

Microsoft SharePoint 2010 Level 1: Site User / Site Owner

2 Day Course

Training at Your Office

\$ 375 per person (minimum charge of 3 people)

Discounts available for groups of 6 or more.

Rates are per training day. HST is extra.

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COURSE DESCRIPTION

In this course you will use, create, and edit content in a team site. You will also create and perform basic management of a team site using SharePoint.

Upon successful completion of this course, students will be able to:

- identify basic functions of collaboration technology and Microsoft SharePoint team sites.
- add and modify list items and work with list views.
- add, edit, and share documents across libraries and wikis.
- communicate and collaborate with team members.
- work remotely with SharePoint content.
- customize your SharePoint environment.
- create a team site.
- perform basic site administration.

COURSE TOPICS

Introducing Microsoft SharePoint

Describe Microsoft SharePoint

Describe the Team Site Interface Elements

Working with Lists

Add List Items

Modify List Items

Change List Views

Working with Libraries

Add Documents to a Library

Edit Library Documents

Share Documents Across Libraries

Create Wiki Pages

Request Access to SharePoint Content

Communicating with Team Members

Participate in a Discussion Board

Contribute to Blogs

Collaborate via the People and Groups List

Working Remotely with SharePoint Content

Access SharePoint Content from Mobile Devices

Work Offline with SharePoint Content in Microsoft Office

Work Offline with Shared Calendars

Customizing Your SharePoint Environment

Customize Personal and Regional Settings

Personalize the Page View with Web Parts

Create an Alert

Subscribe to an RSS Feed

Creating a Team Site

Create a Site

Create a List

Create a Library

Create a Discussion Board

Create a Survey

Performing Basic Site Administration

Manage Users and Groups

Manage Site Look and Feel

Microsoft SharePoint 2010

Level 2: Site Administrator

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COURSE DESCRIPTION

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

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 sites using SharePoint Workspace.
- manage a SharePoint application using Central Administration.
- manage user access.
- manage security options in Microsoft SharePoint.
- manage site usage.
- perform site maintenance.

COURSE TOPICS

Branding a Site Collection

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

Managing Lists

Perform Calculations on List Data
Create Custom Lists
Customize List Settings

Managing Libraries

Perform Advanced Operations on a Library
Create a Library Template

Managing Form Libraries

Create a Form Library
Customize a Form Template Using InfoPath

Managing Content Structures

Create a Content Type
Apply Content Types

Managing Workflows

Add a Default Workflow
Create a Custom Workflow

Working with Indexing and Searching

Index Content
Enable Search Options

Working Offline Using SharePoint

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

Managing SharePoint Applications Using

Central Administration
Create a Site Collection
Administer a Site Collection
Administer a Web Application

Managing User Access

Manage Permissions
Describe Authentication Modes

Managing Site Security

Set Web Part Security
Set Antivirus Options
Manage Blocked File Types

Managing Site Usage

Set Site Collection Quotas and Locks
Monitor Site Usage

Managing Site Maintenance

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