

Course: **Microsoft Windows SharePoint Services 3.0 Level 2**

Description: 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.  
Course Objective: You will manage team sites as a site owner and as a SharePoint Services

Price: \$475.00

Category: SharePoint

Duration: 1 day

Schedule:

Date	Location
10/07/2010	Toronto

Outline:

**Lesson 1: Managing Site Collections**

Topic 1A: Create a Site Collection

Topic 1B: Brand a Site Collection

Topic 1C: Manage a Web Part Gallery

**Lesson 2: Managing Lists**

Topic 2A: Create a Custom List

Topic 2B: Customize List Settings

Topic 2C: Create a Project Task List

**Lesson 3: Managing Discussion Boards**

Topic 3A: Create a Discussion Board

Topic 3B: Customize Existing Discussion Boards

Topic 3C: Set Email Feedback to Discussion Boards

**Lesson 4: Managing Document Libraries**

Topic 4A: Create a Document Library

Topic 4B: Create Library Templates

Topic 4C: Monitor Library Usage

Topic 4D: Organize Documents in a Library

Topic 4E: Apply Document Versioning

Topic 4F: Share Documents



## **Lesson 5: Managing Form Libraries**

Topic 5A: Create a Form Library

Topic 5B: Modify Form Libraries

Topic 5C: Customize Form Templates Using InfoPath

Topic 5D: Add Forms to a Form Library

## **Lesson 6: Managing Site Access Permission**

Topic 6A: Assign Group Permissions

Topic 6B: Manage User Permissions

Topic 6C: Identify Authentication Modes

Topic 6D: Set Site Level Security

## **Lesson 7: Managing WSS Content**

Topic 7A: Create a Content Type

Topic 7B: Apply Content Types in a List

Topic 7C: Use Formulas and Functions

## **Lesson 8: Managing Workflows**

Topic 8A: Add a Workflow

Topic 8B: Run a Workflow

## **Lesson 9: Working With Indexing and Searching**

Topic 9A: Index List Content

Topic 9B: Enable Search Options

## **Lesson 10: Using Central Administration**

Topic 10A: Use Central Administration

Topic 10B: Add Administrative Tasks

## **Lesson 11: Managing Security Options in WSS**

Topic 11A: Set Web Part Security

Topic 11B: Set Antivirus Options

Topic 11C: Manage Blocked File Types



**Lesson 12: Managing Site Usage**

Topic 12A: Set Site Collection Quotas and Locks

Topic 12B: Monitor Site Usage

**Lesson 13: Managing Site Maintenance**

Topic 13A: Recover Lost Information

Topic 13B: Perform a Backup

Topic 13C: Restore a Backup

Appendix A: Permission Categories

Appendix B: Managing External Service Connections

Appendix C: File Types That Cannot be Added to a List or a Library

Appendix D: Keyboard Shortcuts

Appendix E: Accessibility Features

