

## Windows SharePoint Services 3.0: Basic

**2 days**

### Description

This course is designed for students who want to manage a basic Windows SharePoint Services team Web site for their organization. This course assumes that you have user-level skills in Windows XP and Internet Explorer 7. During this course you'll learn how to use the SharePoint Services tools to create a basic Web-based team collaboration environment.

### Prerequisites

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

### Course Outline

#### **Unit 1: The SharePoint site**

Topic A: SharePoint components  
Topic B: Component modifications

#### **Unit 2: Team Web site components**

Topic A: New component items  
Topic B: Item deletion  
Topic C: Web Part Pages

#### **Unit 3: Site access**

Topic A: Default site groups  
Topic B: Custom site groups  
Topic C: Subsite access permissions

#### **Unit 4: List management**

Topic A: Tasks lists  
Topic B: Issue Tracking lists  
Topic C: Contacts lists  
Topic D: Custom lists  
Topic E: List permissions

#### **Unit 5: Libraries**

Topic A: Document libraries  
Topic B: Form libraries  
Topic C: Picture libraries  
Topic D: Wiki Page libraries

#### **Unit 6: Discussions and surveys**

Topic A: Discussion boards  
Topic B: Surveys

#### **Unit 7: Custom views**

Topic A: Custom view formats