



Microsoft SharePoint Foundation 2010: Advanced

Overview: This course will teach students how to manage site collections and site components as a site collection administrator and as a site administrator.

Course Length: 2 Days

Prerequisites: Microsoft SharePoint Foundation 2010: Introduction course or equivalent knowledge. 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

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

Lesson 2: Managing Lists

Perform Calculations on List Data
Create Custom Lists
Customize List Settings

Lesson 3: Managing Libraries

Perform Advanced Operations on a Library
Create a Library Template

Lesson 4: Managing Form Libraries

Create a Form Library
Customize a Form Template Using InfoPath

Lesson 5: Managing Content Structures

Create a Content Type
Apply Content Types

Lesson 6: Managing Workflows

Add a Default Workflow
Create a Custom Workflow

Lesson 7: Working with Indexing and Searching

Index Content
Enable Search Options

Lesson 8: Working Offline Using SharePoint Workspace 2010

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

Lesson 9: Managing SharePoint Applications Using Central Administration

Create a Site Collection
Administer a Site Collection
Administer a Web Application

Lesson 10: Managing User Access

Manage Permissions
Describe Authentication Modes

Lesson 11: Managing Site Security

Set Web Part Security
Set Antivirus Options
Manage Blocked File Types

Lesson 12: Managing Site Usage

Set Site Collection Quotas and Locks
Monitor Site Usage

Lesson 13: Managing Site Maintenance

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