

## Windows SharePoint Services 3.0: Advanced

**2 days**

### **Description**

This course is designed to teach you how to customize your Windows SharePoint Services 3.0 Web site, beyond the Team Web site template, to meet the specific needs of your users; and to integrate Microsoft Office 2007 applications with your Windows SharePoint Services 3.0 sites to facilitate document sharing and information publishing. This course assumes that you've completed the prerequisite course Windows SharePoint Services 3.0: Basic or have equivalent experience.

### **Prerequisites**

- *Windows XP: Basic* or *Windows Vista: Basic*
- *Previous experience with Internet Explorer 7.0*
- *Windows SharePoint Services 3.0: Basic*

### **Course Outline**

#### **Unit 1: Site configuration**

Topic A: Site creation

Topic B: Regional settings

Topic C: Search

#### **Unit 2: Workspaces**

Topic A: Document workspace

Topic B: Meeting workspace

Topic C: Events with meeting workspaces

Topic D: Page management

#### **Unit 3: Blog sites**

Topic A: Basic blogs

Topic B: Blog features

#### **Unit 4: Web parts**

Topic A: Web part galleries

Topic B: Importing and exporting Web parts

Topic C: Web part connections

#### **Unit 5: Microsoft Office 2007 integration**

Topic A: Microsoft Office Word 2007

Topic B: Microsoft Office Excel 2007

Topic C: Microsoft Office Access 2007

Topic D: Microsoft Office Outlook 2007