

# Windows SharePoint Services 3.0 Creating and Administering Team Web Sites

**Audience** This course is intended for persons familiar with webs, browsers, and the general purpose of SharePoint. They should be very familiar with Office applications and how to contribute to a workspace through Office applications. Students should be familiar with the concept of creating and managing a web site. Ideally, they should already be charged with developing a site, have defined the purpose, and justified the project. Students may have little to no knowledge of how to use SharePoint Services to set up a site.

**Description** The course uses a combination of lecture, hands-on practice, and independent exercises to teach the site architects and administrators how to set up and administer a SharePoint web site.

Topics include the core things people need to know to develop a team site, but the approach is to show them the **why**, as well as the **how** in using the SharePoint tool. There is a scenario used to build a site throughout the class and independent exercises where students can actually create team sites and subsites.

**Objectives** Upon successful completion of the class, students should be able to:

- Discuss what features SharePoint Services provides in creating a team site
- Create, configure, and implement control of a team site
- Create lists including announcements, events, contacts, issues, and custom lists
- Manage users, groups, and permissions on a team site
- Create links on a team site
- Set up web discussions
- Create surveys for a team site
- Add libraries, including picture libraries to a team site
- Manage the site, workspaces, template galleries, and other general administration issues.

**Length** 1 day

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**I. Introduction to Windows SharePoint Services (WSS)**

- A. Understanding Windows SharePoint Services
- B. Recognizing the Terminology
- C. Getting Started
  - 1. Technical Setup
  - 2. Planning

**II. Creating a Team Web Site and Customizing the Home Page**

- A. Creating a Team Web site
- B. Getting Acquainted with the Screen
- C. Changing Site Title, Description and Theme



- D. Using Web Parts to Customize the Home Page

### **III. Creating Lists**

- A. What is a List?
- B. Adding an Item to a List (Announcement)
- C. Editing an Item in a List
- D. Deleting an Item in a List
- E. Adding an Event to the Calendar
- F. Creating Recurring Events
- G. Editing and Deleting an Existing Event
- H. Working with the Links List
- I. Using Contacts
- J. Linking to Outlook
- K. Setting Up Custom Lists
- L. Adding Columns to Custom Lists
- M. Creating Custom Views
- N. Importing and Exporting List Data
- O. Editing Views
- P. Saving a List as a Template (OPTIONAL)

### **IV. Document and Picture Libraries**

- A. Adding Libraries
- B. Creating New Documents
- C. Using Custom Document Templates
- D. Uploading Documents
- E. Adding a New Folder
- F. Editing/Deleting a Shared Document
- G. Checking In/Out Documents
- H. Versioning Documents
- I. Filtering Documents
- J. Creating a Picture Library

- K. Viewing Pictures
- L. Deleting a Library

### **V. Discussions and Surveys**

- A. Setting up Web Discussions
- B. Creating Surveys
- C. Modifying the Survey
- D. Changing Survey Questions and Settings
- E. Deleting a Survey or Survey Question

### **VI. Administering Users and Groups**

- A. Implementing Control on Web Lists
- B. Approving Content Changes
- C. Setting Up Alerts
- D. Managing Users and Permissions
- E. Managing Groups
- F. Setting Server Administration Options
- G. Managing Anonymous Access
- H. Managing Request Access

### **VII. General Administration**

- A. Top Level Site Administration
- B. Saving a Site as a Template
- C. Managing Sites and Workspaces
- D. Managing Template Galleries
- E. Viewing Site Hierarchy
- F. Viewing the Usage Summary
- G. Deleting Sites

### **Appendices**

- A. Setting up Tasks
- B. Using the Issues List Feature
- C. Glossary