

SharePoint 2010 Site Owners

Myriad Technologies Training

1 Day—Level 200 Intermediate

Prerequisite: Site Members 2010



Course Outline

This one day course has been designed to provide SharePoint Site Owners with an in-depth knowledge on managing and maintaining sites within SharePoint 2010. This course provides a balance of theory, class room discussion and hands on lab time enables the students to discuss new concepts and then put them into practical applications during the labs.

Skills Gained

After completing this course the attendees will:

- Understand how to create SharePoint Sites
- Understand how to use Security within a SharePoint site
- Have gained practical experience creating lists and libraries
- Understand Content Types and MetaData
- Know how to configure Content Management and Workflow
- Understand how to apply Information Management Policies
- Know how to customise your SharePoint Site
- Understand what options are available for site administration

Target Audience

This course has been designed for anyone with a working knowledge of SharePoint 2010 and needs to understand how to manage, maintain and secure a SharePoint Team Site.

Prerequisites

This course has been developed to provide the attendees with the “next level” of SharePoint Site Management. Course participants should be comfortable using a SharePoint site to create and upload content. They should have attended the site members training course or have been working with SharePoint for a minimum of 12 months.

Course Overview

Creating SharePoint Sites

In this module we will discuss the basic functionality available to Site Owners for creating sites. After the completion of this module students will have an understanding of the process of creating sites and what site templates are available out of the box in SharePoint 2010.

Security

An important factor of managing any SharePoint site is ensuring the right people can access the right information. As a Site Owner you will be responsible for managing who has access to your site and what they can do within your site. This model will provide you with the foundation of site security and an understanding of how to manage groups and users in a SharePoint environment.

Creating Lists and Libraries

SharePoint provides a flexible, easy to use information management framework. In this module we will explore the various templates available to you and demonstrate how to create, manage and customise your lists and libraries. During the labs we will explore SharePoint Templates that are available in SharePoint 2010.

Content Types and Metadata

An integral part of managing content in SharePoint is the ability to tag and categorise your content through the use of Metadata and Content Types. Understanding how to create and organise your metadata is critical to the successful information management strategy behind your SharePoint Site. During the labs we will create a content type and use metadata to create a new content type that can be used to manage documents within your organisation.

Content Management and Workflow

Configuring SharePoint to help you provide Content Management and leveraging Workflow is a key responsibility of the Site Owner. During this module we will explore some of the techniques which will help you configure your lists and libraries to provide content management and workflow.

Information Management Policies

Following on from the Content Management module we will explore the possibilities of using Information Management Policies in SharePoint 2010. During the lab exercises you will create an Information Management Policy and apply it to your documents.

Customising Your Site

SharePoint 2010 provides MasterPages and Themes for customising the appearance of your site. These features can be used to provide a corporate look and feel to your site or provide a sense of individuality to your site.

Site Administration

As a Site Owner you will have a number of Site Administration options available to you to configure your site. During this module we will explore the options available to you.