



Microsoft® Windows® SharePoint® Services 3.0: Level 1 – 2 days

Course number: 084718

Software: Microsoft Windows Sharepoint Services

Course Description

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 Objective: You will use, create, and edit Windows SharePoint Services 3.0 content, and create and manage a team site.

Target Student: This course is designed for individuals who access information on a Windows SharePoint team site or SharePoint site owners who are responsible for creating and managing a team website.

Prerequisites: To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge:

- Any or all of the courses in the Microsoft Office 2007 curriculum and power user experience with at least one.
- Experience accessing information via a web browser.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

You will need two servers and enough computers for each person in the class, plus one computer for the instructor. For each of these machines, the following hardware requirements are the minimum suggested for this course:

- Pentium 4.2. GHz.
- 1 GB of RAM for the SharePoint Services 3.0 server, and 512 MB of RAM for all other machines.
- 4 GB of hard disk space.
- CD-ROM or DVD drive.
- VGA or higher video.
- Keyboard and mouse.
- Optional, but recommended: Internet access for all computers.
- Optional: If you have a mobile phone or PDA that is compatible with Windows SharePoint Services 3.0, it can be used to demonstrate remote access in Lesson 5, Topic A.

Software Requirements

The following software is required for the successful setup and completion of this course.

- Microsoft® Windows Server® 2003, Standard or Enterprise Edition
- Windows Server 2003 Service Pack 2
- Microsoft® Windows XP Professional
- Windows XP Service Pack 2
- Microsoft Windows SharePoint Services 3.0
- Microsoft .NET Framework 3.0
- Microsoft Office 2007 Professional or Professional Plus

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- examine collaboration technology and Windows SharePoint Services 3.0 team sites.
- work with lists.
- work with libraries.
- communicate with team members.
- work remotely with SharePoint content.
- customize your SharePoint environment.
- create a team site.
- perform basic site administration.

Course Content

Lesson 1: Understanding Windows® SharePoint® Services 3.0

- Topic 1A: Introduction to Windows SharePoint Services
- Topic 1B: The Windows SharePoint Services Team Site

Lesson 2: Working with Lists

- Topic 2A: Add List Items
- Topic 2B: Modify List Items
- Topic 2C: Change a List View
- Topic 2D: Create a Personal View

Lesson 3: Working with Libraries

- Topic 3A: Add Documents to a Library
- Topic 3B: Create Wiki Pages
- Topic 3C: Open and Edit Library Files

Lesson 4: Communicating with Team Members

- Topic 4A: Participate in a Discussion Board
- Topic 4B: Contribute to Blogs
- Topic 4C: Collaborate via the People and Groups List

Lesson 5: Working Remotely with SharePoint Content

- Topic 5A: View SharePoint Content from Mobile Devices
- Topic 5B: Work with SharePoint Content Offline in Microsoft Office 2007

Lesson 6: Customizing Your SharePoint Environment

- Topic 6A: Customize Personal and Regional Settings
- Topic 6B: Create an Alert
- Topic 6C: Subscribe to an RSS Feed
- Topic 6D: Create a Personal Page View with Web Parts
- Topic 6E: Request Access to SharePoint Resources

Lesson 7: Creating a Team Site

- Topic 7A: Create a Site
- Topic 7B: Create a Workspace
- Topic 7C: Add a List
- Topic 7D: Create a Public View
- Topic 7E: Add a Library
- Topic 7F: Create a Survey
- Topic 7G: Grant Access to a SharePoint Site

Lesson 8: Performing Basic Site Administration

- Topic 8A: Manage Users and Groups
- Topic 8B: Manage Site Look and Feel
- Topic 8C: Perform Basic Content Management