



Microsoft® Windows® SharePoint® Services 3.0: Level 2 Course length: 2.0 day(s)

Course Description

In your previous experience, you have used the features of a WSS team site and you have also performed some basic administration of WSS team sites as a site owner. Once you have mastered these basic skills, your job might require you to perform more advanced administration of sites you own, or even administer multiple sites and the SharePoint Services environment as a whole. In this course, you will manage team sites as a site owner and as a SharePoint Services administrator.

Course Objective: You will manage team sites as a site owner and as a SharePoint Services administrator.

Target Student: This course is designed for existing SharePoint site owners with basic SharePoint administrative skills who need to perform more advanced site owner or site administrator tasks. For example, it could be an IT manager who is already familiar with website administration and who is now responsible for managing and administering a Windows SharePoint Services site, or it could be an individual who is responsible for managing and administering a team site.

Prerequisites: Some familiarity with basic Windows server concepts and Internet Information Server (IIS) is highly recommended. In addition, the following Element K course or equivalent experience is required:

- Microsoft® Windows® SharePoint® Services 3.0: Level 1

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

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 2.0
- 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:

- manage a site collection.
- manage lists.
- manage a discussion board.
- manage document libraries.
- manage a form library.
- manage site access permissions.
- manage WSS content.
- manage a workflow.
- work with indexing and searching.
- manage a SharePoint application using Central Administration.
- manage security options in WSS.
- manage site usage.
- perform site maintenance.

Course Content

Lesson 1: Managing Site Collections

- Topic 1A: Create a Site Collection
- Topic 1B: Brand a Site Collection
- Topic 1C: Manage a Web Part Gallery

Lesson 2: Managing Lists

- Topic 2A: Create a Custom List
- Topic 2B: Customize List Settings
- Topic 2C: Create a Project Task List

Lesson 3: Managing Discussion Boards

- Topic 3A: Create a Discussion Board
- Topic 3B: Customize Existing Discussion Boards
- Topic 3C: Set Email Feedback to Discussion Boards

Lesson 4: Managing Document Libraries

- Topic 4A: Create a Document Library
- Topic 4B: Create Library Templates
- Topic 4C: Monitor Library Usage
- Topic 4D: Organize Documents in a Library
- Topic 4E: Apply Document Versioning
- Topic 4F: Share Documents

Lesson 5: Managing Form Libraries

- Topic 5A: Create a Form Library
- Topic 5B: Modify Form Libraries
- Topic 5C: Customize Form Templates Using InfoPath
- Topic 5D: Add Forms to a Form Library

Lesson 6: Managing Site Access Permission

- Topic 6A: Assign Group Permissions
- Topic 6B: Manage User Permissions
- Topic 6C: Identify Authentication Modes
- Topic 6D: Set Site Level Security

Lesson 7: Managing WSS Content

- Topic 7A: Create a Content Type
- Topic 7B: Apply Content Types in a List

Topic 7C: Use Formulas and Functions

Lesson 8: Managing Workflows

Topic 8A: Add a Workflow

Topic 8B: Run a Workflow

Lesson 9: Working With Indexing and Searching

Topic 9A: Index List Content

Topic 9B: Enable Search Options

Lesson 10: Using Central Administration

Topic 10A: Use Central Administration

Topic 10B: Add Administrative Tasks

Lesson 11: Managing Security Options in WSS

Topic 11A: Set Web Part Security

Topic 11B: Set Antivirus Options

Topic 11C: Manage Blocked File Types

Lesson 12: Managing Site Usage

Topic 12A: Set Site Collection Quotas and Locks

Topic 12B: Monitor Site Usage

Lesson 13: Managing Site Maintenance

Topic 13A: Recover Lost Information

Topic 13B: Perform a Backup

Topic 13C: Restore a Backup

Appendix A: Permission Categories

Appendix B: Managing External Service Connections

Appendix C: File Types That Cannot be Added to a List or a Library

Appendix D: Keyboard Shortcuts

Appendix E: Accessibility Features