

# WSS Matrix

	WSS Level 1 & Level 2	SharePoint for Business Managers
<i>Understanding Windows SharePoint Services 3.0</i>		●
Introduction to Windows SharePoint Services	○	●
Windows SharePoint Services Team Site	○	●
<i>Sites</i>		
Create a Team Site	○	●
Create a Document Workspace	○	●
Create a Wiki Site		●
Create a Meeting Workspace		●
Create a Recurring Meeting Workspace		●
Creating a Collaboration Portal		●
Creating a Document Center		●
Creating a News Site		●
Creating a Reports Center		●
Creating a Search Center		●
Creating a Site Directory		●
Creating a Publishing Portal		●
Creating Site Templates		●
Editing Site Templates		●
Deleting Site Templates		●
<i>Performing Basic Site Administration</i>		
Manage Site Look and Feel	○	●
Updating the Site Title, Description, URL, and Logo		●
Customizing Navigation Options		●
Updating Site Themes		●
Resetting Site Definitions		●
<i>Site Navigation</i>		
Navigation Bar	○	●
Quick Launch	○	●
Site Actions Menu	○	●
Navigation Management		●
Tree View		●
Displaying Subsites		●
Defining a Welcome Page		●
Page Layouts and Site Templates		●
Master Pages and Style Sheets		●
<i>Managing Site Access Permission</i>		
Grant Access to a SharePoint Site	○	●
Manage Users and Groups	○	●
Assign Group Permissions	○	●
Manage User Permissions	○	●
Identify Authentication Modes	○	●
Set Site Level Security	○	●

Changing Permission Inheritance for a Site		●
Managing Site Collection Administrators		●
<i>Site Search</i>		
Working with Search Results		●
Managing Search Visibility		●
Site Usage Reports		●
Using Site Collection Usage Statistics		●
Viewing Site Hierarchy		●
Performing Advanced Searches		●
Search Scopes		●
Search Keywords and Best Bets		●
Searchable Columns		●
<i>Recycle Bin</i>		
Viewing Items		●
Restoring Items		●
Deleting Items		●
Understanding the Site Collection Recycle Bin		●
<i>Working with Lists</i>		
Creating Custom Lists	○	●
Creating Announcement Lists	○	●
Creating Discussion Board Lists	○	●
Customize Existing Discussion Boards	○	
Set Email Feedback to Discussion Boards	○	
Creating Project Task Lists	○	●
Creating Survey Lists	○	●
Creating Contact Lists		●
Creating Links Lists		●
Creating Calendar Lists		●
Creating Task Lists		●
Creating Issue Tracking Lists		●
Creating KPI Lists		●
Adding List Items	○	●
Adding Announcements		●
Adding Tasks		●
Adding Contacts		●
Adding Project Tasks		●
Adding Survey Data		●
Adding Links		●
Adding Events		●
Adding Key Performance Indicators		●
Adding Issues		●
Editing List Items	○	●
Editing Announcements		●
Editing Tasks		●
Editing Contacts		●

Editing Project Tasks		●
Editing Survey Data		●
Editing Links		●
Editing Events		●
Editing Key Performance Indicators		●
Editing Issues		●
Deleting list Items	○	●
Versions	○	●
Using Views	○	●
Creating Personal Views	○	●
Creating Public Views		●
Creating Standard Views		●
Creating Gantt Views		●
Creating Calendar Views		●
Creating Datasheet Views		●
Filtering Lists		●
Sorting Lists		●
Faster Manipulation with Datasheet		●
Folders		●
<i>Managing Lists</i>		●
General Settings	○	●
Content Approval	○	●
Managing Views	○	●
Content Types	○	●
RSS Feed Settings	○	●
Security		●
Managing Columns		●
Creating a List Template		●
Deleting the List		●
Site Columns		●
Exporting Lists to Excel		●
Creating Custom Lists using Excel		●
Advanced Datasheet Features		●
<i>Working with Libraries</i>		
Creating Document Libraries	○	●
Working with Document Libraries	○	●
Managing Document Libraries		●
Creating Form Libraries	○	●
Working with Form Libraries	○	●
Managing Form Libraries		●
Creating Picture Libraries		●
Working with Picture Libraries		●
Managing Picture Libraries		●
Creating Wiki Page Libraries	○	●
Working with Wiki Page Libraries	○	●
Managing Wiki Page Libraries		●
Creating Slide Libraries		●
Working with Slide Libraries		●
Managing Slide Libraries		●

<i>Managing Libraries</i>		●
General Settings		●
Add Documents to a Library	○	●
Open and Edit Library Files	○	●
Version History	○	●
Content Approval	○	●
Managing Views		●
Content Types		●
RSS Feed Settings		●
Security		●
Managing Columns		●
Creating a Library Template		●
Deleting the Library		●
Site Columns		●
Advanced Datasheet Features		●
Folders		●
<i>Communicating with Team Members</i>		
Participate in a Discussion Board	○	●
Contribute to Blogs	○	●
Collaborate via the People and Groups List	○	
<i>Working Remotely with SharePoint Content</i>		
View SharePoint Content from Mobile Devices	○	●
Work with SharePoint Content Offline in Microsoft Office 2007	○	
<i>Customizing Your SharePoint Environment</i>	○	
Customize Personal and Regional Settings	○	●
Subscribe to an RSS Feed	○	●
Create a Personal Page View with Web Parts	○	●
Create an Alert	○	●
Receiving an Alert		●
Managing your Alerts		●
Removing Alerts for Other Users		●
My Site		●
Adding My Links		●
Editing My Links		●
Deleting My Links		●
<i>Managing Site Collections</i>		
Create a Site Collection	○	
Brand a Site Collection	○	
Manage a Web Part Gallery	○	
<i>Pages and Web Parts</i>		
Basic Pages		●
Web Part Pages		●
Publishing Pages		●
Adding Web Parts to Pages		●
Managing Web Part Pages		●
Exporting and Importing Web Parts		●

Standard Galleries		●
<i>Managing Content Types</i>		
Create a Content Type	○	●
Apply Content Types in a List	○	●
Use Formulas and Functions	○	●
<i>Managing Workflows</i>		
Configure a 3-state Workflow	○	●
Run a 3-state Workflow	○	●
Configure a Approval Workflow		●
Run an Approval Workflow		●
Configure a Collect Feedback Workflow		●
Run a Collect Feedback Workflow		●
Configure a Collect Signatures Workflow		●
Configure a Disposition Approval Workflow		●
<i>Information Management Policies</i>		
Labels		●
Barcodes		●
Auditing		●
Expiration		●
Policy Features		●
List Policies		●
Site Collection Policies		●
Site Content Type Policies		●
Policy Columns in Views		●
<b>SERVER ADMINISTRATION</b>		
<i>Working With Indexing and Searching</i>		
Index List Content	○	
Enable Search Option	○	
<i>Using Central Administration</i>		
Use Central Administration	○	
Add Administrative Tasks	○	
<i>Managing Security Options in WSS</i>		
Set Web Part Security	○	
Set Antivirus Options	○	
<i>Managing Site Usage</i>		
Set Site Collection Quotas and Locks	○	
Monitor Site Usage	○	
<i>Managing Site Maintenance</i>		
Recover Lost Information	○	
Perform a Backup	○	
Restore a Backup	○	