

# Microsoft® Windows® SharePoint® Services 3.0 and Microsoft Office SharePoint Server 2007: Level 2

Course SP200 • 2 Days

## ▶ COURSE OVERVIEW

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 sites you own, or even administer multiple sites and the SharePoint Services environment as a whole.

In this course, you will manage team sites as a site owner and as a SharePoint Services administrator.

## ▶ AUDIENCE

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.

## ▶ 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.

## ▶ PREREQUISITES

Some familiarity with basic Windows server concepts and Internet Information Server (IIS) is highly recommended. In addition, the following course or equivalent experience is required:

- Microsoft® Windows® SharePoint® Services 3.0: Level 1 (SP100)

## ▶ COURSE OUTLINE

### 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



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## **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

## **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

## **Lesson 15: Searching SharePoint Sites**

Topic 8A: Perform a Search  
Topic 8B: Customize the Search Settings

## **Lesson 17: Integrating External Data**

Topic 9A: Use Excel Services  
Topic 9B: Work with Report Center  
Topic 9C: Work with Dashboards  
Topic 9D: Use Business Data Catalog



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