

### Windows SharePoint Services v3.0 & MOSS 2007 for Users & Site Administrators

#### SP-101 – SharePoint Services v3.0 User Course (2 days)

The SharePoint Services 3.0 User Course is designed for individuals who access information on and collaborate using Windows SharePoint Services sites, including any knowledge worker in a finance, operations, sales, human resources, or other role.

**After completing 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.

#### SP-102 – MOSS 2007 User Course (1 day)

The Microsoft Office SharePoint Server (MOSS) 2007 User Course is designed for individuals with SharePoint Services experience who access information on and collaborate using the rich features of MOSS 2007 sites, including any knowledge worker in a finance, operations, sales, human resources, or other role.

**After completing this course, students will be able to:**

- Work with MOSS lists & libraries
- Utilize MOSS site definitions, including Records Center, Document Center, Search Center, & Site Directory
- Work with Report Center to create reports, use the Key Performance Indicator (KPI) list, & create dashboards
- Initiate MOSS workflows
- Work with My Site, including My Profile/Home/Workgroup/Colleagues, Personal vs. Shared Views, My Blog, & My Site web parts

#### SP-103 – SharePoint 2007 Site Administrator/Power User Course (2 days)

The SharePoint 2007 Site Administrator/Power User Course provides the knowledge and skills required for the individual with the role and responsibilities of a SharePoint Site Administrator.

**After completing this course, students will be able to:**

- Manage a site collection, lists, discussion boards, & 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