



# COMPLETE COMPUTING, INC.

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## Microsoft SharePoint 2007 End-User Level 2

*Course length: 2.0 day(s)*

### Course 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.

**Target Student:** This course is designed for existing SharePoint site owners with basic SharePoint administrative skills who need to perform more advanced site owner or site administrator tasks. For example, this could be an IT manager who is already familiar with website administration and who is now responsible for managing and administering a Windows SharePoint Services site, or it could be an individual who is responsible for managing and administering a team site.

**Prerequisites:** Some familiarity with basic Windows server concepts and Internet Information Server (IIS) is highly recommended. In addition, the following course experience is required:

- Windows SharePoint 2007 End-User Level 1

### Performance-Based Objectives

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

- manage a site collection.
- work with lists.
- manage a discussion board.
- add library to a Windows SharePoint Services team website.
- manage a form library.
- manage site permission access.
- manage site usage.
- manage WSS content
- perform indexing and searching.
- manage workflow.
- manage WSS with central administration.
- manage security options.
- manage site maintenance.



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## Course Content

### **Lesson 1: Managing Site Collections**

Topic 1A: Create a Site Collection  
*Site Collections*  
*The Site Use Confirmation and Deletion Feature*  
*The Self-Service Site Creation Feature*  
*Site Templates*  
*The Site Template Gallery*  
*The Reset to Site Definition Feature*  
Topic 1B: Brand a Site Collection  
*Master Pages*  
*Navigation Options*  
Topic 1C: Manage a Web Part Gallery  
*The Web Part Gallery*  
*Web Part Gallery Settings*  
*Web Part Properties*  
*Web Part Types*  
*The New Web Part Page*  
*Web Part Views*

### **Lesson 2: Managing Lists**

Topic 2A: Create a Custom List  
*Lists*  
*Custom Lists*  
*Custom List Options*  
Topic 2B: Customize Existing Lists  
*List Versioning Settings*  
*List Columns*  
*Site Columns*  
*Column Ordering*  
*List Views*

### **Lesson 3: Managing Discussion Boards**

Topic 3A: Create a Discussion Board  
Topic 3B: Customize Existing Discussion Boards  
*Customize Options*  
*Discussion Board Views*  
Topic 3C: Set Email Feedback to Discussion Boards  
*Feedback Modes*  
*Trigger Mails*

### **Lesson 4: Managing Document Libraries**

Topic 4A: Create a Document Library  
*Document Library*  
Topic 4B: Create Library Templates  
*Library Templates*  
Topic 4C: Customize Existing Libraries  
*Library Settings*

Topic 4D: Organize Documents in a Library  
*Sorting*  
*Filtering*  
*Views*  
Topic 4E: Apply Document Versioning  
*Item Versioning*  
*Version History*  
*Version Tracking*

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

Topic 5A: Create a Form Library  
*Form*  
*Form Library*  
*Types of Forms*  
*InfoPath Form*  
Topic 5B: Modify Form Libraries  
*Form Library Settings*  
Topic 5C: Customize Form Templates Using InfoPath  
*Form Template*  
*Template Part*  
Topic 5D: Add Forms to a Forms Library  
*Forms Collaboration*

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

Topic 6A: Assign Group Permissions  
*Default Group Permissions*  
Topic 6B: Assign Unique Permissions  
*Hierarchy vs. Inherited Permissions*  
*Unique Permissions*  
*Inherited Permissions*  
*Anonymous Access Permissions*  
Topic 6C: Modify Existing Permissions  
*Access Requests*  
Topic 6D: Set Authentication  
*Authentication*  
*Identity Management Systems*  
*Pluggable Authentication*  
*Authentication Providers*  
*Edit Authentication Options*

### **Lesson 7: Managing Site Usage**

Topic 7A: Set Site Collection Quotas and Locks  
*Storage Quotas and Storage Space Allocation*  
*Quota Templates*  
*Site Logs*  
Topic 7B: View Site Usage



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*Site Usage Data*  
*Site Collection Summary Data*  
*Usage Analysis Process*

## **Lesson 8: Managing WSS Content**

Topic 8A: Create a Content Type  
*Default Content Types*  
*Custom Content Types*  
Topic 8B: Use List Templates  
*List Templates*  
*List Indexing*  
*Cross List Indexing*  
Topic 8C: Add Columns to Content  
*Columns*  
*Site Columns*  
Topic 8D: Apply Information Rights  
Management  
*Information Rights Management*  
*Rights Management System*

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

Topic 9A: Index Site Content  
*Indexing*  
Topic 9B: Use Search Options  
*Search Performance*  
*Search Visibility*

## **Lesson 10: Managing Workflows**

Topic 10A: Add a Workflow  
*Workflow Settings*  
*Workflow Templates*  
Topic 10B: Set the Workflow States

*Workflow States*  
Topic 10C: Create a Custom Workflow  
*Custom Workflow*

## **Lesson 11: Managing WSS Using Central Administration**

Topic 11A: Use Central Administration  
*Central Administration*  
*Managed Paths*  
*Web Application General Settings*  
Topic 11B: Add Administrative Tasks  
*Default Administrative Tasks*

## **Lesson 12: Managing Security Options in WSS**

Topic 12A: Set Security Levels  
*Security Levels*  
Topic 12B: Set Web Part Security  
Topic 12C: Set Antivirus Options  
*Antivirus Options*  
Topic 12D: Manage Blocked File Types  
*Blocked File Types*

## **Lesson 13: Managing Site Maintenance**

Topic 13A: Recover Lost Information  
*Recycle Bin Settings*  
Topic 13B: Perform a Backup  
*Backup Types*  
*Backup and Restore History*  
*Backup and Restore Job Status*  
Topic 13C: Restore a Backup