

WC-SCA2010 - SharePoint 2010 for Site Collection Administrators Webcast

This course is for those users who have the responsibility to manage and customize SharePoint sites and site collections up. In this course you will learn the differences between SharePoint site collections and sites and how to effectively leverage each one.

Audience: End User
Format: Live Webcast
Length: 2 Days (3hrs/day)
Registration: \$495

Attendees of this course will also be introduced to SharePoint Features and how to leverage them to provide additional plug-in like functionality to SharePoint sites and site collections. Site collection administrators will also learn how to create and customize content within SharePoint sites using content pages, wiki pages, Web Parts lists and document libraries.

Finally students will learn how to secure sites, lists, libraries and the content within lists and libraries using the permission and security infrastructure in SharePoint. In addition attendees will also learn how to create effectively manage search and leverage the new SharePoint metadata tagging capabilities.

This course is for site collection administrators targets a wide range of users including site administrators, project managers, power users, Web masters and anyone else who will serve in the role of managing sites and site collections.

Student Audience / Prerequisites

Attendees should have experience using a Web browser and interacting with Web-based systems as well as hands-on experience with SharePoint 2007 or 2010 from an end user perspective. Experience with Microsoft Office (any version) as well as administrative experience with a previous version of SharePoint is a plus, but not required. Microsoft Office is necessary to complete several of the labs in the class.

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WC-SCA2010 - SharePoint 2010 for Site Collection Administrators Webcast - Modules List

Module 1 - Overview of Sites and Site Collections

Logical layout of a site collection (vocabulary)
Understanding the hierarchy of a site collection: administrator's authority, access to galleries, cascading styles, etc.
Understanding URL's: What's in the URL path?
Understanding the Site Settings admin page (Site Administration vs. Site Collection Administration)

Module 2 - Creating Sites and Employing Features

When to create sites vs. site collections
Understanding the out-of-the-box site templates
Understanding SharePoint Features: availability, dependency, lifecycle, etc.
Understanding the out-of-the-box Site Features and Site Collection Features
Activating and Deactivating Features
Managing the 2-stage Recycle Bin Feature

Module 3 - Adding Content Pages to Sites and Working with Web Parts

Understanding pages, and Web Parts and Web Part Pages
Understanding the out-of-the-box Web Parts
Connecting two Web Parts on a page
Targeting a Web Part to a particular audience

Module 4 - Adding Lists and Libraries to Sites

Understanding lists and libraries
Understanding Site Columns and Content Types
Designing & managing workflows with SharePoint Designer 2010
Defining views and exposing lists and libraries via Web Parts
Managing list & list item permissions
Taxonomies & metadata

Module 5 - Securing a Site Collection

SharePoint security architecture: vocabulary, inheritance and security trimming
Understanding the out-of-the-box SharePoint groups and permission levels
Real world security: disallowing inheritance, creating groups, creating permission levels and securing individual items
Securing SharePoint Designer 2010

Module 6 - Managing SharePoint Search and Sandbox Solutions

Understanding the Site Collection search settings
Defining managed term sets and keywords (tagging)
Limiting data exposure in Search results
Overview of Sandbox Solutions
Managing & Leveraging Sandbox Solutions

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