

Windows SharePoint Services 3.0: Team Site Users

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, hands-on practice, and independent exercises 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: <ul style="list-style-type: none">■ 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	½ day

I. Introduction to Windows SharePoint Services (WSS)	D. Deleting an Item in a List
A. Understanding Windows SharePoint Services	E. Adding an Event to the Calendar
B. Recognizing the Terminology	F. Creating Recurring Events
C. Getting Started	G. Editing and Deleting an Existing Event
1. Technical Setup	H. Working with the Links List
2. Planning	I. Using Contacts
II. Creating Lists	J. Linking to Outlook
A. What is a List?	K. Setting Up Custom Lists
B. Adding an Item to a List (Announcement)	L. Adding Columns to Custom Lists
C. Editing an Item in a List	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