

Microsoft SharePoint Services 3.0: Levels 1 – 2 Instructor-Led (Classroom) - Two Days Per Level

Level 1 - Course Description

In almost every office around the world, people communicate and share ideas to create products and services. This information sharing often requires multiple software and web applications that do not necessarily work together perfectly. In contrast, Windows SharePoint services combines familiar office tools, adds the latest technology, and extends the functionality of applications and the web into a single environment to share information and collaborate with colleagues, no matter where you are or how you access the information. In this course, you will create and edit content in a Windows SharePoint Services team website, and then you will create and manage your own team site.

Upon successful completion of this course, students will be able to:

- examine collaboration technology and Windows SharePoint Services 3.0 team sites.
- work with lists.
- work with libraries.
- communicate with team members.
- work remotely with SharePoint content.
- customize your SharePoint environment.
- create a team site.
- perform basic site administration.

Who Needs To Attend

This course is intended for SharePoint web designers and SharePoint solution developers, who want to learn to customize SharePoint sites by enhancing the look and feel of a SharePoint site and also to create dynamic pages using Web Parts and workflows.

Prerequisites

To ensure your success, we recommend you first take the following course or have equivalent knowledge:

- Any or all of the courses in the Microsoft Office 2007 curriculum and power user experience with at least one.
- Experience accessing information via a web browser.

Course Fee

\$885

Level 2 - 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.



Level 2 - Course Description (Continued)

Upon successful completion of this course, students will be able to:

- Create a site collection
- Manage basic site collection components
- Manage lists
- Manage a discussion board
- Manage document libraries
- Manage a form library
- Manage site access permissions
- Manage Windows SharePoint Services (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

Who Needs To Attend

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

Microsoft Windows SharePoint Services 3.0: Level I

Course Fee

\$885

For more information contact Karen Stewart at (702) 697-2242 or KStewart@DatanamicsInc.com.