

Windows SharePoint Services 3.0: Installation and configuration

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Course Length: 1-day (6+ hours)

Prerequisites: Windows SharePoint Services: Level 1 and Level 2

What's in Windows SharePoint Services 3.0: Installation and Configuration

This ILT Series course is designed for students who already know how to create and work with sites in Windows SharePoint Services 3.0 and want to learn how to install and configure the software, including establishing a virtual server to host the Web sites. This course will also prepare students to perform administration tasks such as learning how to interpret logs and summary data for the sites to decide the quotas, locks, and alerts for they should configure for their sites; backing up and restoring sites; and troubleshooting common problems. Students taking this course should have completed Windows SharePoint Services: Intermediate or have equivalent experience.

Topic-Level Outline

Unit 1 : Site configuration

Topic A: * Site creation

- A-1: Determining the port number of SharePoint (instructor demonstration)
- A-2: Accessing the Central Administration site
- A-3: Creating a new site with unique permissions

Topic B: * Regional settings

- B-1: Configuring regional settings

Topic C: * Search

- C-1: Configuring the SharePoint Search service (instructor demonstration)
- C-2: Searching a SharePoint list
- C-3: Searching a SharePoint site

Unit 2 : Workspaces

Topic A: * Document workspace

- A-1: Creating a document workspace
- A-2: Uploading files to a document workspace
- A-3: Editing a shared document
- A-4: Deleting a document workspace

Topic B: * Meeting workspace

- B-1: Creating a meeting workspace
- B-2: Adding attendees in SharePoint
- B-3: Creating a meeting invitation from Outlook 2007
- B-4: Responding to a meeting invitation
- B-5: Deleting a meeting workspace

Topic C: * Events with meeting workspaces

- C-1: Creating an event with a meeting workspace
- C-2: Managing an event meeting workspace

Topic D: * Page management

- D-1: Adding a page to a meeting workspace
- D-2: Moving a page
- D-3: Deleting a page

Unit 3 : Blog sites

Topic A: * Basic blogs

- A-1: Creating a blog site
- A-2: Setting up categories
- A-3: Posting to a blog using a Web browser
- A-4: Posting to a blog using a blog publishing program
- A-5: Commenting on a blog post

Topic B: * Blog features

- B-1: Adding links to other blogs
- B-2: Adding photos to your blog
- B-3: Viewing the blog archive
- B-4: Adding an RSS feed
- B-5: Managing posts and comments

Unit 4 : Web parts

Topic A: * Web part galleries

- A-1: Accessing Web part galleries
- A-2: Adding Web parts to a site collection gallery

Topic B: * Importing and exporting Web parts

- B-1: Importing a Web part
- B-2: Using an imported Web part
- B-3: Exporting a Web part

Topic C: * Web part connections

- C-1: Adding a picture library
- C-2: Creating a custom list
- C-3: Connecting an image Web part to a custom list
- C-4: Removing a connection between Web parts

Unit 5 : Microsoft Office 2007 integration

Topic A: * Microsoft Office Word 2007

- A-1: Creating a document workspace using Word 2007
- A-2: Adding members to a document workspace using Word 2007
- A-3: Adding a task item to a document workspace using Word 2007
- A-4: Adding a shared document to a document workspace using Word 2007
- A-5: Synchronizing documents
- A-6: Adding a link to a document workspace using Word 2007

Topic B: * Microsoft Office Excel 2007

- B-1: Exporting a list of files to an Excel 2007 spreadsheet
- B-2: Exporting a SharePoint list to an Excel 2007 spreadsheet
- B-3: Publishing a list from an Excel 2007 spreadsheet
- B-4: Synchronizing data
- B-5: Exporting survey results to an Excel 2007 spreadsheet

Topic C: * Microsoft Office Access 2007

- C-1: Exporting a SharePoint list to an Access 2007 database
- C-2: Adding columns to a list
- C-3: Exporting an Access 2007 table to a SharePoint list

Topic D: * Microsoft Office Outlook 2007

- D-1: Linking contacts
- D-2: Refreshing linked contacts
- D-3: Displaying SharePoint events in an Outlook 2007 calendar
- D-4: Modifying linked calendars
- D-5: Exporting a single SharePoint event item to Outlook 2007
- D-6: Setting up an alert
- D-7: Enabling three-state workflow for the site collection (instructor demonstration)
- D-8: Using the three-state workflow template
- D-9: Testing a workflow