

## Windows SharePoint Services 3.0: Level 1

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

**Prerequisites:** Word: Level 1 and Internet Explorer 7.0, or equivalent experience

**What's in Windows SharePoint Services 3.0: 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 : The SharePoint site

*Topic A: \* SharePoint components*

- A-1: Identifying Team Web site components
- A-2: Navigating the SharePoint Services hierarchy

*Topic B: \* Component modifications*

- B-1: Modifying the site description and icon
- B-2: Enabling tree view
- B-3: Applying a site theme
- B-4: Customizing the Top link bar
- B-5: Modifying the Quick Launch bar

#### Unit 2 : Team Web site components

*Topic A: \* New component items*

- A-1: Creating an announcement
- A-2: Editing an announcement
- A-3: Creating an event
- A-4: Editing an event
- A-5: Creating a link
- A-6: Editing a link

*Topic B: \* Item deletion*

- B-1: Deleting Team Web site component items
- B-2: Using the Recycle Bin

*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
- C-6: Changing the Team Web site image

#### Unit 3 : Site access

*Topic A: \* Default site groups*

- A-1: Adding a user to a default site group
- A-2: Altering a built-in site group's settings
- A-3: Editing permission levels
- A-4: Creating a custom permission level
- A-5: 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: Using another subsite's group
- B-4: Copying a site group's permissions

*Topic C: \* Subsite access permissions*

- C-1: Creating a subsite
- C-2: Setting up an access request e-mail account

#### Unit 4 : List management

*Topic A: \* Tasks lists*

- A-1: Using the default Tasks list
- A-2: Adding additional Tasks items
- A-3: Editing a Tasks item
- A-4: Sorting and filtering the Tasks list
- A-5: Changing the Tasks list view
- A-6: Creating a Project Tasks list
- A-7: Adding Project Tasks list items

*Topic B: \* Issue Tracking lists*

- B-1: Creating an Issue Tracking list
- B-2: Specifying categories
- B-3: Adding an item to an Issue Tracking list
- B-4: Editing an Issue Tracking item

*Topic C: \* Contacts lists*

- C-1: Creating a Contacts list
- C-2: Adding a new Contacts item
- C-3: Exporting a Contacts list item

*Topic D: \* Custom lists*

- D-1: Creating a custom list
- D-2: Creating columns in a custom list
- D-3: Adding items to a custom list

*Topic E: \* List permissions*

- E-1: Applying permissions to a list
- E-2: Enabling content approval
- E-3: Approving and rejecting list items
- E-4: Deleting a list

#### Unit 5 : Libraries

*Topic A: \* Document libraries*

- A-1: Creating a document library
- A-2: Adding a document to a document library
- A-3: Uploading existing documents to a document library
- A-4: Editing a document library's default template
- A-5: Setting a custom 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: Filling out a form
- B-4: Publishing a form
- B-5: Editing a form template

*Topic C: \* Picture libraries*

- C-1: Creating a picture library
- C-2: Uploading pictures to a picture library
- C-3: Working with picture library views
- C-4: Downloading an image from a picture library

*Topic D: \* Wiki Page libraries*

- D-1: Creating a Wiki Page library
- D-2: Creating a Wiki page
- D-3: Viewing the history of a Wiki page

#### 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: \* Surveys*

- B-1: Creating a survey
- B-2: Modifying a survey
- B-3: Responding to a survey
- B-4: Viewing the responses to a survey
- B-5: Deleting a survey response and a survey

#### Unit 7 : Custom views

*Topic A: \* Custom view formats*

- A-1: Creating a standard view
- A-2: Creating a datasheet view
- A-3: Creating a calendar view
- A-4: Creating a Gantt view
- A-5: Creating an Access view
- A-6: Deleting a custom view