



Microsoft Windows SharePoint Services 3.0 Advanced

Overview: This course is for students that use the features of a WSS team site and perform basic administration of WSS team sites as a site owner. This course will teach students the more advanced features associated with managing team sites as a site owner and as a SharePoint Services administrator.

Target Student: This course is designed for individual contributors or departmental staff in a variety of job roles who have basic SharePoint site owner skills and the responsibility for managing SharePoint sites as an enabling technology within their workgroups, not necessarily IT tech professionals.

Prerequisites: The following course or equivalent experience is required: Microsoft Windows SharePoint Services 3.0: Level 1. Some familiarity with basic Windows server concepts and Internet Information Server (IIS) is recommended but not required.

Course Content

Lesson 1: Creating Site Collections

Identify the Planning Process of a Site Collection
Create a Site Collection

Lesson 2: Managing Basic Site Collection Components

Brand a Site Collection
Manage a Web Part Gallery

Lesson 3: Managing Lists

Create an Issue Tracking List
Create a Project Task List
Apply Formulas and Functions to a List Column
Create a Custom List
Customize List Settings
Work Offline with Shared Calendars

Lesson 4: Managing Discussion Boards

Create a Discussion Board
Customize Existing Discussion Boards

Lesson 5: Managing Document Libraries

Create Library Templates
Organize Documents in a Library
Share Documents Across Libraries
Apply Information Rights Management to a Library

Lesson 6: Managing Form Libraries

Create a Form Library
Customize Form Templates Using InfoPath

Lesson 7: Managing Site Access Permission

Assign Group Permissions

Manage User Permissions
Set Site Level Security

Lesson 8: Managing WSS Content

Create a Content Type
Apply Content Types to a List

Lesson 9: Managing Workflows

Add a Workflow
Run a Workflow

Lesson 10: Working with Indexing and Searching

Index List Content
Enable Search Options

Lesson 11: Using Central Administration

Use Central Administration
Add Administrative Tasks

Lesson 12: Managing Security Options in WSS

Set Web Part Security
Set Antivirus Options
Manage Blocked File Types
Explore Authentication Modes

Lesson 13: Managing Site Usage

Set Site Collection Quotas and Locks
Monitor Site Usage

Lesson 14: Managing Site Maintenance

Recover Lost Information
Perform a Backup
Restore a Backup

Appendix A: Additional SharePoint Reference Material

Appendix B: Permission Categories

Appendix C: File Types That Cannot be Added to a List or a Library