

## Introduction

This **2-day** Instructor led course explores several advanced topics of working with SharePoint 2010 sites. Topics include SharePoint Server site definitions (Business Intelligence, Search Centre, etc.), in-depth coverage of Workflows, My Sites and Social Computing, Site Administration, Site Customization and Site Collection Administration.

## Audience:

People responsible for managing SharePoint sites as Owners or Site Collection Owners. Business and everyday users wanting to learn more advanced tasks of SharePoint sites and site collections

## At Course Completion

- Explore all the new end user features exposed in SharePoint 2010. Learn to navigate the new ribbon, work with Social computing features like tagging and ranking, and the new My Sites features

## Prerequisites

- Previous SharePoint End User Level I course or several months of working with SharePoint sites

## Duration

- 2 days
- Includes lunch, refreshments and manuals

## Course Outline

### Module 1: Overview

A simple introduction module.

#### After completing this module, students will be able to:

- Understand your course, classroom, classmates, facility and instructor.

### Module 2: Server Site Definitions

In this module we will explore each of the site definitions that come with SharePoint Server.

#### Lessons

- SharePoint Server Site Definitions

#### Lab: Server Site Definitions

- Use the Publishing Portal
- Use the Records Centre
- Use the Search Centre
- Use Business Intelligence Centre

#### After completing this module, students will be able to:

- Describe each of the SharePoint Server site definitions
- Be able to effectively use the SharePoint Server site definitions

### Module 3: Workflows

In this module we are going to take a look at implementing workflows with SharePoint Designer 2010.

#### Lessons

- Workflows

#### Lab: BuiltInActivities (2007)

- Use one of each Built-In Activity (2007)

#### Lab: BuiltInActivities (2010)

- Use one of each Built-In Activity (2010)

#### Lab: Reusable Workflows

- Create Reusable Workflows (Site/Global)
- Export a workflow to Visio
- Import a workflow from Visio
- Save as Template

#### Lab: ModifyOOBWorkflow

- Modify Out Of Box Workflows

#### Lab: Looping Workflow

- Create a looping set of workflows

#### After completing this module, students will be able to:

- Build workflows with SharePoint Designer 2010
- Understand how to edit built in workflows
- Implement logging in your workflows

### Module 4: My Site

In this module we will review the new Social Computing features in SharePoint 2010 and the SharePoint Server feature called My Sites.

#### Lessons

- My Site
- What is Social Computing



## Lab: My Site

- Create your my Site
- Your Profile
- Colleagues
- Colleagues - Tracking Changes
- Explore Memberships
- Explore In Common With
- Documents
- My Blog
- My Tags and Notes

## After completing this module, students will be able to:

- Describe what a My Site is
- How to create and modify a My Site
- How to work with My Site social networking features
- How to protect yourself in the Social Computing realm

## Module 5: Site Administration

In this module we are going to take a quick look at some basic site administration tasks. These are tasks that can be done by site "owners".

### Lessons

- Basic Site Administration

### Lab: Site Administration

- Site Name, Description, Appearance
- Tree View
- Site Theme
- Navigation (Top Link, Quick Launch)
- Searchable columns
- Regional Settings
- User Alerts
- RSS Settings
- Search and Offline Availability
- Workflow Settings
- Site web analytics and reports
- Term store management
- Content and Structure
- Manage Site Features
- Reset to site definition

### Lab: Galleries

- Explore Site Column Gallery
- Explore Site Content Types Gallery
- Explore Web Parts Gallery
- Explore List templates Gallery
- Explore Master Pages (and page layouts) Gallery
- Explore Themes Gallery
- Explore Solutions Gallery

## Lab: Advanced Site Administration

- Site Features
- Workflows
- Hold Reports
- Discover and hold content
- Content Organizer settings
- Content Organizer Rules

## After completing this module, students will be able to:

- Understand what a Site Administrator is
- Be able to describe all Site Administration tasks
- Administer SharePoint Sites

## Module 6: Site Customization

In this module we will take a very brief look at some of the ways to customize your site via the browser and as an end user. There are many more ways at a developer level to customize SharePoint sites, but this module is focused at an end user level.

### Lessons

- Site Customization
- Using Web Parts

### Lab: Foundation Web Parts

- Web Parts Basics
- Media and Content Web Parts
- Content Rollup Web Parts
- Social Collaboration Web Parts

### Lab: Server Web Parts

- Basic and Audience Targeting
- Business Data
- Office Client Applications
- Search

### Lab: Filter Web Parts

- Use each of the Filter Web Parts

### Lab: Master Page and CSS Customization

- Create a Master Page
- Modify a Master Page
- Custom CSS

### Lab: Page Layouts

- Create a new Page Layout
- Create a new Page using a Page Layout



## After completing this module, students will be able to:

- Modify the shared and personal view of a site
- Add and delete pages and web part pages
- Add, remove, close and move web parts to a web part page
- An understanding of some basic web part on a team site and portal sites
- Be able to make simple changes to SharePoint master pages and CSS
- Be able to create page layouts and pages

## Module 7: Site Collection Administration

In this module we take a look at all site collection settings and describe what a site collection administrator is, and what they can do.

### Lessons

- Site Collection Administration

### Lab: Site Collection Administration

- Search Settings, Scopes and Keywords
- FAST Search Links
- Recycle Bin
- Site Collection Features
- Site Hierarchy
- Site Collection Navigation
- Site Collection Audit Settings
- Audit Log Reports
- Portal site connection
- Site Collection Policies
- Record declaration settings
- Site collection cache profiles, object cache and output cache
- Content Type Publishing and Logs
- Variations and Variation Labels
- Translatable Columns
- Suggested Content Browser Locations
- Document ID Settings
- SharePoint Designer Settings
- Visual Upgrade
- Help Settings
- Site Collection web analytics reports

## After completing this module, students will be able to:

- Understand what a Site Collection Administrator is
- Understand where to find and configure site collection settings
- Be able to describe what each of the site collection administration features are
- Be qualified to be a Site Collection Administrator



Learning Solutions

