

Windows SharePoint Services: Building Collaborative Solutions with Team Web Sites

Course length: 2 Days

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.

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.

If you have any questions about this course, please call CompuTrain at (713) 349-9186.

Course Content

Lesson 1: Windows SharePoint Services

- The Windows SharePoint Services Environment
- The Windows SharePoint Services Hierarchy

Lesson 2: Using the Default Team Web Site

- Change Site Title and Description
- Modify the Site Image
- Create Announcements
- Create Events
- Create Links

Lesson 3: Granting Access to a Team Web Site

- Create Site Users
- Import Users from Outlook
- Alter the Rights of Built-in Groups
- Create Custom Site Groups
- Modifying the Site Users in a Site Group
- Control Site Access Permissions
- Set up an Access Request Email Account

Lesson 4: Adding Lists

- Create a Contact
- Create a Task
- Create an Issues List
- Apply Permissions to Lists
- Set Content Approval
- Approve or Reject List Items
- Create Custom Lists

Lesson 5: Adding Libraries

- Create a Document Library
- Add Documents
- Upload Documents
- Modify Documents
- Create a Form Library
- Fill Out Forms
- Create a Picture Library
- Add Pictures
- Delete a Library

Lesson 6: Adding Discussions Boards

- Create Discussion Boards
- Add Discussion Messages
- Delete Discussion Messages
- Remove Discussion Boards

Lesson 7: Creating Web Discussions

- Create Web Discussions
- Delete Web Discussions

Lesson 8: Adding Surveys

- Create Surveys
- Respond to Surveys
- Modify Surveys
- View Survey Responses
- Export Survey Results

Lesson 9: Customizing the Team Site Home Page

- Add Web Parts
- Modify a Web Part
- Remove Web Parts
- Move Web Parts on the Home Page
- Modify the Quick Launch Bar