SharePoint Foundation 2010 Creating and Administering Team Web Sites

Audience

This course is intended for persons familiar with webs, browsers, and the general purpose of SharePoint. They should be very familiar with Office applications and how to contribute to a workspace through Office applications. Students should be familiar with the concept of creating and managing a web site. Ideally, they should already be charged with developing a site, have defined the purpose, and justified the project. Students may have little to no knowledge of how to use SharePoint Foundation to set up a site.

Description

The course uses a combination of lecture, hands-on practice, and independent exercises to teach the site architects and administrators how to set up and administer a SharePoint web site.

Topics include the core things people need to know to develop a team site, but the approach is to show them the **why**, as well as the **how** in using the SharePoint tool. There is a scenario used to build a site throughout the class and independent exercises where students can actually create team sites and subsites.

Objectives

Upon successful completion of the class, students should be able to:

- Discuss what features SharePoint Foundation provides in creating a team site
- Create, configure, and implement control of a team site
- Create lists including announcements, events, contacts, issues, and custom lists
- Manage users, groups, and permissions on a team site
- Create links on a team site
- Set up web discussions
- Create surveys for a team site
- Add libraries, including picture libraries to a team site
- Manage the site, workspaces, template galleries, and other general administration issues.

Length

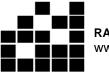
1 day

I. Introduction to SharePoint Foundation

- A. Understanding SharePoint Foundation
- B. Recognizing the Terminology
- C. Getting Started
 - 1. Technical Setup
 - 2. Planning

II. Creating a Team Web Site and Customizing the Home Page

- A. Creating a Team Web site
- B. Getting Acquainted with the Screen
- C. Changing Site Title, Description and Theme



RAMCO www.ramco-training.com D. Using Web Parts to Customize the Home Page

III. Creating Lists

- A. What is a List?
- B. Adding an Item to a List (Announcement)
- C. Editing an Item in a List
- D. Deleting an Item in a List
- E. Adding an Event to the Calendar
- F. Creating Repeating Calendar Events
- G. Editing and Deleting an Existing Event
- H. Working with the Links List
- I. Using Contacts
- J. Linking to Outlook
- K. Setting Up Custom Lists
- L. Adding Columns to Custom Lists
- M. Creating Custom Views
- N. Importing and Exporting List Data
- O. Editing Views
- P. Saving a List as a Template (OPTIONAL)

IV. Document and Picture Libraries

- A. Adding Libraries
- B. Creating New Documents
- C. Using Custom Document Templates
- D. Uploading Documents
- E. Adding a New Folder
- F. Editing/Deleting a Shared Document
- G. Versioning Documents
- H. Checking In/Out Documents
- I. Filtering Documents

- J. Creating a Picture Library
- K. Viewing Pictures
- L. Deleting a Library

V. Discussions and Surveys

- A. Setting up Web Discussions
- B. Creating Surveys
- C. Modifying the Survey
- D. Changing Survey Questions and Settings
- E. Deleting a Survey or Survey Question

VI. Administering Users and Groups

- A. Implementing Control on Web Lists
- B. Approving Content Changes
- C. Setting Up Alerts
- D. Managing Users and Permissions
- E. Managing Groups
- F. Setting Server Administration Options
- G. Managing Anonymous Access
- H. Managing Request Access

VII. General Administration

- A. Top Level Site Administration
- B. Saving a Site as a Template
- C. Managing Sites and Workspaces
- D. Managing Template Galleries
- E. Viewing Site Hierarchy
- F. Viewing the Usage Summary
- G. Deleting Sites

Appendices

A. Setting up Tasks