

# Microsoft® SharePoint® Foundation 2010: Level 2

## Course Specifications

**Course number:** 084697

**Course length:** 2.0 day(s)

## Course Description

**Course Objective:** You will manage site collections and site components as a site collection administrator and as a site administrator.

**Target Student:** This course is designed for individual contributors or departmental staff in a variety of job roles, such as administrative assistants, functional or operations managers, with basic SharePoint skills, and who have the responsibility for managing SharePoint sites as an enabling technology within their workgroups, not necessarily IT tech professionals.

**Prerequisites:** The following Element K course or equivalent experience is required:

*Microsoft® SharePoint® Foundation 2010: Level 1*

Some familiarity with basic Windows server concepts such as Windows 2003 and Windows 2003 concepts, PowerShell, basic concepts of coding and scripting, and Internet Information Server (IIS) is recommended but not required.

## Hardware Requirements

You will need two servers and sufficient computers for each person in the class, plus one computer for the instructor. For each of these machines, the following hardware requirements are the minimum suggested for this course:

- 64-bit, four-core processor, 2.5 GHz minimum per core.
- 4 GB RAM for developer or evaluation use, and 8 GB RAM for single server and multiple server farm installation for production use.
- 80 GB free hard disk space for installation. For production environments, you require extra free disk space for day-to-day operations. You need to add twice the RAM space for production environments.
- CD-ROM or DVD drive.
- VGA or higher video.
- Keyboard and mouse.
- You need to have an Internet connection, because some of these prerequisites are installed from the Internet.

## Software Requirements

Each computer requires the following software:

- Microsoft® Windows® Server® 2003, Standard or Enterprise Edition
- The 64-bit edition of Windows Server 2008 Standard with SP2. If you are running Windows Server 2008 without SP2, the Microsoft SharePoint Products and Technologies 2010 Preparation Tool installs Windows Server 2008 SP2 automatically.

- Web Server (IIS) role
- Application Server role
- Microsoft .NET Framework version 3.5 SP1
- Microsoft "Geneva" Framework
- Microsoft Sync Framework Runtime v1.0 (x64)
- Microsoft Filter Pack 2.0
- Microsoft Chart Controls for Microsoft .NET Framework 3.5
- Windows PowerShell 2.0 CTP3
- SQL Server 2008 Native Client
- Microsoft SQL Server 2008 Analysis Services ADOMD.NET
- ADO.NET Data Services v1.5 CTP2
- Microsoft® Vista Business
- Microsoft® SharePoint® Foundation 2010
- Microsoft .NET Framework 2.0
- Microsoft .NET Framework 3.5
- Microsoft Office 2010 Professional or Professional Plus
- Microsoft Office SharePoint Designer 2010
- Microsoft SQL Server 2008 Standard Edition
- Internet Explorer 8.0

## Course Objectives

Upon successful completion of this course, students will be able to:

- brand a site collection.
- manage lists in a site collection.
- manage document libraries.
- manage form libraries.
- manage content structures in a site collection.
- manage a workflow.
- manage indexing and searching options.
- enable offline work with SharePoint sites using SharePoint Workspace 2010.
- manage a SharePoint application using Central Administration.
- manage user access.
- manage security options in Microsoft SharePoint Foundation 2010.
- manage site usage.
- perform site maintenance.

## Course Content

### Lesson 1: Branding a Site Collection

**Topic 1A:** Describe the SharePoint Site Hierarchy

**Topic 1B:** Create a Custom Look and Feel for a Site Collection

**Topic 1C:** Create a Custom Site Layout

### Lesson 2: Managing Lists

**Topic 2A:** Perform Calculations on List Data

**Topic 2B:** Create Custom Lists

**Topic 2C:** Customize List Settings

### Lesson 3: Managing Libraries

**Topic 3A:** Perform Advanced Operations on a Library

**Topic 3B:** Create a Library Template

**Topic 3C:** Describe Information Rights Management

**Lesson 4: Managing Form Libraries**

**Topic 4A:** Create a Form Library

**Topic 4B:** Customize a Form Template Using InfoPath

**Lesson 5: Managing Content Structures**

**Topic 5A:** Create a Content Type

**Topic 5B:** Apply Content Types

**Lesson 6: Managing Workflows**

**Topic 6A:** Add a Default Workflow

**Topic 6B:** Create a Custom Workflow

**Lesson 7: Working with Indexing and Searching**

**Topic 7A:** Index Content

**Topic 7B:** Enable Search Options

**Lesson 8: Working Offline Using SharePoint Workspace 2010**

**Topic 8A:** Synchronize a SharePoint Site on the Local Computer

**Topic 8B:** Perform Offline Operations on a SharePoint Site

**Lesson 9: Managing the SharePoint Applications Using Central Administration**

**Topic 9A:** Create a Site Collection

**Topic 9B:** Administer a Site Collection

**Topic 9C:** Administer a Web Application

**Lesson 10: Managing User Access**

**Topic 10A:** Manage Permissions

**Topic 10B:** Describe Authentication Modes

**Lesson 11: Managing Site Security**

**Topic 11A:** Set Web Part Security

**Topic 11B:** Set Antivirus Options

**Topic 11C:** Manage Blocked File Types

**Lesson 12: Managing Site Usage**

**Topic 12A:** Set Site Collection Quotas and Locks

**Topic 12B:** Monitor Site Usage

**Lesson 13: Managing Site Maintenance**

**Topic 13A:** Recover Lost Information

**Topic 13B:** Perform a Granular Backup

**Topic 13C:** Restore a Granular Backup

**Topic 13D:** Perform a Farm Backup

**Topic 13E:** Restore a Farm Backup

**Appendix A: Accessibility Features**

**Appendix B: Microsoft OneNote Integration with SharePoint**

**Appendix C: Permission Categories**

**Appendix D: File Types That Cannot Be Added to a List or Library**

**Appendix E: Creating a Master Page**