

Windows SharePoint Services 3.0 Team Site Users - Online

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, but will only be users, not administrators on the site.

Description The course uses a combination of lecture and hands-on practice (with independent exercises after class) to teach how to use a SharePoint web site. Topics include the core things people need to know to use the team site and add and edit information on the team site. The approach is to show them the **why**, as well as the **how** in using the SharePoint tool. There is a scenario used to change items in a site through the class.

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

- Discuss what features SharePoint Services provides in creating a team site
- Create and edit lists including announcements, events, contacts, issues, and custom lists
- 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

Length 3 hours

I. Introduction to Windows SharePoint Services (WSS)

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

- 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

II. Creating Lists

- A. What is a List?
- B. Adding an Item to a List (Announcement)



- 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

III. 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 Picture Library

IV. 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