

Course Specifications

Microsoft® Windows® SharePoint® Services 3.0: Level 2 (Second Edition)

Course number: WSS-2

Course length: 2 days

Registration:

Micro Market Business Centre
700 Progress Avenue
Kingston, Ontario, K7M 4W9

Toll Free: 1-877-996-6622
Local: (613) 634-8125 ext. 4
Fax: (613) 634-8130
Email: training@micromarket.on.ca

Register online:
www.micromarket.on.ca

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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 the sites you own, or even administer multiple sites and the SharePoint Services environment as a whole. In the Microsoft® Windows® SharePoint® Services 3.0: Level 2 (Second Edition) course, you will manage team sites as a site owner and as a SharePoint Services administrator.

Course Objective: You will manage 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, such as administrative assistants, or functional or operations managers, who have with basic SharePoint site owner skills, and who have the responsibility for managing SharePoint sites as an enabling technology within their workgroups, not necessarily IT tech professionals.

Prerequisites: The following Element K 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.

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

Hardware Requirements

You will need two servers and sufficient computers for each person in the class, plus one computer for the instructor. For each of these machines, the following hardware requirements are the minimum suggested for this course:

- Pentium 4.2. GHz.
- 1 GB of RAM for the SharePoint Services 3.0 server, and 512 MB of RAM for all other machines.
- 4 GB of hard disk space.
- CD-ROM or DVD drive.
- VGA or higher video.
- Keyboard and mouse.
- Optional, but recommended: Internet access for all computers.

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Platform Requirements

- Microsoft® Windows® XP Professional.

Software Requirements

The following software is required for the successful setup and completion of this course.

- Microsoft® Windows® Server® 2003, Standard or Enterprise Edition
- Windows Server 2003 Service Pack 2
- Microsoft® Windows® XP Professional
- Windows XP Service Pack 2
- Microsoft® Windows® SharePoint® Services 3.0
- Microsoft .NET Framework 2.0
- Microsoft .NET Framework 3.0
- Microsoft Office 2007 Professional or Professional Plus
- Microsoft Office SharePoint Designer 2007
- Microsoft SQL Server 2005 Standard Edition.

Performance-Based Objectives

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 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.

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Course Content

Lesson 1: Creating Site Collections

Topic 1A: Identify the Planning Process of a Site Collection
Topic 1B: Create a Site Collection

Lesson 2: Managing Basic Site Collection Components

Topic 2A: Brand a Site Collection
Topic 2B: Manage a Web Part Gallery

Lesson 3: Managing Lists

Topic 3A: Create an Issue Tracking List
Topic 3B: Create a Project Task List
Topic 3C: Apply Formulas and Functions to a List Column
Topic 3D: Create a Custom List
Topic 3E: Customize List Settings
Topic 3F: Work Offline with Shared Calendars

Lesson 4: Managing Discussion Boards

Topic 4A: Create a Discussion Board
Topic 4B: Customize Existing Discussion Boards

Lesson 5: Managing Document Libraries

Topic 5A: Create Library Templates
Topic 5B: Organize Documents in a Library
Topic 5C: Share Documents Across Libraries
Topic 5D: Apply Information Rights Management to a Library

Lesson 6: Managing Form Libraries

Topic 6A: Create a Form Library
Topic 6B: Customize Form Templates Using InfoPath

Lesson 7: Managing Site Access Permission

Topic 7A: Assign Group Permissions
Topic 7B: Manage User Permissions
Topic 7C: Set Site Level Security

Lesson 8: Managing WSS Content

Topic 8A: Create a Content Type
Topic 8B: Apply Content Types to a List

Lesson 9: Managing Workflows

Topic 9A: Add a Workflow
Topic 9B: Run a Workflow

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Lesson 10: Working with Indexing and Searching

Topic 10A: Index List Content

Topic 10B: Enable Search Options

Lesson 11: Using Central Administration

Topic 11A: Use Central Administration

Topic 11B: Add Administrative Tasks

Lesson 12: Managing Security Options in WSS

Topic 12A: Set Web Part Security

Topic 12B: Set Antivirus Options

Topic 12C: Manage Blocked File Types

Topic 12D: Explore Authentication Modes

Lesson 13: Managing Site Usage

Topic 13A: Set Site Collection Quotas and Locks

Topic 13B: Monitor Site Usage

Lesson 14: Managing Site Maintenance

Topic 14A: Recover Lost Information

Topic 14B: Perform a Backup

Topic 14C: 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

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