

Developing Windows SharePoint Services 3.0 Solutions

Course Description

This Class guide to work at your own pace through easy numbered steps, helpful hints, and troubleshooting tips to master the fundamentals of working with the latest version of Windows SharePoint Services

Course Level

Intermediate

Who should attend?

IT professionals responsible for configuring and manage SharePoint Server

Pre-requisites

Good understanding on Windows Server system

Course Objectives

- Introduction to Windows SharePoint Services
- Navigating a SharePoint Site
- Creating and Managing Sites
- Working with Lists
- Creating and Managing Libraries
- Working with Library Settings
- Working with Document Workspaces
- Working with Meeting Workspaces
- Working with Surveys and Discussion Boards
- Working with Wikis and Blogs
- Working with Web Parts
- Finding Information on the SharePoint Site

Course Durations

18 Hours

Course Outline

1. Introduction to Windows SharePoint Services

- What is Windows SharePoint Services?
- Version of Windows SharePoint Services
- Microsoft Office Integration with Windows SharePoint Services
- Microsoft SharePoint Products and Technology

2. Deploying Windows SharePoint Services

- Requirement for Windows SharePoint Services
- Install Windows SharePoint Service on Stand-Alone Server
- Install Windows SharePoint Service on Server Farm Mode

3. Navigating a SharePoint Site

- SharePoint Site Hierarchy
- Using Lists on a SharePoint
- Browsing Document Library
- Understanding Web Part Pages
- Using the Recycle Bin

4. Creating and Managing Sites

- Creating Sites
- Managing Site Users and Permissions
- Creating a Child Workspace
- Manage Site Theme and Template
- Manage Site Features
- Deleting a Site

5. Working with Lists

- Using Default Lists
- Create a New List
- Using the Datasheet View
- Attaching Files to List Items
- Managing List Columns
- Managing List View
- Setting up Alerts
- Sending an E-Mail to a SharePoint List

6. Creating and Managing Libraries

- Creating Document Library
- Creating Form Library
- Creating Picture Library
- Using Folder in Library
- Checking Documents In and Out
- Working with Version
- Working with Version History
- Working with Workflows
- Using Alerts

7. Working with Library Settings

- Configuring a Library
- Creating New Columns
- Using Content Types
- Using Document Library Setting
- Using the Document Information Panel
- Securing a Library

8. Working with Document Workspaces

- Creating a Document Workspace
- Accessing an Existing Document Workspace
- Working with the Office 2007
- Public Document Back to a Document Library

9. Working with Meeting Workspaces

- Creating a Meeting Workspace
- Creating a Meeting Workspace for a Calendar Event
- Adding Objective, Agenda and Attendee
- Add Web Part

10. Working with Surveys and Discussion Boards

- Creating a Survey
- Response to a Survey
- Viewing the Results of a Survey
- Creating and Using a Discussion Board
- Enabling Discussion Board for E-Mail
- Viewing a Discussion Board in Outlook 2007

11. Working with Wikis and Blogs

- Understanding Wikis
- Creating a New Wiki Page Library
- Create Link and Version
- Understanding Blogs
- Creating a Blog Site and Post

12. Working with Web Parts

- Web Parts and Web Part Pages
- Removing a Web Part
- Adding a Web Part
- Customizing a Home Page by Using Web Parts
- Creating a New Web Part Page by Using a Browser

13. Finding Information on the SharePoint Site

- Understanding How Search Works
- Executing a Search Query

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