

Course Brochure

SHAREPOINT 2010

SHAREPOINT 2010 USAGE

SHAREPOINT SERVER 2010 ADMINISTRATION

SHAREPOINT SERVER 2010 DESIGN

SHAREPOINT SERVER 2010 DEVELOPMENT

COURSE CONTENTS

SharePoint 2010 Usage

Course Outline

This course takes users who have never used SharePoint 2010 through introductory lessons on how to create and edit information in SharePoint. The course explains the purpose of SharePoint sites, how to navigate between sites and how to create and edit list items such as contacts and calendar events. The course also covers uploading and editing documents and the basic document management features of SharePoint 2010. The course also provides users who will be SharePoint 2010 site Administrators with the skills and knowledge to manage a SharePoint site and sub-sites. Students will learn how to create new sites and create new pages within sites as well as configuring navigation between pages within the site. The course explains how to customize the look and feel of a site using the administrative settings as well as how to manage security and information management policies for the site.

Skills Gained

After completing the course students will be able to:

- ❖ Use SharePoint tools to find information
- ❖ Store documents and data in a SharePoint site
- ❖ Use My Site to store personal information and manage alerts
- ❖ Use Office to collaborate through SharePoint
- ❖ Create and configure sub sites
- ❖ Administer site settings
- ❖ Configure process automation through workflows

Target Audience

The course is designed for users who will be managing documents and other data in SharePoint as list administrators or site owners.

Prerequisites

Students attending this course should have basic skills in computer usage. Attendees should have literacy with basic document management, email, and Internet web browsing. Attendees should also be familiar with Microsoft Office applications, either the 2007 or 2010 versions.

Topics

- ❖ SharePoint 2010 for the Information Worker
- ❖ Navigating and Searching
- ❖ Sharing Information Using SharePoint Contacts, Calendars, and Tasks Lists
- ❖ Sharing Documents Using SharePoint Libraries
- ❖ Customizing Information Presentation with Shared and Personal Views
- ❖ Connecting with Coworkers through Profiles
- ❖ Using Microsoft Office 2010 with SharePoint 2010
- ❖ Using Office 2010 Web Applications with SharePoint 2010
- ❖ Site Administration in SharePoint 2010
- ❖ Creating and Managing Sites and Sub sites
- ❖ Customizing Site Look and Navigation
- ❖ Managing Site Administrative Settings
- ❖ Administering List and Library Settings
- ❖ Managing Metadata and Policies for Lists and Libraries
- ❖ Configuring SharePoint 2010 Workflows
- ❖ Managing Security with Permissions
- ❖ Content Management in SharePoint 2010
- ❖ Using SharePoint 2010 Web Content Management
- ❖ Creating and Managing Publishing Pages
- ❖ Configuring Workflows for Publishing
- ❖ Standardizing Information with Content Types
- ❖ Using Content Organization and Records Management for Document Control
- ❖ Displaying Content with SharePoint 2010 Web Parts
- ❖ Structuring, Auditing, and Recovering Content

COURSE CONTENTS

SharePoint Server 2010 Administration

The purpose of this course is to present students with a thorough understanding of SharePoint Server 2010 planning and configuration. The course covers the fundamental features found in SharePoint Foundation as well as those that are unique to SharePoint Server.

Skills Gained

After completing the course students will be able to:

- ❖ Administer SharePoint Lists and Libraries
- ❖ Configure Office 2010 client integration and Office Web Applications
- ❖ Design a SharePoint 2010 farm implementation
- ❖ Create web applications and site collections
- ❖ Configure Indexing and Search
- ❖ Configure SharePoint security at all levels
- ❖ Implement records management
- ❖ Configure My Sites, Profiles, and Audiences
- ❖ Backup and restore SharePoint content

Target Audience

The course is designed for experienced network engineers and administrators who need a thorough understanding of SharePoint planning, implementation, and maintenance. This course will also be valuable for managers and architects who want a conceptual understanding of the capabilities of SharePoint and how it fits into the enterprise.

Prerequisites

Students attending this course should have a solid understanding of Windows Server administration and security as well as be familiar with Microsoft IIS, SMTP, and DNS services in a domain environment. Experience with viewing and collaborating in a SharePoint site is recommended but not required.

Topics

- ❖ Introduction to SharePoint 2010 Technologies
- ❖ Collaboration and Web Content Management
- ❖ SharePoint 2010 Client Integration
- ❖ Creating and Configuring SharePoint Web Applications
- ❖ Administering Sites and Site Collections
- ❖ Architecting a SharePoint Infrastructure
- ❖ Installing and Configuring a SharePoint Farm
- ❖ Configuring SharePoint Security
- ❖ Managing Metadata and Content Types
- ❖ Document and Records Management
- ❖ Configuring InfoPath and Workflow Services
- ❖ Configuring SharePoint Search and Indexing
- ❖ Configuring SharePoint Personalization Services
- ❖ Introduction to Business Intelligence
- ❖ SharePoint Disaster Recovery

COURSE CONTENTS

SharePoint Server 2010 Design

The purpose of this course is to present students with strategies and techniques for customizing team sites and publishing sites in a Microsoft SharePoint Server 2010 environment. The course will teach professionals how to transform out-of-the-box SharePoint sites by applying corporate layouts, logos, colors, and graphics. In the process students will learn best practices in user-interface design and the use of graphic elements as well as how to incorporate workflow and business intelligence components into sites. The course is geared towards advanced web masters who have experience editing and maintaining traditional web sites using HTML, CSS, JavaScript, and graphics files.

Skills Gained

After completing the course students will be able to:

- ❖ Build and deploy Master Pages and Layout Pages
- ❖ Create Site and List Templates
- ❖ Create custom Themes
- ❖ Create custom CSS for corporate branding
- ❖ Design and build InfoPath forms and customize SharePoint forms with InfoPath
- ❖ Create custom SharePoint workflows with SharePoint Designer
- ❖ Create and customize Data View Web Parts
- ❖ Build External Content Types

Target Audience

The course is geared towards advanced web masters who have experience editing and maintaining traditional web sites. The course is also suitable for administrators or developers who want to gain a better understanding of the code-less design and customization process.

Prerequisites

Students attending this course should be advanced web masters who have experience creating, editing and maintaining traditional web sites, using HTML, CSS, JavaScript, and graphics files. Experience with viewing and collaborating in a SharePoint site is strongly recommended but not required.

Topics

- ❖ SharePoint 2010 Web Content Management
- ❖ Out-Of-the-Box Web Design
- ❖ Introduction to SharePoint Designer 2010
- ❖ Designing with CSS and Custom Themes
- ❖ Creating and Customizing Master Pages
- ❖ Creating and Applying Layout Pages
- ❖ Customizing MySites and Profile Pages
- ❖ Customizing Wikis, Blogs, and Search
- ❖ Flash, Silverlight, and Rich Media
- ❖ Accessibility, SEO, and Analytics
- ❖ Designing InfoPath 2010 Forms
- ❖ Creating Custom Workflows
- ❖ Customizing Data View Web Parts
- ❖ Introduction to Business Intelligence in SharePoint 2010.
- ❖ Deploying Content and Customizations

COURSE CONTENTS

SharePoint Server 2010 Development

The purpose of this course is to give students a comprehensive understanding of development technologies and approaches in SharePoint Server 2010. This course is oriented towards experienced .NET developers who have experience with C#, XML, and web development. The course walks student through best practices for building SharePoint 2010 enhancements and introduces them to the tools and templates available from Microsoft and third party sources to help build solutions.

Skills Gained

After completing the course students will be able to:

- ❖ Understand SharePoint as a development platform
- ❖ Build SharePoint web parts, including AJAX and Silverlight
- ❖ Package and deploy SharePoint solutions
- ❖ Write code against SharePoint's client and server object models
- ❖ Understand all forms of SharePoint data access
- ❖ Create and register Event Handler assemblies
- ❖ Create custom SharePoint workflows with Visual Studio
- ❖ Developing against BCS "Create business intelligence solutions"

Target Audience

The course is designed for experienced developers who need to understand how to extend and enhance SharePoint installations and change the default behavior of SharePoint sites, lists, and web parts.

Prerequisites

Students attending this course should have experience building ASP.NET web applications using Visual Studio and be familiar with XML, JavaScript and data access concepts. Experience with viewing and collaborating in a SharePoint site is recommended but not required.

Topics

- ❖ Overview of SharePoint Development
- ❖ Office SharePoint Server Architecture
- ❖ Developing Web Parts
- ❖ Packaging and Deploying Solutions using Visual Studio 2010
- ❖ Programming with the SharePoint Server Object Model
- ❖ Working with Data Access Methods
- ❖ Programming with the SharePoint Client Object Model
- ❖ Building Interactive and Connectable Web Parts
- ❖ Creating Features
- ❖ Creating Event Handlers
- ❖ Programming SharePoint Security
- ❖ Sandbox Solutions
- ❖ Developing SharePoint Workflows
- ❖ Developing with Business Connectivity Services
- ❖ Developing Business Intelligence