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## Windows SharePoint Services 3.0 for End-Users

Two days, instructor-led

This two-day course allows a new user to Microsoft SharePoint to establish a solid foundation for using and managing sites. Students will learn the basics of Windows SharePoint Services 3.0 as well as advance site owner skills that will assist them in managing sites for their organization upon returning to their job. This course is aimed at those who will need to view and contribute information to an existing SharePoint site.

### Pre-Requisites and Audience:

Before attending this course, it is assumed that the student has familiarity with using Microsoft Office Word and Excel.

### Course Outline:

- **Lesson 1 - Introduction to WSS 3.0**
  - What is WSS?
  - Versions of WSS
  
- **Lesson 2 - Creating and Managing Site Collections**
  - Creating a Site Collection
  - Setting up Site Collection Administrator
  - Setup Site Collection Quotas and Locks
  
- **Lesson 3 - Creating and Managing Sites**
  - Creating Sites
  - Changing Site Theme
  - Managing Site Features
  - Saving and Using a Site Template
  - Deleting a Site
  
- **Lesson 4 - Navigating a SharePoint Site**
  - Navigating the Home Page
  - Browsing Lists and Document Libraries
  - Customizing the Top Navigation Area
  - Customizing the Left Navigation Area
  - Using Recycle Bin
  
- **Lesson 5 - Working with Lists**
  - Overview of the Default List
  - Creating a Custom List
  - Creating an Issue Tracking List
  - Adding, Editing and Deleting List Columns
  - Adding, Editing and Deleting List Items
  - Restoring Deleted List Item
  - Attaching Files to List Items
  - Deleting a List
  
- **Lesson 6 - Creating and Setting up Libraries**
  - Creating Document Libraries
  - Creating Picture Libraries
  - Adding Documents

- Adding Pictures
- Creating a New Folder in a Library
- Checking Documents In and Out from the Document Library
- Working with Version History
- Deleting Documents
- **Lesson 7 - Working with Library Settings**
  - Configuring Library Settings
  - Creating New Columns
  - Using Document Information Panel
  - Securing a Library
  - Creating a List View
  - Deleting a Library
  - Adding Content Type to a Library
- **Lesson 8 - Managing Site Users and Permission**
  - Site Level
  - List or Document Library Level
  - Folder Level
  - List Item Level
- **Lesson 9 - Working with Document Workspaces**
  - Creating a Document Workspace
  - Accessing an Existing Document Workspace
  - Publishing a Document Back to a Document Library
  - Deleting a Document Workspace
- **Lesson 10 - Working with Meeting Workspaces**
  - Creating a Meeting Workspace
  - Adding Objective to a Meeting Workspace
  - Adding Agenda to a Meeting Workspace
  - Adding an Attendee to a Meeting Workspace
- **Lesson 11 - Working with Surveys**
  - Creating a Survey
  - Responding to a Survey
  - Viewing the Results of a Survey
- **Lesson 12 - Working with Discussion Boards**
  - Creating and using a Discussion Board
  - Enabling Discussion Board for Email
- **Lesson 13 - Working with Wikis and Blogs**
  - Creating a New Wiki Page Library
  - Creating a New Wiki Page
  - Creating a Blog Site
  - Creating a Blog Post
  - Adding a Blog Comment



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- **Lesson 14 - Using WSS with Excel 2007**
  - Importing Data from an Excel 2007 Spreadsheet to a SharePoint List
  - Exporting SharePoint List to Excel 2007 Spreadsheet
  
- **Lesson 15 - Using WSS with Outlook 2007**
  - Connecting SharePoint Contact List to Outlook 2007
  - Copying SharePoint Contacts to Outlook 2007 (vice versa)
  - Managing SharePoint Calendars
  
- **Lesson 16 - Working with Web Parts**
  - Web Parts and Web Part Pages
  - Removing a Web Part
  - Adding Web Part from Web Part Gallery
  - Customizing Web Part
  - Creating a New Web Part Page
  
- **Lesson 17 - Finding Information in SharePoint Sites**
  - Understanding how search works
  - Executing a Search Query
  
- **Lesson 18 - Managing Workflows**
  - Adding workflow to a Library
  - Manage Workflow Settings

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All classes are subject to confirmation one week before schedule. Classes are from Monday to Friday 9am to 5pm.

**Course fee includes the following:** Course Notes, Lunch, Snacks and Certificate of Achievement.

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