



Innovative Solutions Technology

Microsoft SharePoint Services End User: Basic

Lesson 1: Understanding Windows SharePoint Services 3.0

Topic 1A: Introduction to Windows SharePoint Services

Topic 1B: The Windows SharePoint Services Team Site

Lesson 2: Working with Lists

Topic 2A: Add List Items

Topic 2B: Modify List Items

Topic 2C: Change a List View

Topic 2D: Create a Personal View

Lesson 3: Working with Libraries

Topic 3A: Add Documents to a Library

Topic 3B: Create Wiki Pages

Topic 3C: Open and Edit Library Files

Lesson 4: Communicating with Team Members

Topic 4A: Participate in a Discussion Board

Topic 4B: Contribute to Blogs

Topic 4C: Collaborate via the People and Groups List

Lesson 5: Working Remotely with SharePoint Content

Topic 5A: View SharePoint Content from Mobile Devices

Topic 5B: Work with SharePoint Content Offline in Microsoft Office 2007

Lesson 6: Customizing Your SharePoint Environment

Topic 6A: Customize Personal and Regional Settings

Topic 6B: Create an Alert

Topic 6C: Subscribe to an RSS Feed

Topic 6D: Create a Personal Page View with Web Parts

Topic 6E: Request Access to SharePoint Resources

Lesson 7: Creating a Team Site

Topic 7A: Create a Site

Topic 7B: Create a Workspace

Topic 7C: Add a List



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Topic 7D: Create a Public View

Topic 7E: Add a Library

Topic 7F: Create a Survey

Topic 7G: Grant Access to a SharePoint Site

Lesson 8: Performing Basic Site Administration

Topic 8A: Manage Users and Groups

Topic 8B: Manage Site Look and Feel

Topic 8C: Perform Basic Content Management



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Microsoft SharePoint Services End User: Advanced

Lesson 1: Creating Site Collections

Identify the Planning Process of a Site Collection

Create a Site Collection

Lesson 2: Managing Basic Site Collection Components

Brand a Site Collection

Manage a Web Part Gallery

Lesson 3: Managing Lists

Create an Issue Tracking List

Create a Project task List

Apply Formulas and Functions to a List Column

Create a Custom List

Customize List Settings

Work Offline with Shared Calendars

Lesson 4: Managing Discussion Boards

Create a Discussion Board

Customize Existing Discussion Boards

Lesson 5: Managing Document Libraries

Create Library Templates

Organize Documents in a Library

Share Documents Across Libraries

Apply Information Rights management to a Library

Lesson 6: managing form Libraries

Create a Form Library

Customize Form Templates using InfoPath

Lesson 7: Managing Site Access Permission

Assign Group Permissions

Manage User Permissions

Set Site Level Security



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Lesson 8: Managing WSS Content

Create a Content Type

Apply Content Types to a List

Lesson 9: Managing Workflows

Add a Workflow

Run a Workflow

Lesson 10: Working with Indexing and Searching

Index List Content

Enable Search Options

Lesson 11: Using Central Administration

Use Central Administration

Add Administration Tasks

Lesson 12: Managing Security Options in WSS

Set Web part Security

Set Antivirus Options

Manage Blocked File Types

Explore Authentication Modes

Lesson 13: Managing Site Usage

Set Site Collection Quotas and Locks

Monitor Site Usage

Lesson 14: Managing Site Maintenance

Recover Lost Information