

Windows SharePoint Services: Level 2

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Course Length: 1-day (6+ hours)

Prerequisites: Windows SharePoint Services: Level 1

What's in Windows SharePoint Services: Level 2:

This ILT Series course is designed for students who want to customize their Windows SharePoint Services team Web site beyond the default basic site to meet the specific needs of their users; or to integrate Microsoft Office applications into their Windows SharePoint Services Web sites to facilitate document sharing and information publishing. This course assumes that students have completed Windows SharePoint Services: Basic or have equivalent experience.

Topic-Level Outline

Unit 1 : Workspaces

Topic A: * Document Workspaces

- A-1: Creating a Document Workspace
- A-2: Uploading a document to a Document Workspace
- A-3: Uploading multiple documents to a Document Workspace
- A-4: Editing a shared document

Topic B: * Meeting Workspaces

- B-1: Creating a Basic Meeting Workspace
- B-2: Adding attendees

Topic C: * Events with workspaces

- C-1: Creating an event with a Meeting Workspace
- C-2: Creating objectives and agendas

Topic D: * Page management

- D-1: Adding a page to a Meeting Workspace
- D-2: Moving a page
- D-3: Deleting a page

Topic E: * Deleting workspaces

- E-1: Deleting a workspace site

Unit 2 : Customizing sites

Topic A: * Custom sites

- A-1: Determining the port number of the server (instructor demonstration)
- A-2: Creating a top-level site from the Central Administration page
- A-3: Enabling Self-Service Site Creation (instructor demonstration)
- A-4: Creating a site by using Self-Service Site Creation
- A-5: Deleting a top-level Web site

Topic B: * Themes

- B-1: Applying the Sonora theme
- B-2: Removing a theme

Topic C: * Regional settings

- C-1: Exploring the regional settings

Unit 3 : Web Parts

Topic A: * Galleries

- A-1: Accessing Web Part galleries
- A-2: Adding Web Parts to a Site Gallery
- A-3: Adding a Web Part from a Web Part Page Gallery to a Meeting Workspace

Topic B: * Importing and exporting Web Parts

- B-1: Importing a Web Part
- B-2: Exporting a Web Part

Topic C: * Web Part connections

- C-1: Connecting an Image Web Part to a custom list
- C-2: Removing a connection between the Image Web Part and a custom list

Unit 4 : Managing Web pages by using FrontPage

Topic A: * FrontPage-designed SharePoint Web pages

- A-1: Modifying the appearance of the home page
- A-2: Formatting a Web Part zone of the home page
- A-3: Applying a theme to the home page

Topic B: * FrontPage-designed SharePoint Web sites

- B-1: Adding a Web Part to the home page
- B-2: Adding fields to a list on the home page
- B-3: Applying a style to the home page
- B-4: Applying a filter to a list on the home page
- B-5: Removing a filter from a list on the home page
- B-6: Sorting and grouping items in a list

B-7: Designing a template for a SharePoint site

Unit 5 : Integrating SharePoint and Microsoft Office

Topic A: * Microsoft Word

- A-1: Creating a Document Workspace from Word
- A-2: Adding a document to a Document Workspace
- A-3: Synchronizing documents
- A-4: Adding a task
- A-5: Adding a link to the Document Workspace

Topic B: * Microsoft Excel

- B-1: Exporting a list of files to a spreadsheet
- B-2: Exporting a list to Excel
- B-3: Synchronizing a list
- B-4: Publishing a list from Excel
- B-5: Resolving a conflict
- B-6: Exporting survey results

Topic C: * Microsoft Access

- C-1: Exporting a SharePoint list to Access
- C-2: Exporting an Access table to a SharePoint list

Topic D: * Microsoft Outlook

- D-1: Linking a contact
- D-2: Importing contacts from Outlook
- D-3: Synchronizing the Outlook calendar with SharePoint
- D-4: Exporting an event to Outlook
- D-5: Setting up alerts for events
- D-6: Sending a meeting invite
- D-7: Responding to a meeting invite