



Windows SharePoint Services 3.0

About the Course

Designed for

Aimed at those people who wish to learn the basic features of Windows SharePoint Services 3.0. 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 7, 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 one day in duration.

Course Outline

The SharePoint site

SharePoint components
Component modifications

Team Web site components

New component items
Item deletion
Web Part Pages

Site access

Default site groups
Custom site groups
Subsite access permissions

List management

Tasks lists
Issue Tracking lists
Contacts lists
Custom lists
List permissions

Libraries

Document libraries
Form libraries
Picture libraries
Wiki Page libraries

Discussions and surveys

Discussion boards
Surveys

Custom views

Custom view formats