



# Windows SharePoint Services 2003

## ***About the Course***

### **Designed for**

Aimed at those people who wish to learn the basic features of Windows SharePoint Services 2003. This course provides candidates with practical experience of the topics listed in the course outline. On completion, candidates should have an excellent knowledge of the basic features.

### **Prerequisites**

Basic knowledge of Microsoft Word 2003 and Internet Explorer 6, or equivalent experience is essential. No prior SharePoint experience is necessary.

### **Teaching Approach**

The teaching approach contains a blend of lectures and practical exercises.

### **Course Material**

The majority of this course is spent with a set of interactive exercises and projects so that those attending gain a firm understanding of SharePoint skills. Professionally presented course notes are provided and these may be retained for reference afterwards.

### **Duration**

This training program is two days in duration.

## ***Course Outline***

### **Getting started**

Windows SharePoint Services  
The team Web site components

### **Using the SharePoint team Web site**

The Web site components  
Deleting the components of the team site  
Web Part Pages

### **Site access**

Default site groups  
Custom site groups  
Subsite access permissions

### **Managing lists**

Contact lists  
Task lists  
Issue lists  
Custom lists  
Deleting lists and list items  
List permissions

### **Libraries**

Document libraries  
Form libraries  
Picture libraries

### **Discussions and surveys**

Discussion boards  
Web discussions  
Surveys

### **Working with views**

Creating views  
Modifying views