

Microsoft® SharePoint Foundation - Level 2

Course Overview

SharePoint is a versatile technology that enables organizations and business units of all sizes to increase the efficiency of their business processes, improve team productivity and work collaboratively, providing access to documents and information needed. This two-day instructor-led course explores several advanced topics of working with SharePoint sites. You will have an opportunity to learn how to manage site collections and site components as a site collection administrator and as a site administrator, including branding a site for a custom look and feel, managing and creating form libraries, and understanding indexing and searching in SharePoint.

Audience

This course is designed for employees at all levels of the organization, including administrative assistants, project team members, functional or operational managers, who have a basic understanding of SharePoint, or anyone who is responsible for managing SharePoint sites as an enabling technology within their workgroups (not necessarily IT tech professionals).

Course Objectives

Upon completion of this course, you 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 SharePoint sites using SharePoint Workspace
- manage a SharePoint application using Central Administration
- manage user access
- manage security options in Microsoft SharePoint Foundation
- manage site usage
- perform site maintenance

Skills Taught

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

- 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