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Learning Solutions



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Microsoft® SharePoint® For Power User

Course length: 3.0 day(s)

Tuition: \$810.00

Day 1 - SharePoint Services 3.0

Course Objective: You will use, create, and edit Windows SharePoint Services 3.0 content, and create and manage a team site.

Target Student: This course is designed for individuals who access information on a Windows SharePoint team site or SharePoint site owners who are responsible for creating and managing a team website.

Upon successful completion of this course, students will be able to:

- examine collaboration technology and Windows SharePoint Services 3.0 team sites.
- work with lists.
- work with libraries.
- communicate with team members.
- work remotely with SharePoint content.
- customize your SharePoint environment.
- create a team site.
- perform basic site administration.

Day 2 & 3 - SharePoint Services 3.0

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

Target Student: This course is designed for individual contributors or departmental staff who performs a variety of job roles such as administrative assistants or operations managers who have basic SharePoint site owner skills, and who have the responsibility for managing SharePoint sites as an enabling technology within their workgroups.

Upon successful completion of this course, students will be able to:

- create a site collection.
- manage basic site collection components.
- manage lists.
- manage a discussion board.
- manage document libraries.
- manage a form library.
- manage site access permissions.
- manage WSS content.
- manage a workflow.
- work with indexing and searching.
- manage a SharePoint application using Central Administration.
- manage security options in WSS.
- manage site usage.
- perform site maintenance.