SharePoint 2010 Customization and Administration

Students Will Learn:

- Install and Configure SharePoint Server 2010
- Create and Configure SharePoint Sites and Site Collections
- Manage SharePoint Farms
- Use the Central Administration Utility
- Secure SharePoint Sites and Farms
- Create and Customize Lists and Libraries
- Add and Modify SharePoint Site Content
- Set Up Site Navigation Systems

- Use SharePoint 2010's Built-In Workflows
- Create Custom Workflows Using SharePoint Designer 2010
- Use PowerShell to Administer SharePoint
- Backup and Restore
- Import and Export Sites, Lists and Libraries
- Set Up SharePoint User Profiles
- Integrate with Reporting Services and Analysis Services

Course Description: This hands-on course teaches students how to deploy, configure, manage and fully customize SharePoint 2010 environments. The course begins with a thorough overview of the out-of-the-box features and customization using SharePoint Designer 2010, then moves on to SharePoint 2010 administration using PowerShell and the Central Administration Utility. The course also covers security and administration of SharePoint farms.

Students learn the details of how to create new sites from scratch or by using site templates, pages and web parts available in SharePoint 2010, including wikis, blogs, team sites, web databases and meeting workspaces. The course also covers how to create custom web parts from scratch.

Included are techniques for using lists to promote information sharing, create surveys, mange the status of tasks and projects and share calendars, as well as the creation of custom lists either from scratch or based on spreadsheets. Document and file management are also covered, including setting up content approval, managing major and minor changes to documents, and checking-out/checking-in documents. Co-authoring of Excel spreadsheets and Word documents, sharing Visio diagrams and PowerPoint slides, and displaying Outlook content is also covered.

Students will learn how to use built-in workflows as well as how to create custom workflows using SharePoint Designer 2010. The SharePoint Designer will also be used to define custom master pages to control the look and feel of sites, as well as use cascading style sheets (CSS) to completely customize and standardize site and page appearance. SharePoint Server 2010 integration with databases, Exchange Server, Reporting Services and Analysis Services is also covered. This includes

how to display database records on SharePoint sites using Business Connectivity Services (BCS), and how to use Performance Point Services to create Dashboard sites that connect to Reporting Services and Analysis Services.

Finally, SharePoint 2010's social networking features are reviewed. This includes how to configure (and turn off) My Sites, which provide users with personal web sites. Also demonstrated are the Tags and Notes feature of SharePoint Server 2010 that allows users to tag content and comment on site content. This section includes discussing the steps to synchronize Active Directory user profiles with SharePoint My Sites profiles.

Comprehensive hands on exercises include creation of common SharePoint components such as lists, libraries, blogs, calendars, wikis, announcements and tasks. Students will add custom pages to their SharePoint sites and build navigation systems for individual sites as well as navigating between sites. Students will create and apply custom Master Pages (which are site templates) and also apply custom Cascading Style Sheets (CSS). Students will also practice how to implement business rules with workflows. Security and user rights are emphasized throughout.

Course Prerequisites: Familiarity with computers.

Installation and Architecture

- SharePoint Server 2010 Prerequisites
- Steps to Install and Configure SharePoint 2010
- Complete Overview of the SharePoint 2010 Architecture
- Using the Central Administration Utility

SharePoint Sites

- Categories of SharePoint Sites
- Creating and Managing New Web Applications
- Creating and Managing Site Collections
- Creating Sites for Meetings
- Creating Sites to Support Teams
- Understanding and Using SharePoint 2010's Web Database
- Using Quota Templates to Manage the Size of Sites
- Using Managed Paths to Control URL Addresses
- Setting up Navigation Systems
- Importing and Exporting Sites

Effectively Using Lists and Libraries

- Creating and Customizing Lists and Libraries Using SharePoint Designer 2010
- Using Lists for Information Sharing
- Supporting File Sharing with Libraries
- Creating Shared Calendars, Task Lists, Announcements and Other Lists
- Creating Custom Lists From Scratch and Lists Based on Spreadsheets
- Creating and Using Surveys
- Defining Key Performance Indications (KPIs) Using Status Indicators
- Adding Custom Columns to Lists and Libraries
- Storing Visio Diagrams, PowerPoint Slides, and InfoPath Forms
- Importing Spreadsheets to SharePoint Lists
- Configuring Content Approval and Check-In/Check-Out of Documents
- Managing Major and Minor Version Changes and Store Past Versions
- Creating Multiple Views of Lists and Libraries
- Setting Validation Rules for New Entries to Lists and Libraries
- Importing and Exporting Lists and Libraries

Automating Business Rules with Workflows

- Using the Built-in Workflows that Come With SharePoint 2010
- Creating Custom Workflows in SharePoint Designer 2010
  - Creating List-Based Custom Workflows
  - Creating Reusable Custom Workflows
- Configuring Workflows to Start Automatically
- Managing, Editing and/or Deleting Existing Workflows

Pages and Web Parts

- Adding Additional Pages to Sites
- Understanding SharePoint 2010's Built-in Web Parts
- Adding Web Parts to Sites
- Using Web Parts to Display Content on SharePoint Sites
- Customizing Web-Parts and Pages
- Creating Wiki Pages, Publishing Pages and Web-Part Pages
- Creating Site Navigation Systems

Managing Site Appearance

- Using SharePoint Designer 2010 to Edit Sites
- Managing Master Pages and Cascading Style Sheet (CSS) Files to Brand Sites
- Creating and Applying Custom Master Pages
- Managing CSS Using SharePoint Designer 2010
- Linking Custom CSS Files to Sites
- Safely Removing Unwanted Features From Sites

Microsoft Office Integration

- Understanding SharePoint 2010's Integration With Microsoft Office
- Configuring Excel Spreadsheets and Word Documents for Co-authoring
- Sharing PowerPoint Slides and Visio Diagrams
- Displaying InfoPath Forms on SharePoint Sites
- Displaying Outlook's Content with Web Parts
- Setting Up Shortcuts in Office to SharePoint Libraries
- Managing Subsets of Files Using Document Sets

Database Integration with Business Connectivity Services (BCS)

- Understanding Business Connectivity Services (BCS)
- Displaying Database Records on SharePoint Sites Using BCS
- Updating Database Content From SharePoint Lists
- Securely Storing Database Login Credentials in the Secure Server Store

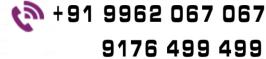## Web Application, Site Collection and Site Administration

- Creating and Managing Farms
- Using the Central Administration Utility
- Creating, Configuring and Securing Web Applications
- Monitoring the Health of SharePoint Environments
- Managing SharePoint Databases
- Enabling and Disabling Common Site Collection and Site Features
- Securing Sites, Lists and Libraries
- Managing User Access at Multiple Levels
- Configuring Offline Availability
- Understanding and Configuring Content Caching

SharePoint 2010 Administration Using PowerShell

- Understanding How to Launch PowerShell and Execute cmdlets (Command-Lets)
- Setting up Remote PowerShell Connections to SharePoint Servers
- Getting Syntax Help For PowerShell cmdlets
- Automating Common Administrative Tasks Using PowerShell
- Using PowerShell Commands to Administer SharePoint
- Administering Remote SharePoint Servers with PowerShell Remote Access

Data Recovery (Backup and Restore)

- Understanding SharePoint 2010's Data Recovery Options
- Backup and Restore of SharePoint Farms
- Backup and Restore of Site Collections and Sites
- Import and Export of SharePoint Sites, Lists and Libraries
- PowerShell cmdlets to Accomplish Backups/Restores and Imports/Exports

SharePoint 2010's Social Networking Features (My Sites, Tags and Notes)

- Understanding and Using My Sites, Tags and Notes
- Administering My Sites
- Managing and/or Disabling the My Site Infrastructure
- Using Tags and Notes
- Integrating SharePoint with Active Directory
- Synchronizing User Profiles in Active Directory With SharePoint My Site Profiles
- Issues and Best Practices When Working with My Sites

Business Intelligence Integration with Performance Point Services

- Understanding SharePoint Server 2010's Business Intelligence Support
- Enabling and Configuring PerformancePoint Services
- Creating Dashboard Sites
- Displaying SQL Server Reporting Service's Reports on SharePoint Sites
- Creating and Displaying Key Performance Indicators (KPIs)
- Defining and Displaying Scorecards (collections of KPIs)
- Connecting to SQL Server Analysis Services Cubes to Display Data

Exchange Server Integration

- Understanding How SharePoint Server 2010 Integrates With Exchange Server
- Configuring Libraries to Receive Content Via Email (a.k.a. Email-Enabled Libraries)