

## Course Overview

In this 2-day course (formerly called SharePoint Services Level 1 and 2) you will learn the concepts of Microsoft SharePoint for collaborating with others on your work team, learn how to access a SharePoint site as a member and contributor, and learn how to perform essential functions as a site owner. You will learn how to work with lists, libraries, discussion threads, blogs, wikis, and surveys. You will learn how to create a Windows SharePoint Services site. You will learn how to grant permissions to a site, create a workspace on a site, and work with web parts. You will also learn how to create, modify and manage lists, and apply permissions to a list. You will learn how to create a document library, create a picture library, create templates, and apply permissions to libraries. You will also learn how to create a blog, manage blog pages, create a wiki library, manage a wiki library, and apply permissions to wikis and blogs. You will learn how to create custom groups, add users to custom groups, manage access requests and manage users' alerts.

## Course Preparation

Prerequisite Course: Any or all of the courses in the Microsoft Office 2007 curriculum and power user experience with at least one. Also, experience accessing information via a web browser.

## Course Topics

### About Windows SharePoint Services 3.0

- Introduction to Windows SharePoint Services
- Windows SharePoint Services Hierarchy
- Exploring a SharePoint Site
- Customizing Personal Settings

### Working with Lists

- Introduction to Lists
- Adding Items to a List
- Editing Items in a List
- Changing List Views
- Exporting List Items to a Spreadsheet

### Working with Libraries

- Introduction to Libraries
- Populating Libraries
- Checking Out a File for Editing

### Communicating with Team Members

- Working with Discussion Boards
- Creating Alerts
- Collaborate via People and Groups List

### Working with SharePoint Content in Microsoft Outlook 2007

- Connecting SharePoint Calendars to Outlook
- Working with SharePoint Contacts in Outlook
- Working with SharePoint Tasks in Outlook
- View List Items in an RSS Feed

### Creating a SharePoint Site

- Review of SharePoint Site Hierarchy
- Organizing Permissions on a SharePoint Site
- Creating a SharePoint Site
- Granting Permissions to a Site
- Designing a SharePoint Site Home Page
- Customizing the Look and Feel
- Creating a Workspace
- Deleting a Site

### Creating a List

- About Creating a List
- Creating a List from a Template
- Creating a Custom List
- Managing Content Approval
- Working with List Permissions

### Creating a Library

- Creating a Library
- Customizing a Library
- Creating a Library Template
- Working with Library Permissions

### SharePoint Site Communication Methods

- Using Blogs
- Using Wiki Pages
- Managing Blog and Wiki Permissions
- Working with Surveys

### Managing a SharePoint Site

- Custom Groups
- Access Requests
- Managing Alerts