

Microsoft® SharePoint® Foundation 2010: Level 2

Course Specifications

Course length: 2.0 day(s)

Course Description

Course Objective: You will manage site collections and site components as a site collection administrator and as a site administrator.

Target Student: 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 Element K course or equivalent experience is required:

Microsoft® SharePoint® Foundation 2010: Level 1

Some familiarity with basic Windows server concepts such as Windows 2003 and Windows 2008 concepts, PowerShell, basic concepts of coding and scripting, and Internet Information Server (IIS) is recommended but not required.

Course Objectives

Upon successful completion 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.

Course Content

Lesson 1: Branding a Site Collection

- Topic 1A:** Describe the SharePoint Site Hierarchy
- Topic 1B:** Create a Custom Look and Feel for a Site Collection
- Topic 1C:** Create a Custom Site Layout

Lesson 2: Managing Lists

- Topic 2A:** Perform Calculations on List Data
- Topic 2B:** Create Custom Lists
- Topic 2C:** Customize List Settings

Lesson 3: Managing Libraries

- Topic 3A:** Perform Advanced Operations on a Library
- Topic 3B:** Create a Library Template
- Topic 3C:** Describe Information Rights Management

Lesson 4: Managing Form Libraries

- Topic 4A:** Create a Form Library
- Topic 4B:** Customize a Form Template Using InfoPath

Lesson 5: Managing Content Structures

- Topic 5A:** Create a Content Type
- Topic 5B:** Apply Content Types

Lesson 6: Managing Workflows

- Topic 6A:** Add a Default Workflow
- Topic 6B:** Create a Custom Workflow

Lesson 7: Working with Indexing and Searching

- Topic 7A:** Index Content
- Topic 7B:** Enable Search Options

Lesson 8: Working Offline Using SharePoint Workspace 2010

- Topic 8A:** Synchronize a SharePoint Site on the Local Computer
- Topic 8B:** Perform Offline Operations on a SharePoint Site

Lesson 9: Managing the SharePoint Applications Using Central Administration

- Topic 9A:** Create a Site Collection
- Topic 9B:** Administer a Site Collection
- Topic 9C:** Administer a Web Application

Lesson 10: Managing User Access

- Topic 10A:** Manage Permissions
- Topic 10B:** Describe Authentication Modes

Lesson 11: Managing Site Security

Topic 11A: Set Web Part Security

Topic 11B: Set Antivirus Options

Topic 11C: Manage Blocked File Types

Lesson 12: Managing Site Usage

Topic 12A: Set Site Collection Quotas and Locks

Topic 12B: Monitor Site Usage

Lesson 13: Managing Site Maintenance

Topic 13A: Recover Lost Information

Topic 13B: Perform a Granular Backup

Topic 13C: Restore a Granular Backup

Topic 13D: Perform a Farm Backup

Topic 13E: Restore a Farm Backup

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