

Microsoft®

SharePoint 2010 Level 2 Site Administration

Duration:

Traditional Instructor Led Learning -2.00 Day(s)

Software Assurance Vouchers Not Accepted

Introduction

Once you are familiar with SharePoint and its collaboration tools, you may be called upon to be a site administrator. In this course, you will learn the tools necessary to successfully administer a SharePoint team site. These tools include: understanding permissions, controlling permissions, creating lists and libraries, and managing content. This course does not take you through Central Administration as most basic site administrators are not site collection administrators.



Target Audience: This course is designed for individuals who need to know how to administer a SharePoint team site.

Prerequisites: SharePoint Level One or equivalent. Knowledge of basic network administration concepts is helpful but not a must.

Day One

Understanding Site Permissions

- Default Permission Levels on a SharePoint Site
- Default Groups on a SharePoint Site
- Inheriting Permissions vs. Unique Permissions
- Site areas Where Permissions apply
- Configuring Permission Levels

Creating and initially Customizing a Site

- Creating a Team Site
- Setting initial Permissions
- Setting a Site theme

Working with Document Libraries

- Creating a Document Library
- Setting Check-Out and Check-in
- Setting Versioning
- Testing the Document Library
- Setting the Folder Structure
- Building Picture Libraries

Adding Basic Lists

- Adding a Calendar

- Setting up a Meeting Workspace
- Setting up Contact Lists
- Setting up Surveys
- Testing Surveys
- Analyzing Surveys
- Sharing information with Excel

Adding Tracking Lists

- Setting up a Task List
- Setting up a Project Task List
- Setting up a Tracking List

Setting up Custom Lists

- Exploring and Creating Site Columns
- Changing the Column Lineup in Lists
- Creating a Custom List in SharePoint
- Creating a Custom List from Excel

Setting up Permission Groups

- Setting up Custom Permission Groups
- Adding Members to Groups
- Giving Groups Permissions on a Site

Setting up Permissions on Lists and Items

- Setting Permissions on Lists
- Setting Permissions on List Items

Day 2

Setting up Communication Pieces

- Creating Discussion Boards
- Creating Blogs
- Controlling initial Publishing Settings
- Creating Wikis

Working with Views

- Changing Default Views
- Creating Public Views
- Working with Mobile Views

Working with Web Parts

- Editing Existing Web Part Pages
- Creating Web Part Pages
- Changing Site Logos

Setting up Form Libraries

- Adding Form Libraries
- Building a Form in infopath
- Testing Forms

Working with Workflows

- Working with Existing Workflows
- Creating Workflows
- Testing Workflows

Working with Content Types

- Creating Content Types
- Adding Templates to Content Types
- Using Content Types on Lists

Setting up Templates

- Creating Site Templates
- Using Site Templates
- Creating List Templates
- Using List Templates

Customizing Site Navigation

- Customizing the Quick Launch
- Customizing the Top Link Bar

Setting Final Site Permissions

- Creating Custom Permission Levels
- Deciding on Your Site Permissions

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