

# 50547: Microsoft® SharePoint® 2010 Site Collection and Site Administration

Duration: 5 Days

Method: Instructor-Led Training (ILT)

## Course Description

This course gives participants who have SharePoint 2010 Owner permissions for a site the ability to manage, administer and modify a SharePoint 2010 site based on business needs and objectives. This course also provides IT Business Analysts with the necessary information to advise business units on which features are the best fit for their business processes. The course will provide participants with the necessary information on SharePoint 2010 features and capabilities including how to implement and best practices for implementing the feature. It will also focus on different aspects of governance, Office 2010 integration, workflows, web parts and much more, to help participants understand the depth and breadth of SharePoint 2010.

## Target Audience

This course is intended for persons in the following roles who are tasked with working within the SharePoint environment:

- Site Collection Administrators
- SharePoint Administrators/Developers/Power Users.

## Prerequisites

To attend this course, candidates must have experience with:

- One of the Windows® operating systems e.g. Windows 7 or Windows 10
- A version of Microsoft Office
- Internet Explorer.

## Course Objectives

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

- Create and modify SharePoint 2010 objects.
- Understand SharePoint 2010 governance at the site collection and site levels.
- Understand SharePoint 2010 planning principals.
- Understand Office 2010 and SharePoint 2010 integration.
- Modify SharePoint 2010 to improve the built-in search.



## Course Topics

### Module 1: SharePoint 2010 General Overview

- SharePoint 2010 Site Collection and Site Administrator Roles
- SharePoint 2010 Wheel
- Comparing SharePoint 2010 Versions
- Expanded Browser Capabilities

### Module 2: Getting Started with SharePoint 2010 Environment

- SharePoint 2010 Environment
- Navigation
- SharePoint 2010 Ribbon
- Adding and Editing Content in SharePoint 2010
- Using Your Name Menu

### Module 3: Organization and Development of SharePoint 2010 Sites

- Governance and Best Practices
- Information Architecture
- Site Structure
- User Education
- Resources

### Module 4: Site Collections, Top Level Sites and Sites

- Overview of SharePoint 2010 Hierarchy
- SharePoint 2010 Site Inventory
- Creating Sites and Subsites
- Modifying Site Navigation
- Speciality Sites
- Sites and Navigation Best Practices

### Module 5: Creating and Modifying Libraries and Lists

- Overview of Libraries
- Creating a Library in SharePoint 2010
- Library Inventory
- Overview of Lists
- Creating a List in SharePoint 2010
- List Inventory

- Library and List Best Practices

### Module 6: Managing Permissions for Users and Groups

- Overview of Permissions and Security in SharePoint 2010
- Permissions within SharePoint 2010
- Managing Permissions within SharePoint 2010
- Stop Inheriting Permissions
- Creating a New SharePoint 2010 Group
- Managing Users and Groups
- Other Permissions Management Tools
- Permissions Best Practices

### Module 7: Site/Content Management and Collaboration

- Overview of Site and Content Management
- Content Management
- Records Management with the Records Center
- Setting up Alerts and Real Simple Syndication
- Targeting Audiences with Content
- Site and Content Management Best Practices

### Module 8: Office 2010 Integration with SharePoint 2010

- Overview of Office 2010 and Office Web App
- Collaborating Using Outlook 2010
- Connecting and Collaborating with Office 2010 Backstage
- Connecting, Managing and Editing Documents
- Collaborating with PowerPoint 2010
- Take Information Offline with SharePoint Workspace 2010
- Visio 2010 Integration
- Access 2010 Integration
- Using InfoPath 2010 with SharePoint 2010
- Office 2010 Integration Best Practices



## Course Topics *Continued*

### Module 9: Creating Consistency Across Sites

- Site Columns
- Site Content Types
- Implementing Document Sets
- Show/Hide the Server Ribbon
- SharePoint Site Themes
- Overview of SharePoint Templates
- Managing Through Site Templates
- Managing Through List and Library Templates
- Page Layout and Site Template Settings
- Consistency Best Practices

### Module 10: Finding Information Using Search and Views

- Overview of Views
- Adding Columns to Lists and Libraries
- Creating Views in Lists and Libraries
- Configuring Per-Location View
- Overview of Metadata and Taxonomy for SharePoint 2010
- Implementing Managed Metadata
- Overview of Search
- Implementing Managed Keywords and Best Bets
- Using SharePoint Search
- Configuring Search Scope
- Configuring Search Visibility
- View and Search Best Practices

### Module 11: Displaying Data with Web Parts in SharePoint 2010

- Overview of Web Parts
- Web Part Inventory
- Managing a Web Part on a Page
- Managing a Web Part
- Customizing a Web Part
- Web Part Maintenance
- Web Parts Best Practices

### Module 12: Document Management through Workflows

- Overview of SharePoint 2010 Workflows
- Approval – SharePoint 2010 Workflow
- Three-State Workflow
- Collect Feedback – SharePoint 2010 Workflow
- Collect Signatures – SharePoint 2010 Workflow
- Disposition Workflow
- Managing Workflows in SharePoint 2010

### Module 13: SharePoint 2010 Social Computing and Collaboration

- Overview of Social Computing
- Using My Sites for Knowledge Management
- Configuring My Profile
- Using Social Tags and Note Boards
- SharePoint 2010 My Site Blog
- SharePoint 2010 Social Computing Best Practices

### Module 14: Administrating a SharePoint 2010 Site Collection and Site

- Overview of SharePoint 2010 Administration
- Additional Settings for Site Administration
- Additional Settings for Site Collection Administration

## LABS INCLUDED

