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## Microsoft SharePoint End User level 1 course content (3-day)

### **Course Description**

SharePoint End User Level 1 teaches Share Point basics such as working with lists and libraries as well as basic page customizations.

### **Target Audience**

This three-day instructor-led course is for end users working in a Share Point 2010 environment. Anyone that needs to learn Microsoft Share Point 2010 and perform daily tasks on it.

### **Prerequisites**

Basic knowledge of Microsoft Office applications and Web site navigation.

## **Course Outline:**

### **1. SharePoint 2010 Introduction**

SharePoint 2010 is a collaboration tool at its heart. Its primary goal is to make it easy for users to find and share information and there are many features built into SharePoint to facilitate this. SharePoint's library system feature can provide a superior alternative to the traditional file server. SharePoint lists can be an easy-to-design and easy-to-use alternative to sharing spreadsheet files or more formal database tables. Both lists and libraries can be customised and extended to provide enhanced appearances and functionality such as calendars and discussion boards to name a couple. All of this collaboration can be done through a browser interface and, in some cases, through integration with Microsoft Office applications.

#### **Lessons:**

- SharePoint Versions
- Team Site Layout and Navigation

### **2. SharePoint List Basics**

Lists are a fundamental building block in SharePoint that provide a way for users to store and view data. SharePoint comes "out of the box" with many predefined list templates that are easy to use. Lists can be further customised by adding columns to store just about any type of information. Additionally, list columns can be validated as well as linked between lists. Lists are a very flexible and powerful tool in SharePoint.

#### **Lessons:**

- List Templates Creating Lists, List columns, Column Validation

### **3. Library Basics**

SharePoint Libraries share the same characteristics as SharePoint lists such as columns, views and validation to name a few. What distinguishes SharePoint libraries is that each item in a library has an underlying document. Therefore, in addition to the data stored in library columns the document stores its own data based on the type of document. Because of the extra data that can be stored in columns that can be used to filter and search by and because of features such as versioning, libraries are considered a great replacement for the more traditional file server system. Libraries are, like lists, a fundamental building block in a SharePoint site.

#### **Lessons**

- Library Templates
- Creating Libraries
- Managing Documents and Versioning

#### **4. Working with Lists and Library Views**

Views provide a flexible system to display SharePoint list and library data in an easy-to-read and easy-to-use manner. Every SharePoint list and library can have multiple views created and configured, and some list and library templates come with special views preconfigured. View can be defined for personal use or shared use.

##### **Lessons**

- Default Views
- Custom Views

#### **5. Working with Sites**

All SharePoint content is accessed through a site. A SharePoint site is the container for lists and libraries and provides a starting point for basic administration. The content, lists, libraries, and basic look and feel of a site is initially determined by the Site Template used to create the site.

##### **Lessons:**

- Site Templates
- Creating Sites
- Site Navigation

#### **6. Page Content**

SharePoint offers a couple of ways to add content to the pages in a site. The latest technique and the technique implemented by the Team Site template is through Wiki Style pages. Another method that has been part of SharePoint since the beginning is the use of Web Parts and Web Part pages. Both techniques are similar in the output that can be created and both Web Part pages and Wiki pages support share the ability to add Web Parts to them. Web Part pages will have one advantage in that you can connect Web Parts so information can pass between them. That option is not available on a wiki page.

##### **Lessons**

- Wiki Library Pages
- Web Part Pages
- Working with Web Parts

## **7. Forms Library**

SharePoint Forms library is a special library designed to store Microsoft InfoPath form documents. Microsoft InfoPath comes with a designer tool for graphically creating forms with a wide assortment of fields and controls. The InfoPath Designer can then be used to publish the forms you design to SharePoint, rendering them as web page templates for Forms libraries.

### **Lessons**

- Creating a Forms Library
- Creating InfoPath Forms
- Creating InfoPath Forms to SharePoint

## **8. Site Columns and Content Types**

One method of customising SharePoint, in a way that can be reused throughout the site or site collection or even the whole farm, is to create Site Columns and Content Types. Site columns are the simplest element; they are essentially the same as list and library columns except that you create them at the site level and then they can be used throughout that site and any child site. Content Types are a combination of Site Columns as well as additional settings and information such as document templates and workflows.

### **Lessons**

- Site Column Gallery
- Creating Site Columns
- Site Content Type Gallery

## **9. Office Integration**

One of the nice features of SharePoint is its ability to integrate with Microsoft Office applications. Just about every Office application offers some level of integration with SharePoint whether it be simple, such as importing a spreadsheet to create a new list, or more full features, such as SharePoint Workspace. Some integration features enhance what is available online through a browser, while others allow access to SharePoint content offline such as a mobile computer environment. This lesson will use a series of demonstrations and exercises to show how each Office application can integrate with SharePoint.

### **Lessons**

- Excel Integration
- Outlook Integration
- Access Integration

## **10. Managing SharePoint Site Permissions**

Permissions on a SharePoint site are assigned when a site is created. The default is that permissions assigned to the root of a site collection are inherited by child sites. At any time, permissions inheritance can be turned off at a site, list, library, or even at the item level in a list or library. The permissions themselves can be assigned to either SharePoint groups, individual users, or groups outside of SharePoint such as Windows groups.

### **Lessons**

- SharePoint Groups
- Assigning Permissions
- Permission Levels
- Permissions Inheritance

## **Microsoft SharePoint End User level 2 course content (2-day)**

### **Course Description**

SharePoint End User Level 2 course explores several advanced topics of working with SharePoint sites. Topics include SharePoint Server site definitions (Business Intelligence, Search Centre etc.), in-depth coverage of Workflows, My Sites and Social Computing, Site Administration, Site Customization and Site Collection Administration.

### **Target Audience**

Experienced Users responsible for creating, managing and maintaining SharePoint sites as Owners or Site Collection Owners. Business and everyday users wanting to learn more advanced tasks of SharePoint sites and site collections.

### **Prerequisites**

Previous SharePoint End User Level 1 course or several months working with SharePoint sites.

## **Course Outline**

### **1. Overview**

- A simple introduction module.

### **2. Server Site Definitions**

In this module we will explore each of the site definitions that come with SharePoint Server.

#### **Lessons:**

- SharePoint Server Site Definitions

### **3. Workflows**

In this module we are going to take a look at implementing workflows with SharePoint Designer 2010.

#### **Lessons:**

- Workflows

### **4. My Site**

In this module we will review the new Social Computing features in SharePoint 2010 and the SharePoint Server feature called My Sites.

#### **Lessons:**

- My Site
- What is Social Computing

### **5. Site Administration**

In this module we are going to take a quick look at some basic site administration tasks. These are tasks that can be done by site "owners".

#### **Lessons**

- Basic Site Administration

### **6. Site Customization**

In this module we will take a very brief look at some of the ways to customize your site via the browser and as an end user. There are many more ways at a developer level to customize SharePoint sites, but this module is focused at an end user level.

#### **Lessons**

- Site Customization
- Using Web Parts

## **7. Site Collection Administration**

In this module we take a look at all site collection settings and describe what a site collection administrator is, and what they can do.

### **Lessons**

- Site Collection Administration

## **Microsoft SharePoint Designing the Infrastructure course content (3-day)**

### **Designing the Infrastructure**

Designing a SharePoint Infrastructure describe the core methods for identifying business requirements and how these affect planning for a SharePoint and SharePoint Online deployment. It will also explain how to plan the service application architecture in SharePoint and SharePoint Online and the principles of designing to maximize performance and capacity in a SharePoint deployment.

### **Target Audience:**

This course is intended for IT Professionals who use Microsoft SharePoint in a team-based, medium-sized to large environment. While they may have implemented a SharePoint deployment, they have limited experience in designing a SharePoint infrastructure. They likely work as a senior administrator who acts as a technical lead over a team of administrators. Members of this audience should have at least 6 months experience with SharePoint (including pre-released versions of the product).

### **Prerequisites:**

Students should have at least 6 months experience with SharePoint 2010 (including pre-released versions of the product)

## **Course Outline**

### **1. Designing a Logical Architecture**

This module describes the function, components, and creation of a logical design and explains why this design is the first stage in any SharePoint 2010 and SharePoint Online solution. This module also covers a general overview of Service Pack 1 implications for SharePoint 2010, and a basic overview of the main functional differences in SharePoint Online.

- Identifying Business Requirements
- Overview of SharePoint 2010 Logical Architecture
- Documenting the Logical Architecture
- Understanding SharePoint Online
- SharePoint 2010 Service Pack 1

### **2. Planning a Service Application Architecture**

This module describes the new service application architecture in SharePoint 2010 and explains how you should plan to deploy services across a range of farm topologies.

- Introduction to the Service Application Architecture in SharePoint 2010
- Service Application Architecture and Components
- Topologies for Service Applications
- Mapping Service Applications to Your Logical Architecture

### **3. Planning for Performance and Capacity**

This module explains the importance of performance and capacity planning in SharePoint 2010. It also describes how to design a robust and high-performance deployment.

- Principles of Performance Planning
- Designing for Performance
- Principles of Capacity Planning
- Designing for Capacity

### **4. Designing a Physical Architecture**

This module describes the key components of the physical architecture in SharePoint 2010, such as processor, memory, disk, and network access. It reviews how best to design a hardware and software infrastructure for each of the server types that you can deploy in a SharePoint farm.

- Designing Physical Components for SharePoint Deployments
- Designing Supporting Components for SharePoint Deployments
- SharePoint Farm Topologies
- Mapping a Logical Architecture Design to a Physical Architecture Design



## **5. Designing a Security Plan**

This module describes the security architecture of SharePoint 2010 and the considerations that you must include in your security planning. These considerations include management of security accounts, management of users and groups, and the reasons why you should implement secure transport protocols.

- Designing to Secure SharePoint 2010
- Planning for Service Accounts
- Planning Security for Users and Groups

## **6. Planning Authentication**

This module discusses the available authentication options for SharePoint 2010 and describes how to plan for these in the new, claims-based security architecture.

- Overview of Authentication
- Introduction to Claims-based Authentication
- Selecting Authentication Methods

## **7. Planning Managed Metadata**

This module describes the function of managed metadata and explains how you can best use the Managed Metadata Service to deliver business benefits.

- Metadata in SharePoint 2010
- Overview of Content Types
- Mapping Managed Metadata to Business Requirements

## **8. Planning Social Computing**

This module explains how SharePoint 2010 can deliver social computing services to an organization. It focuses particularly on the planning that you require to deploy the User Profile Service to maximize social computing benefits.

- Overview of Social Computing
- Planning for Social Computing Functionality in SharePoint 2010
- Planning for the User Profile Service

## **9. Designing an Enterprise Search Strategy**

This module describes the architectures and topologies that are available when you plan to deploy enterprise search in your organization. This includes discussions about both SharePoint 2010 search and Microsoft FAST Search Server 2010 for SharePoint.

- Overview of SharePoint 2010 Search Architecture
- Search Topologies in SharePoint 2010
- Capacity and Performance Planning for Search
- Mapping Business Requirements to Search Design

## **10. Planning Enterprise Content Management**

This module explains how the core ECM functionality in SharePoint 2010 may influence your document and records management design. It also focuses on the planning for enterprise Web content management.

- Overview of Enterprise Content Management
- Planning Tasks for Content Management
- Planning Features and Policies for Content Management
- Planning Web Content Management

## **11. Planning a SharePoint 2010 Implementation of a Business Intelligence Strategy**

This module explains how you can integrate BI functionality in SharePoint 2010 into an overall enterprise BI strategy.

- Overview of Business Intelligence Principles
- Planning Data Access by Using BCS
- Planning SharePoint 2010 Business Intelligence Solutions
- Planning for Reporting and Presentation

## **12. Developing a Plan for Governance**

This module describes the concepts that are associated with corporate governance for SharePoint 2010. Based on this knowledge, the module helps you to plan for governance in a SharePoint 2010 farm.

- Overview of Governance
- Key Elements of a Governance Plan
- Planning for Governance in SharePoint Server 2010
- Governance Implementation Features and Policies in SharePoint Server 2010

### **13. Designing a Maintenance and Monitoring Plan**

This module describes the essential principles of maintenance and monitoring and maps these against the functionality that is available in SharePoint 2010. It then uses this framework to identify how best to develop maintenance and monitoring plan for SharePoint 2010.

- Principles of Maintenance and Monitoring
- Creating a Maintenance Plan for SharePoint 2010
- Creating a Monitoring Plan for SharePoint 2010
- Considerations for the Maintenance and Monitoring of Associated Technologies

### **14. Planning Business Continuity**

This module describes the components of an effective business continuity plan. It also explains how to map functionality and components in SharePoint 2010 against business requirements for different business continuity metrics.

- Overview of Business Continuity Management
- Developing a Business Continuity Plan for SharePoint Server 2010
- Creating a Backup and Restore Plan for SharePoint Server 2010

### **15. Planning for Upgrade to SharePoint 2010**

This module reviews the options for performing an upgrade to SharePoint 2010 from a range of previous versions. It also outlines the milestones that are necessary to develop a successful upgrade plan.

- Identifying Upgrade Scenarios
- Planning your Upgrade
- Upgrade Considerations

### **16. Planning for SharePoint Online**

This module describes the key differences between an on-premise deployment of SharePoint 2010, and SharePoint Online. This section also outlines topics of administration as it relates to planning for SPO, as well as planning for hybrid deployments of both SharePoint 2010 and SharePoint Online.

- SharePoint Online Planning
- Planning for Administration of SharePoint Online
- Hybrid Deployments