

SharePoint Foundation 2010 Level 2

Audience	This course is intended for persons familiar with the SharePoint web sites who know the basics of SharePoint. Students should be very familiar with Office applications and how to contribute to a workspace through Office applications. Ideally students should already be charged with developing a site, have defined the purpose and justified the project. They should be familiar with the basics of creating and managing a web site.
Description	<p>The course uses a combination of lecture, hands-on practice, and independent exercises to teach site architects and administrators more advanced topics used to manage and administer a SharePoint team site.</p> <p>Topics covered include creating and managing wiki libraries and pages; developing a form library and create an InfoPath form; using content type; adding and running a workflow; synchronizing SharePoint with Outlook and desktop workspace; manage records; and move and copy sites.</p>
Objectives	<p>Upon successful completion of the class, students should be able to:</p> <ul style="list-style-type: none">■ Create and manage wiki libraries and wiki pages,■ Create and manage a form library,■ Create and use an InfoPath form template,■ Manage permissions on sites, groups, individuals and web parts,■ Discuss the use of content types,■ Apply content types to lists or libraries,■ Add and run a workflow,■ Synchronize SharePoint with Outlook,■ Work with SharePoint from desktop workspace,■ Manage records in SharePoint,■ Move, copy and delete sites (Optional).
Length	1 day

I. The Wiki Library

- A. Managing Sites and Site Collections
- B. Creating a Wiki Library
- C. Creating Linked Wiki Pages
- D. Adding Content to Wiki Pages
- E. Managing Wiki Pages

II. Managing Form Libraries

- A. Managing documents in a Library
- B. Creating a Form Library
- C. What is Microsoft InfoPath?
- D. Creating an InfoPath Form



- E. Using an InfoPath Form Template to Create Documents
- F. Converting a Document to an InfoPath Form
- G. Modifying Form Documents

III. Managing Permissions

- A. Managing Permissions
- B. Managing Groups
- C. Assigning Permission Levels
- D. Setting Permissions for Specific Web Parts
- E. Setting Permissions for Specific Items in a Web Part

IV. Managing Content Types

- A. An Overview of Content Types
- B. Create a New Content Type
- C. Adding/Deleting a Column to a Content Type
- D. Associate a Content Type with a List or Library

V. Managing Workflows

- A. What is a Workflow?
- B. Adding a Workflow to a Library
- C. Running a Workflow
- D. Modifying a Workflow
- E. Create a Workflow with SharePoint Designer

VI. Synchronizing SharePoint Data

- A. Synchronizing SharePoint with Outlook Calendar and Contacts
- B. Adding/Synchronizing Announcements from a Desktop Workspace
- C. Working with the Document Library from the Desktop Workspace

- D. Adding a Document into a **Library** through the Desktop Workspace

VII. Managing Records in SharePoint

- A. Determining record criteria
- B. Adding a Records Center Site
- C. Converting Documents to Records
- D. Managing Connections to the Records Center

Appendix A: Managing the SharePoint Site Hierarchy

Moving, Copying, Deleting and Renaming sites and web page elements

Displaying Site Web Analytics Reports Usage reports

Appendix B: Searching a SharePoint Site