

This one-day course is aimed at administrators who will oversee the administration of a SharePoint installation or content managers who wish to learn more about SharePoint. It covers the basics of both SharePoint Services and SharePoint Portal Server 2003 and is meant to enable the launch of a functioning SharePoint site.

SharePoint Level 1 - Admin

1. Introduction to SharePoint

- 1.1. SharePoint Overview
- 1.2. SharePoint Services 2003
- 1.3. SharePoint Portal Server 2003
- 1.4. SharePoint Security
- 1.5. SharePoint Deployment Planning

2. SharePoint Installation

- 2.1. SharePoint Services 2003 Only Install
- 2.2. SharePoint Portal Server 2003 Sizing and Architecture
- 2.3. Installing SharePoint Portal Server 2003
- 2.4. Initial Configuration of SharePoint Server 2003

3. SharePoint Portal Server Security

- 3.1. Security Overview
- 3.2. Integration with Active Directory
- 3.3. Users, Groups and Audiences
- 3.4. Permissions
- 3.5. Sites Versus Portal
- 3.6. SSL and Encryption
- 3.7. Database and Other Concerns
- 3.8. Browser Settings and Issues

4. Portal Navigation and Features

- 4.1. Portal Level Areas
- 4.2. Changing Areas and Navigation
- 4.3. Sites and Templates
- 4.4. My Site
- 4.5. Integration of SharePoint Services tools and features

5. SharePoint Search

- 5.1. Search Capabilities
- 5.2. Portal Search Configuration
- 5.3. Portal and Site Differences

6. Document Libraries

- 6.1. Creating Document Libraries
- 6.2. Folders and Adding Documents
- 6.3. Permissions in Document Libraries
- 6.4. Publishing, Document Properties
- 6.5. Collaboration with Office 2003

7. Other SharePoint Components

- 7.1. Lists
- 7.2. Discussion Boards
- 7.3. Surveys
- 7.4. Other Libraries
- 7.5. Introduction to Web Parts