

Course Overview

This 2-day course (formerly called SharePoint Services Level 3) is designed for those who have used the features of a WSS team site and 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 Preparation

Prerequisite Course: Microsoft SharePoint Services 3.0 Level 1 (formerly called SharePoint Services Level 1 & 2)

Course Topics

Managing Site Collections

- Create a Site Collection
- Brand a Site Collection
- Manage a Web Part Gallery

Managing Lists

- Create a Custom List
- Customize List Settings
- Create a Project Task List

Managing Discussion Boards

- Create a Discussion Board
- Customize Existing Discussion Boards
- Set Email Feedback to Discussion Boards

Managing Document Libraries

- Create a Document Library
- Create Library Templates
- Monitor Library Usage
- Organize Documents in a Library
- Apply Document Versioning
- Share Documents

Managing Form Libraries

- Create a Form Library
- Modify Form Libraries
- Customize Form Templates Using InfoPath
- Add Forms to a Form Library

Managing Site Access Permission

- Assign Group Permissions
- Manage User Permissions
- Identify Authentication Modes
- Set Site Level Security

Managing WSS Content

- Create a Content Type
- Apply Content Types in a List
- Use Formulas and Functions

Managing Workflows

- Add a Workflow
- Run a Workflow

Working With Indexing and Searching

- Index List Content
- Enable Search Options

Using Central Administration

- Use Central Administration
- Add Administrative Tasks

Managing Security Options in WSS

- Set Web Part Security
- Set Antivirus Options
- Manage Blocked File Types

Managing Site Usage

- Set Site Collection Quotas and Locks
- Monitor Site Usage

Managing Site Maintenance

- Recover Lost Information
- Perform a Backup
- Restore a Backup