

## Day 1

### Lesson 1: Getting Started with SharePoint Server

Topic 1A: Explore the SharePoint Environment  
Topic 1B: Assign Permissions

### Lesson 2: Adding Information to a Team Site

Topic 2A: Use Libraries  
Topic 2B: Work with Lists  
Topic 2C: Create a Workflow

### Lesson 3: Customizing a Site

Topic 3A: Customize the Look and Feel of a Site  
Topic 3B: Customize Libraries and Lists  
Topic 3C: Customize the Default Calendar  
Topic 3D: Customize Pages Using Web Parts

### Lesson 4: Working with Subsites

Topic 4A: Create a Subsite  
Topic 4B: Create a Site Page

### Lesson 5: Working with Forms

Topic 5A: Add Form Templates to a Form Library  
Topic 5B: Use Form Templates

### Lesson 6: Sharing Information with Team Members

Topic 6A: Create a Discussion Board  
Topic 6B: Create Wiki Pages  
Topic 6C: Communicate Using Blogs

### Lesson 7: Working with Personalized Sites

Topic 7A: Create My Site  
Topic 7B: Customize My Site

## **Lesson 8: Searching SharePoint Sites**

Topic 8A: Perform a Search

Topic 8B: Customize the Search Settings

## **Lesson 9: Integrating External Data**

Topic 9A: Use Excel Services

Topic 9B: Work with Report Center

Topic 9C: Work with Dashboards

Topic 9D: Use Business Data Catalog

## **Days 2 & 3**

### **Module 1: Lists and Libraries**

Maintenance and creation of lists and libraries are one of the site owner's primary responsibilities. Well constructed lists and libraries save users time and frustration, which translates to an effective gain for organizations. This module covers elements such as views and metadata that are fundamental to this construction. Versioning and other library settings that can serve to enhance a list or library are also taught in this segment. The following lessons are covered:

- Create Lists and Libraries
- Manage List and Library settings
- Create and manage individual list and library columns and Site Columns
- Create and manage of Views

### **Module 2: Customize SharePoint Sites Using Web Parts**

Web Parts are used to focus site content. In this module students learn how to apply and manage Web Parts in a manner that promotes site usability. This module also includes Instructor-led demonstrations on adding and removing Web Parts and modifying Web Part display settings. This module also provides an overview of Web Parts that allow content targeting. The following lessons are covered:

- Introduction to Web Parts
- Add, close, and delete Web Parts
- Customize Web Part properties

- Web Parts that allow content targeting

### **Module 3: Create Sites and Web Pages**

Fundamentally, site collections are composed of sites, basic pages, and Web Part pages. In this module students will create each of these components to develop an enhanced understanding of each item's function and appropriate use. The following lessons are covered:

- Create new sites
- Create Basic and Web Part Pages

### **Module 4: Secure SharePoint Sites**

Security is an important element of any site collection. This module includes Instructorled demonstrations of default groups. Thorough coverage of the use, creation, and application of custom permission levels provide students with comprehensive knowledge about the creation and management of sites. We also focus on security management best practices. The following lessons are covered:

- Introduction to SharePoint Security
- Manage User Access to SharePoint Sites
- Manage SharePoint Groups and Users
- Best practices for assigning permissions in SharePoint

### **Module 5: Manage the Look and Feel of Sites**

In this lesson site owners learn how to customize navigational settings, site descriptors, and themes. Additional focus is provided to the creation and use of templates, which are a significant time saving utility. The following lessons are covered:

- Customize the site title, description, and icon
- Configure navigation settings
- Left Navigation Panel Options
- Apply site themes
- Create site templates

## Module 6: Manage Workflows

Workflows are a powerful efficiency tool that can be used to organize and track process driven tasks. In this course, application and customization of these workflows is demonstrated using real-world examples. Students are given the opportunity to build workflows and track workflow tasks. The following lessons are covered:

- Overview of workflows
- Workflow administration
- Build custom workflows

## Module 7: Content Types

Configuration of Content Types allows site owners to group attributes, such as workflows and document templates, in to functional components. This ability allows for an enhanced user experience and the reduction of administration effort.

- Overview of Content Types
- Create New Content Types
- Add Columns to Content Types
- Associate Content Types with Workflows

## Module 8: Site Administration

This module provides insights into the site tools available through Site Administration. Usage reports, user alerts, features, and regional setting options are among the topics covered. Coverage of these tools includes an emphasis on function and the appropriate use. The following lessons are covered:

- Introduction to site administration settings
- Manage regional settings
- View site usage data
- Manage user alerts
- Manage RSS Usage
- Manage sites and workspaces
- Site Features