



Software Learning Centers
1645 SE. Port St. Lucie Blvd
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Windows SharePoint Services: Building Collaborative Solutions with Team Web Sites

Course Specifications

Course number: 084712
Software: SharePoint
Course length: 2.0 day(s)

Course Description

Many companies, departments, and project teams need to share information and collaborate on projects in an efficient and cost-effective manner. In this course, you will learn how to use Windows SharePoint Services to create virtual team Web sites to enable information sharing and collaboration between project team or department members.

Course Objective: You will create a virtual team Web site to enable information sharing between project team or department members.

Target Student: Persons with Microsoft Office experience, who are in a finance, operations, sales, or human resources areas and responsible for establishing a team Web site for projects that allow information sharing between team or department members.

Prerequisites: You will need experience with an Internet browser product, as well as power user experience in any application in the Microsoft Office Suite. Information management experience is also helpful.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

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Hardware Requirements

You will need one computer for the classroom to run Windows Server 2003 Standard Edition and Exchange Server 2003 that meets the following system requirements:

- Pentium III 133 MHz (550 MHz recommended).
- 256 MB RAM (512 MB recommended).
- 1.5 GB disk space plus 700 MB for Exchange Server 2003.
- CD-ROM or DVD drive.
- VGA or higher video adapter and monitor.
- Keyboard and Microsoft mouse or other input device.

You will need one computer for the classroom to run Windows Server 2003 Standard Edition and Windows SharePoint Services that meets the following system requirements:

- Pentium III 133 MHz (550 MHz recommended).
- 512 MB of RAM.
- 1.5 GB disk space for Windows Server 2003 Standard Edition plus 550 MB hard disk space for Windows SharePoint Services.
- CD-ROM or DVD drive.
- VGA or higher video adapter and monitor.
- Keyboard and Microsoft mouse or other input device.
- Pentium 233 MHz (300 MHz recommended).
- 128 MB RAM.
- 1.5 GB hard disk.
- CD-ROM or DVD drive.
- Super VGA or higher resolution video adapter and monitor with 256 colors.
- Keyboard and Microsoft mouse or other input device.

Platform Requirements

Software Requirements

- Microsoft Windows Server 2003, Standard Edition.
- Microsoft Exchange Server 2003, Standard Edition.
- Microsoft Windows SharePoint Services 2.0.
- Microsoft Windows XP Professional.
- Microsoft Office 2003.

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Performance-Based Objectives

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

- define Windows SharePoint Services.
- use the default Windows SharePoint Services team Web site to create a basic project Web site.
- grant access to a Windows SharePoint Services team Web site.
- add lists to a Windows SharePoint Services team Web site.
- add libraries to a Windows SharePoint Services team Web site.
- add discussion boards to a Windows SharePoint Services team Web site.
- create Web discussions on a Windows SharePoint Services team Web site.
- add surveys to a Windows SharePoint Services team Web site.
- customize the default Windows SharePoint Services team Web site home page.

Course Content

Lesson 1: Windows SharePoint Services

- Topic 1A: The Windows SharePoint Services Environment
- Topic 1B: The Windows SharePoint Services Hierarchy

Lesson 2: Using the Default Team Web Site

- Topic 2A: Change Site Title and Description
- Topic 2B: Modify the Site Image
- Topic 2C: Create Announcements
- Topic 2D: Create Events
- Topic 2E: Create Links

Lesson 3: Granting Access to a Team Web Site

- Topic 3A: Create Site Users
- Topic 3B: Import Users from Outlook
- Topic 3C: Alter the Rights of Built-in Groups
- Topic 3D: Create Custom Site Groups
- Topic 3E: Modifying the Site Users in a Site Group
- Topic 3F: Control Site Access Permissions
- Topic 3G: Set up an Access Request Email Account

Lesson 4: Adding Lists

- Topic 4A: Create a Contact
- Topic 4B: Create a Task
- Topic 4C: Create an Issues List
- Topic 4D: Apply Permissions to Lists
- Topic 4E: Set Content Approval
- Topic 4F: Approve or Reject List Items
- Topic 4G: Create Custom Lists

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Lesson 5: Adding Libraries

Topic 5A: Create a Document Library

Topic 5B: Add Documents

Topic 5C: Upload Documents

Topic 5D: Modify Documents

Topic 5E: Create a Form Library

Topic 5F: Fill Out Forms

Topic 5G: Create a Picture Library

Topic 5H: Add Pictures

Topic 5I: Delete a Library

Lesson 6: Adding Discussions Boards

Topic 6A: Create Discussion Boards

Topic 6B: Add Discussion Messages

Topic 6C: Delete Discussion Messages

Topic 6D: Remove Discussion Boards

Lesson 7: Creating Web Discussions

Topic 7A: Create Web Discussions

Topic 7B: Delete Web Discussions

Lesson 8: Adding Surveys

Topic 8A: Create Surveys

Topic 8B: Respond to Surveys

Topic 8C: Modify Surveys

Topic 8D: View Survey Responses

Topic 8E: Export Survey Results

Lesson 9: Customizing the Team Site Home Page

Topic 9A: Add Web Parts

Topic 9B: Modify a Web Part

Topic 9C: Remove Web Parts

Topic 9D: Move Web Parts on the Home Page

Topic 9E: Modify the Quick Launch Bar

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