

Course Length -----2 Days
Course Format ----- Instructor –Led
Course Hours -----9:00 a.m. – 5:00 p.m.



Microsoft® SharePoint® Foundation 2010 Advanced

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: Introduction

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.

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

- ☑ Describe the SharePoint Site Hierarchy
- ☑ Create a Custom Look and Feel for a Site Collection
- ☑ Create a Custom Site Layout

Lesson 2: Managing Lists

- ☑ Perform Calculations on List Data
- ☑ Create Custom Lists
- ☑ Customize List Settings

Lesson 3: Managing Libraries

- ☑ Perform Advanced Operations on a Library
- ☑ Create a Library Template
- ☑ Describe Information Rights Management

Lesson 4: Managing Form Libraries

- ☑ Create a Form Library
- ☑ Customize a Form Template Using InfoPath

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Lesson 5: Managing Content Structures

- Create a Content Type
- Apply Content Types

Lesson 6: Managing Workflows

- Add a Default Workflow
- Create a Custom Workflow

Lesson 7: Working with Indexing and Searching

- Index Content
- Enable Search Options

Lesson 8: Working Offline Using SharePoint Workspace 2010

- Synchronize a SharePoint Site on the Local Computer
- Perform Offline Operations on a SharePoint Site

Lesson 9: Managing the SharePoint Applications Using Central Administration

- Create a Site Collection
- Administer a Site Collection
- Administer a Web Application

Lesson 10: Managing User Access

- Manage Permissions
- Describe Authentication Modes

Lesson 11: Managing Site Security

- Set Web Part Security
- Set Antivirus Options
- Manage Blocked File Types

Lesson 12: Managing Site Usage

- Set Site Collection Quotas and Locks
- Monitor Site Usage

Lesson 13: Managing Site Maintenance

- Recover Lost Information
- Perform a Granular Backup
- Restore a Granular Backup
- Perform a Farm Backup
- 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