Microsoft Windows SharePoint Foundation 2010: Level 2

Course Summary

Description
Students will manage site collections and site components as a site collection administrator and as a site administrator.

Objectives
At the end of this course, students will be able to:

- Brand a site collection.
- Manage lists in a site collection.
- Manage document libraries.
- Manage form libraries.
- Manage content structures in a site collection.
- Manage a workflow.
- Manage indexing and searching options.
- Enable offline work with SharePoint sites using SharePoint Workspace 2010.
- Manage a SharePoint application using Central Administration.
- Manage user access.
- Manage security options in Microsoft SharePoint Foundation 2010.
- Manage site usage.
- Perform site maintenance.

Topics

- Branding a Site Collection
- Managing Lists
- Managing Libraries
- Managing Form Libraries
- Managing Content Structures
- Managing Workflows
- Working with Indexing and Searching
- Working Offline Using SharePoint Workspace 2010
- Managing the SharePoint Applications Using Central Administration
- Managing User Access
- Managing Site Security
- Managing Site Usage
- Managing Site Maintenance
- Appendix A: Accessibility Features
- Appendix B: Microsoft OneNote Integration with SharePoint
- Appendix C: Permission Categories
- Appendix D: File Types That Cannot Be Added to a List or Library
- Appendix E: Creating a Master Page

Audience
This course is designed for individual contributors or departmental staff in a variety of job roles, such as administrative assistants, functional or operations managers, with basic SharePoint skills, and who have the responsibility for managing SharePoint sites as an enabling technology within their workgroups, not necessarily IT tech professionals.

Prerequisites
The following course or equivalent experience is required:

A. Microsoft SharePoint Foundation 2010: Level 1
B. Some familiarity with basic Windows server concepts such as Windows 2003 and Windows 2003 concepts, PowerShell, basic concepts of coding and scripting, and Internet Information Server (IIS) is recommended but not required.

Duration
Two days

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Course Outline

I. Branding a Site Collection
- A. Describe the SharePoint Site Hierarchy
- B. Create a Custom Look and Feel for a Site Collection
- C. Create a Custom Site Layout

II. Managing Lists
- A. Perform Calculations on List Data
- B. Create Custom Lists
- C. Customize List Settings

III. Managing Libraries
- A. Perform Advanced Operations on a Library
- B. Create a Library Template
- C. Describe Information Rights Management

IV. Managing Form Libraries
- A. Create a Form Library
- B. Customize a Form Template Using InfoPath

V. Managing Content Structures
- A. Create a Content Type
- B. Apply Content Types

VI. Managing Workflows
- A. Add a Default Workflow
- B. Create a Custom Workflow

VII. Working with Indexing and Searching
- A. Index Content
- B. Enable Search Options

VIII. Working Offline Using SharePoint Workspace 2010
- A. Synchronize a SharePoint Site on the Local Computer
- B. Perform Offline Operations on a SharePoint Site

IX. Managing the SharePoint Applications Using Central Administration
- A. Create a Site Collection
- B. Administer a Site Collection
- C. Administer a Web Application

X. Managing User Access
- A. Manage Permissions
- B. Describe Authentication Modes

XI. Managing Site Security
- A. Set Web Part Security
- B. Set Antivirus Options
- C. Manage Blocked File Types

XII. Managing Site Usage
- A. Set Site Collection Quotas and Locks
- B. Monitor Site Usage

XIII. Managing Site Maintenance
- A. Recover Lost Information
- B. Perform a Granular Backup
- C. Restore a Granular Backup
- D. Perform a Farm Backup
- E. Restore a Farm Backup

XIV. Appendix A: Accessibility Features

XV. Appendix B: Microsoft OneNote Integration with SharePoint

XVI. Appendix C: Permission Categories

XVII. Appendix D: File Types That Cannot Be Added to a List or Library

XVIII. Appendix E: Creating a Master Page

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