** Word : Module I and Internet Explorer 6: level 1, or equivalent experience

**What's in Windows SharePoint Services: Level 1:**

This ILT Series course is designed for students who want create a portal or a Web site for a team in their organization. Windows SharePoint Services (WSS) provides students with various tools that they can use to create a Web-based collaboration environment within their organization. They can easily integrate various desktop applications, such as Word, Excel, and PowerPoint, with this environment.

### Topic-Level Outline

#### Unit 1 : Getting started

*Topic A: \* Windows SharePoint Services*

A-1: Identifying the components of the team Web site

A-2: Traversing the SharePoint Services hierarchy

*Topic B: \* The team Web site components*

B-1: Editing the default team Web site information

#### Unit 2 : Using the SharePoint team Web site

*Topic A: \* The Web site components*

A-1: Creating an event

A-2: Editing an event

A-3: Creating a link

A-4: Changing the order of the links

A-5: Creating an announcement

A-6: Editing an announcement

*Topic B: \* Deleting the components of the team site*

B-1: Deleting an event

B-2: Deleting a link

B-3: Deleting an announcement

*Topic C: \* Web Part Pages*

C-1: Creating a Web Part Page

C-2: Adding Web Parts to a Web Part Page

C-3: Modifying a Web Part Page

C-4: Moving a Web Part

C-5: Removing a Web Part

#### Unit 3 : Site access

*Topic A: \* Default site groups*

A-1: Adding a user to a default site group

A-2: Altering the rights of a built-in site group

A-3: Removing a user from a default group

*Topic B: \* Custom site groups*

B-1: Creating a custom site group

B-2: Adding a user to a custom site group

B-3: Altering the permissions for a custom site group

B-4: Changing the site group for a user

B-5: Copying a custom site group

B-6: Creating a cross-site group

B-7: Adding a user to a cross-site group

*Topic C: \* Subsite access permissions*

C-1: Creating a subsite

C-2: Altering access permissions for a subsite

C-3: Setting up an access request e-mail account

#### Unit 4 : Managing lists

*Topic A: \* Contact lists*

A-1: Creating a contact list

A-2: Adding a contact to a contact list

A-3: Editing a contact

*Topic B: \* Task lists*

B-1: Creating a task list

B-2: Adding a task to a task list

B-3: Editing a task

*Topic C: \* Issue lists*

C-1: Creating an issue list

C-2: Specifying categories

C-3: Adding an issue to the issue list

C-4: Editing an issue

*Topic D: \* Custom lists*

D-1: Creating a custom list

D-2: Adding items to a custom list

D-3: Modifying a custom list

*Topic E: \* Deleting lists and list items*

E-1: Deleting a contact

E-2: Deleting a contact list

*Topic F: \* List permissions*

F-1: Applying permissions to a list

F-2: Setting content approval

F-3: Approving and rejecting a list item

#### Unit 5 : Libraries

*Topic A: \* Document libraries*

A-1: Creating a document library

A-2: Adding a new document to the library

A-3: Uploading an existing document

A-4: Editing a template for a document library

A-5: Setting a template for a document library

A-6: Deleting a document library

*Topic B: \* Form libraries*

B-1: Creating a form library

B-2: Adding a form to a form library

B-3: Publishing a form

B-4: Filling out a form

B-5: Editing a form template

*Topic C: \* Picture libraries*

C-1: Creating a picture library

C-2: Adding a picture to a picture library

C-3: Downloading a picture from a picture library

C-4: Removing a picture from a picture library

C-5: Deleting a picture library

#### Unit 6 : Discussions and surveys

*Topic A: \* Discussion boards*

A-1: Creating a discussion board

A-2: Starting a discussion

A-3: Responding to a discussion comment

A-4: Editing a discussion comment

A-5: Deleting a discussion comment

A-6: Deleting a discussion board

*Topic B: \* Web discussions*

B-1: Starting a Web discussion

B-2: Viewing a Web discussion

B-3: Customizing a Web discussion view

B-4: Deleting a Web discussion

*Topic C: \* Surveys*

C-1: Creating a survey

C-2: Responding to a survey

C-3: Modifying a survey

C-4: Viewing the response to a survey

C-5: Deleting a survey item and a survey

#### Unit 7 : Working with views

*Topic A: \* Creating views*

A-1: Creating a standard view for a discussion board

A-2: Creating a calendar view for announcements

A-3: Creating a datasheet view for events

A-4: Applying a view to a Web Part

A-5: Deleting a view

*Topic B: \* Modifying views*

B-1: Sorting items

B-2: Filtering items

B-3: Grouping items

B-4: Displaying totals

B-5: Setting item limit