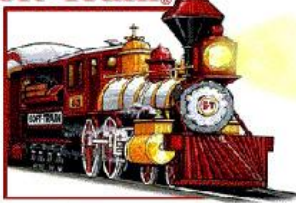


Soft-Train



*At Soft-Train
Technology Works*

Microsoft SharePoint 2003 for End Users (1 Day) ST85076

COURSE GOAL: To provide students with skills to use SharePoint in groups to construct web sites specifically for collaboration--sites where individuals can capture and share ideas, and work together on documents, tasks, contacts, and events.

PREREQUISITES: None.

LEARNING OBJECTIVES:

Upon completion of this course, the student will be able to:

- Access sites that are already set up
- Create new sites
- Personalize sites
- Use the document and picture libraries for adding and editing content
- Add discussion boards and surveys to a site
- Enhance security

KEY TOPICS:

I. Getting Started with Microsoft SharePoint

- A. Introduction to Microsoft SharePoint
- B. Accessing and Navigating SharePoint

C. Getting Help

II. Creating Sites

- A. Creating a Top-Level Site
- B. Creating Pages and Sub-Pages

III. List Concepts

- A. Creating a Custom List
- B. Adding a List Item
- C. Editing and Deleting Items
- D. Views
- E. Custom Columns and Modifying a View
- F. Datasheet View
- G. Sorting and Filtering

IV. The Document Library

- A. The Document Library
- B. Adding Documents
- C. Editing Documents
- D. Versions
- E. Document Workspace
- F. Folders

V. Managing Permissions

- A. Site Permissions & Groups
- B. Working with Groups

VI. Web Part Pages

- A. Creating a Basic Web Page
- B. Create a Web Page with Parts

VII. Other Topics

A. Communication Objects

B. Contacts

C. Specialized Sites

D. General Site Creation - Review