



SHAREPOINT CURRICULAM

SharePoint Training

- SharePoint Administration
- Introducing SharePoint
- Differences between WSS and Moss
- Features of SharePoint
- Integrating with Microsoft Office
- SharePoint Requirements
- Reviewing SharePoint Installation

WSS and SharePoint configuration

- WSS configuration
- MOSS configuration
- Creating a new SharePoint Application
- Creating SharePoint site collections
- Configuring your site collections

SharePoint Lists

- Basics of Lists
- Adding and editing lists
- Changing the view for lists
- Subscribing to RSS Feeds for lists
- Exporting list content to MS Excel®

SharePoint Libraries

- What is a Library and what is a Document
- Uploading new documents to a library
- Working with documents in a library
- SharePoint Library templates
- Managing and Customizing Lists and Libraries
- Checking in and checking out files
- Uploading files
- Creating new library files
- Using Library templates
- Modifying existing lists
- Customizing a library

Workflow

- What is SharePoint workflow
- SharePoint workflow templates
- Custom workflows
- Building a SharePoint workflow
- Utilizing workflow templates
- Associating a workflow with a document library
- Creating a custom workflow with SharePoint Designer

Working with Web Parts

- What is a web part
- Web part pages
- Included web parts
- Customizing pages with web parts

User Management and Profiles

- How users login to a SharePoint site
- Managing access in SharePoint
- Understanding membership groups
- Understanding different levels of access
- User Profiles
- Audiences
- Creating new groups
- Creating new users
- Maintaining a permissions model

Form Services

- What is InfoPath®?
- Working with InfoPath
- Form Controls
- Form Templates
- Publishing Forms to Document Libraries
- Designing Forms
- Publishing Forms



- Customizing Form Templates

Excel Services

- Excel Services Overview
- The Report Center
- Publishing a Workbook
- Data Connections
- Business Scorecards
- Creating a Report Center
- Publishing a Workbook
- Displaying a Workbook in a Web Parts
- Creating a KPI List
- Creating a Digital Dashboard

Business Data Catalog (1 hr)

- What is the Business Data Catalog?
- Primary Roles for the BDC

Web Content Management

- The Publishing Portal
- Working with Variations
- Customizing the Look and Feel of a Site
- Creating a Publishing Portal
- Enabling Variations on a Site Collection
- Managing Labels for Translations
- Applying a New Master Page

- Customizing a Master Page
- Customizing Pages Based on Content Type
- Enabling Publishing on a Team Site

Search

- Enabling Search Feature
- Advanced Search
- Customizing and Managing Search
- File Types and Search Scopes
- The Search Center
- Exploring Basic and Advanced Search Features
- Indexing and Searching Non-SharePoint Sites
- Indexing and Searching File Shares
- Scheduling Updates for Content Sources
- Resetting Crawled Content
- Adding a Search Scope to a Site Collection

Backup and Recovery

- Backup and Recovery Considerations
- Backup Procedure
- Recovery Procedures
- Backing up and recovering SharePoint configuration
- Backing up and recovering SharePoint sites
- Backing up and recovering database