



SYNERGY

Corporate Technologies



In the business of making your business better

SharePoint 2010 Site Administrator

Synergy Productivity Training Series

1 Day – Level 100

Course Outline

The purpose of this day long course is to give site administrators an understanding of the management requirements and the associated tool set for performing the tasks related to administering SharePoint 2010 web sites. SharePoint 2010 was created to empower organizations by allowing for administrative control of information assets at the location where these assets are best managed: within the organization's business units. This course provides the background and technical skills for site administrators in support of the information management goals of the organization.

Skills Gained

After completing the course students will:

- Understand the role of site administrators in the SharePoint 2010 context
- Know site management functions
- Understand the site life cycle process, including site creation, management, and disposition
- Be able to use site templates to create sites and navigate a site hierarchy
- Understand site feature activation and management
- Be able to manage the site interface look and feel, including site navigation
- Know how to manage lists and libraries
- Be able perform and understand site monitoring activities
- Understand and be able to implement security using permissions

Target Audience

The course is designed for users who will be managing libraries and lists and administering sites and workflows in SharePoint as list administrators or site owners.

Prerequisites

Students attending this class need a basic knowledge of Microsoft Office applications and familiarity with adding and editing content in SharePoint 2010. Attending the Synergy course SharePoint 2010 Information Worker or equivalent experience is recommended.



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1. Site Administration in SharePoint 2010

This chapter gives an overview of site administration in SharePoint 2010. It defines the context in which administrators work, the roles they fill as administrators, and the functions that they perform in each role. Further, the chapter defines the basic web site life cycle, and identifies the administrative and management tasks associated with particular stages of that life cycle.

Key concepts: planning; SharePoint 2010 site administration tasks; site life cycle

2. Creating and Managing Sites and Sub sites

This chapter introduces and then examines in detail the basic site framework used in SharePoint 2010. Site creation, management, and disposition are illustrated, with an overview of basic SharePoint 2010 site templates. Students are given a working knowledge of the different site templates, as well as the requirements for managing sites created from each template.

Key concepts: site templates; site life cycle management; site settings; site hierarchy

3. Customizing Site Look and Navigation

This chapter explains the techniques available for changing elements of the site interface. SharePoint 2010 includes the capability to modify site characteristics such as the site title, site icon, the general site color scheme, and the menus surfaced for site navigation. Best practices in the deployment of site navigation settings are discussed, with a focus on providing a consistent and intuitive navigational experience for site users.

Key concepts: interface customization; navigation management; navigation best practices

4. Managing Site Administrative Settings

This chapter reviews the settings and galleries used in general site administration. The differences between Site Collection Administrative Settings and Site Administrative Settings are discussed. Students are shown how to manage such things as RSS, user alerts, regional settings, the term store, search and offline availability. The purpose of each gallery that comes with a new site is explained, and the means for managing gallery content is described. The differences in administrative settings resulting from different site templates are compared and demonstrated. Students are given an introduction to site monitoring and understanding the metrics related to site usage.

Key concepts: galleries; RSS; site alerts; term store; site administration; site health; site usage; monitoring reports

5. Administering List and Library Settings



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This chapter explains the basic management of lists and libraries that come with SharePoint 2010. An overview of standard lists and libraries is given, along with a review of the list/library life cycle process. Students are shown essential skills for managing lists and libraries, including the creation of columns, the use of views, and the implementation of document management best practices. Students learn how to enable versioning, check-in/check-out, and approval on document libraries.

Key concepts: standard lists and libraries; collaboration best practices; views; metadata

6. Managing Metadata and Policies for Lists and Libraries

This chapter details key management settings for lists and document libraries. Students are shown how to navigate to and manage various features available in lists and document libraries such as column validation settings, ratings, metadata navigation settings, content types, and per location view settings. Students will also learn how to leverage content types to apply information management policies.

Key concepts: managing lists and libraries; advanced configuration

7. Configuring SharePoint 2010 Workflows

This chapter provides an introduction to the out-of-the-box workflows in SharePoint, including Approvals, Collect Feedback, Three-State, Disposition Approval, and Web Analytics Workflows. Students are shown how to create workflows for lists, sites and content types, how to modify workflows, and check workflow status.

Key concepts: site workflows; list workflows; reusable workflows; workflow status; business process

8. Managing Security with Permissions

This chapter gives students the fundamental capabilities for securing various elements of a SharePoint 2010 site infrastructure. Students are taught skills related to information security and how to apply these skills in the SharePoint setting. Best practices for security management are highlighted and illustrated.

Key concepts: security; security groups; security management; access control