

NUTECH COMPUTER TRAINING INSTITUTE

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SharePoint 2010: Administrator & Adv. Power User Course Outlines

I. Introduction

1. Brief history of SharePoint, from 2001 to 2010
2. Various SharePoint editions, licenses and features, from free to Enterprise edition
3. General system architect: SharePoint is using SQL Server to store configuration and data, system administration and page layouts are shared in file system. We will also introduce different type of server roles
4. Farm and Server type: what is small, medium or large farm? What role each server is playing in the farm. Best practice to use each type of farm
5. Site collection/site/web: site collection and site is the foundation to SharePoint collaboration functions
6. Other server side integration: Microsoft is making SharePoint their current and future content publishing and management center. Other products are going to be integrated with SharePoint and here are some of the examples
7. Client application integration: SharePoint is highly integrated with Office suite and we will explain some of them
8. General Portal Architect (2007 and 2010): we will talk about the content management (site and site collection) and administration (central administration, share service provider/service application) concepts
9. System requirement for 2007 and 2010, and performance and capacity planning
10. Introduce to Business Data Catalog, Business Connection Services and use external data in SharePoint

II. SharePoint configuration and Central Administration

1. Install and configure Central Administration site, service accounts requirement
2. What is central administration site: Central Administration site is the core of SharePoint operations and administration. We will briefly introduce what it is and how important it plays in a farm environment. We will also introduce difference between 2007 and 2010

3. Shared service provider (2007) and service application (2010)
4. Web application, content database, extend an existing web application and IIS configuration with best practice
5. Database infrastructure and layout, what you need to know
6. Farm administration: AAM, web application policy, site directory, self-service, general configuration
7. Site definition/template/type of site template: SharePoint is using file system to define site design, look and feel and other features. It is important to understand this concept and file layouts to understand how SharePoint is rendering a site with contents. We will also mention the best practice to use or modify these files.
8. Other administration topic introduction
9. Search and content indexing
10. Backup and restore: content and configuration database and settings

III. Site administration and management

1. Introduce Landing/home page of a site and how to use it
2. What is a top level/sub site? This is a very important concept
3. Site collection and site administration, usage and auditing
4. Web part and web part zone basic and how to use them to design a site. We will talk more on web part details later
5. What is Self-service and how to allow users to create site collections by themselves?
6. User permission/group/permission level introduction. This is a high level view and more details later
7. How to change Look and feel with out of box theme and master pages
8. Manage site collection and site features, enable and disable them
9. Site galleries: list template, site template, web parts and master page
10. Design and customize navigation
11. Web part maintenance, user permission and best practice
12. Site collection level search scope configuration

IV. Content design and management

1. Types of library and list that you can create or use for collaboration
2. What do you need to know to manage a document library and best practice
3. Design and administrate lists and libraries
4. Folder or no-folder, why folder is not always a good idea
5. What is metadata and how to start with
6. how to improve the chance to find contents users need
7. How to sort and filter files and data in a list or library and use index column
8. Datasheet view, it looks like an Excel spreadsheet and it really works like one

9. Upload and move files around sites and site collections with Windows Explorer view and Mange Structure and Content tool
10. Connect to Outlook from a SharePoint list or library to work from your desktop
11. Export SharePoint data to Excel for further data manipulation
12. Import spreadsheet to create lists. You can covert lots of flat spreadsheets into lists with few clicks
13. What is and how to design Survey and discussion
14. Using Wiki and blog in SharePoint
15. What is alerts and how administrator can use it to enhance notification

V. Advanced content management

1. Create and manage public and private views
2. Advance view design: Group, filter, style, total, calendar and Gnat chart view
3. How to use Choice and lookup value in your list
4. Use functions to calculate values from other columns
5. Create linked documents in multiple locations and keep them synch
6. Draft and approval concepts in content management and when to use
7. Site columns introduction and benefits
8. Content types and how to use them in your site
9. Advance design: use multiple content types to a list or library
10. Create customized content types and incorporate into list or library

VI. Library and list administration

1. Best practice to create list and library
2. How to change title and navigation
3. Manage versioning and storage planning, draft and viewing capability
4. Introduce to Permission management basic concepts (more details later)
5. Restrict list content viewing and editing with easy settings
6. What is workflow and how to use out-of-box features to improve process and notification
7. Introduce audience and incorporate into your design
8. Setup incoming email feature to enable library to receive emails and attachments
9. Duplicate list/library to other location with template files
10. Recycle bin settings, restore a deleted item

VII. User permission

1. What is Authentication and Authorization and relations to SharePoint permission management
2. What is inherit and unique permission, item level permission
3. User permission type and permission level introduction

4. Create user group, add user to group and tips
5. Assign user permission: individual or group, when to use it
6. SharePoint user group, AD group, distribution group, pros and cons, when to use each of them
7. Manage library/list, folder and item permission and best practice
8. Create custom permission level and difference in 2007 and 2010
9. Tools to help administrators to manage user permission
10. How user permission is stored in database

VIII. Web parts and page design

1. Introduce types of page: web part and welcome page
2. Why creating additional pages? Replace landing page or organizing contents
3. More details on web parts
4. Use Content Edit content web part with client side script.
5. Use page view,, filter and other web parts practice
6. Aggregate data from lower sites with Content Query and Table of Contents web parts
7. Connect web parts to filter data
8. Use audience to show and hide web parts and contents according to user group
9. Combine navigation, web parts, pages and audience to enhance user experience

IX. Site enhancement and customization

1. What is dashboard, the value of it and how to add them, PerformancePoint service introduction
2. Manage KPI list to show process status
3. Using Excel services to publish spreadsheets
4. What is SharePoint Designer and major feature
5. Ghosted and unghosted
6. Types of workflow: sequential and machine state, how to develop them
7. How to design workflow with SharePoint designer, expand workflow actions with customized features
8. List customization with SharePoint Designer
9. InfoPath form and form service
10. How to design a browser-compatible form

X. Additional administrative topics

1. What is Information Architect? Why do you need to know? What is findability and putbility
2. What is governance and why it is important and when to implement it
3. SharePointRoot and file system
4. What is User profile and MySite

5. User profile synchronization in 2007 and 2010
6. What is Sandbox Solution and when to use it
7. Content migration: copy/move files, site content managing page, site backup and restore, import and export
8. SharePoint migration: road map from previous to the latest
9. Introduction to STSADM commands and PowerShell, use these DOS-like commends to administrate and manage SharePoint environment