

Technical Training Solutions



SharePoint 2010 Site Administration (2 Day Course)

Technical
Course
Outline

Course Summary

A SharePoint 2010 Site Administrator is responsible for managing the content and settings of lists, libraries, web parts and more in a SharePoint site. This course will cover a range of administration responsibilities that a Site Administrator must control. This course focuses on accomplishing site administration tasks from the native SharePoint 2010 user interface, the browser. Students wishing to learn how to perform site administration tasks in SharePoint Designer should take the two-day "SharePoint Designer 2010" course as SharePoint Designer is not addressed in this course.

Intended Audience:

This course is intended for those SharePoint 2010 Site Administrators who wish to learn how to administer SharePoint 2010 from the browser interface.

Prerequisites:

To ensure the best learning experience for all participants, the following pre-requisites *must be met* in order to participate in this course:

- Familiarity using the SharePoint 2010 browser interface to perform end-user tasks.

Course Contents:

SharePoint 2010 Physical and Logical Architecture Overview

- SharePoint Foundation vs. SharePoint Server
- The SharePoint 2010 Farm
 - Web Applications, Site Collections and Sites
 - Site Features
 - SharePoint Pages
 - Master and Content Pages
 - Application Pages vs. Site Pages
 - Lists and Libraries
 - Content Types
 - Fields/Columns
- SharePoint 2010 Development and Design Environments

Introduction to SharePoint 2010 Site Administration

- The Role of the Site Administrator
- Identification and Purpose of Site Administrative Tools
 - List & Library Settings
 - The Site Actions Dropdown
 - Manage Content & Structure
 - Adding New Pages
 - Publishing Pages
 - Web Part Pages
 - Wiki Pages
 - Site Settings

Working with SharePoint Sites

- Site Templates
 - Team Site
 - Blog Site
 - Document Workspace
 - Meeting Workspaces
 - Group Work Site
 - Enterprise Wiki
 - Publishing Sites

General Site Settings

- Changing the Site Look & Feel
- Modifying Site Navigation
- Saving a Site as a Site Template

Site Search Options

- Keyword Best Bets
- Better Searches Through Better Metadata
 - Term Sets & Keywords

Web Parts

- Web Part Pages and Web Part Zones
- The Web Part Gallery
 - Adding Multimedia
- Web Part Configuration and Personalization
 - Exporting Web Part Configurations
 - Connected Web Parts

Permissions and Groups (overview)

- How Permissions are Resolved When Multiple Groups Are Assigned
- User Alerts

Working with Content

- Creating & Configuring RSS Feeds
- Enabling & Configuring the Document Set Content Type
- Utilizing Excel Services

SharePoint 2010 Workflow Introduction

- Understanding Workflows
- Task & History Workflow Lists
- Workflow Types
 - Approval Workflow