

This two day course introduces advanced business users to SharePoint 2010 site management.
The course focuses on the collaborative features of SharePoint 2010.

Audience

This course is designed for advanced business users or power users and any Information Worker who manages SharePoint 2010 sites.

Prerequisites

It is recommended that attendees have previous experience working with Microsoft Office and previous experience and skill as a productive site member. It is advantageous to have attended the SharePoint 2010 Site Members course.

Location

Crimson Innovations
Unit 3
6 Catterthun Street
Winnellie
(see www.crimson.com.au/contact_us.htm for details)

Outline

Creating sites and sub-sites

- Determining when to use a top-level site and when to use a sub-site
- Default site templates
- Sites, workspaces and pages

Customising your site

- Using a Master Page
- Site colours and themes
- Customising default images on the home page
- Creating and customising a site column

Site and list templates

- Site templates
- List templates

Introduction to content types

- Content types at the site level
- Inheritance and content types
- Document management and content

Content management

- Document management
- Require check-out
- Require approval for submitted items

Publishing pages

- Site menu and reports
- Creating a publishing site
- Creating a publishing page
- Article pages and welcome pages

Information management policies

- Policy statement
- Label policy
- Audit policy
- Expiration policy
- Barcoding policy

Site administration

- Change regional settings for a site
- Manager user alerts
- Manage RSS feeds
- Monitor quota data
- Search

Security features

- Assigning users and groups
- Manage permissions for a list, library, folder, document or list item