



Microsoft SharePoint Foundation 2010: Level 2

Course length:

2 days

Overview

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.

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 in a site collection.

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.

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 2003 concepts, PowerShell, basic concepts of coding and scripting, and Internet Information Server (IIS) is recommended but not required.

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

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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

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 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

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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

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