

SharePoint Foundation 2010: Advanced

Course Overview

This course is designed to teach you how to customize your Windows SharePoint Foundation 2010 Web site, beyond the Team Web site template, to meet the specific needs of your users. Students will learn to add components to a site, to apply site themes, and to change site components and navigation options. They will then learn to edit pages in SharePoint Foundation and SharePoint Designer, manage content controls, and modify RSS feed settings. Finally, students will learn to use workflows and site galleries. This course assumes that you've completed the prerequisite course Windows SharePoint Foundation 2010: Basic or have equivalent experience.

Course Outline

Course Introduction

2m

Course Introduction

Unit 01 – Adding Components

1hr 24m

Topic A: SharePoint Libraries

Document Libraries

Creating a Document Library

Document Library Description

Document Template List

Demo - A-1: Creating a Document Library

Form Libraries

Demo - A-2: Creating a Form Library

Picture Libraries

Demo - A-3: Creating a Picture Library

Wiki Page Libraries

Wiki Library Description Page

Demo - A-4: Creating a Wiki Page Library

Topic B: SharePoint Lists

SharePoint Lists

Lists on a Default Team Site

Demo - B-1: Creating a List

Spreadsheet Used for a List

List Created from a Spreadsheet

Demo - B-2: Creating a List from Excel Spreadsheet Data

Surveys

Creating a Survey

The Question and Type Section

Branching Logic

Demo - B-3: Creating a Survey

Custom Lists

Demo - B-4: Creating a Custom List

Custom List Columns

The Create Column Page

Demo - B-5: Creating Columns in a Custom List

Adding Items to a Custom List

Topic C: SharePoint Pages

SharePoint Pages

Wiki Page
Web Part Page
"New Web Part Page" Page
Demo - C-1: Creating a Web Part Page
Adding Web Parts
Demo - C-2: Adding Web Parts to a Web Part Page
Unit 01 Review

Unit 02 – Changing the Look and Feel

24m

Topic A: Navigation

Navigation
Rearranging Quick Launch Items
Demo - A-1: Changing the Order of Items in the Quick Launch Bar
Adding a Heading
Demo - A-2: Adding a Heading to the Quick Launch Bar
Adding Links Under a Heading
Demo - A-3: Adding a Link to the Quick Launch Bar
Demo - A-4: Deleting a Link to the Quick Launch Bar
Adding Links to the Top Link Bar
Demo - A-5: Adding Links to the Top Link Bar
Changing the Order of Links
Demo - A-6: Changing the Order of Links in the Top Link Bar
Inheriting Links
Demo - A-7: Inheriting Links in the Top Link Bar

Topic B: Site Themes

Site Themes
SharePoint Foundation 2010 Site Themes
Demo - B-1: Applying a Site Theme
Unit 02 Review

Unit 03 – Customizing a Site

56m

Topic A: Changing Site Components

Changing Site Components
Demo - A-1: Changing the Title, Description, and Navigation Settings
Modifying Columns
Demo - A-2: Modifying Columns
Advanced Settings
New Item Form in a Dialog Box
Demo - A-3: Configuring Advanced Settings

Topic B: Managing Item Controls

Item Controls
Content Approval
Demo - B-1: Enabling Content Approval for a Library
Approving or Rejecting Items
Demo - B-2: Approving Items in a Library
Versioning
New-version Triggers
Enabling Versioning in a Library
Enabling Versioning in a List
Demo - B-3: Enabling Versioning for a Document Library
Require Check Out

Demo - B-4: Requiring that Documents be Checked Out of a Library

Topic C: Editing Pages

SharePoint Foundation's Editing Tools

Demo - C-1: Editing a Page in SharePoint Foundation 2010

SharePoint Designer 2010

Editing in SharePoint Designer 2010

SharePoint Designer Interface

Navigating the Gallery Pane

Unit 03 Review

Unit 04 – Controlling Information Display

23m

Topic A: Public Views

Public Views

Creating a Public View

Demo - A-1: Creating a Public View

Modifying a View

Demo - A-2: Modifying a View

Deleting Views

Demo - A-3: Deleting a View

Topic B: RSS Feed Settings

RSS Feed Settings

RSS Settings: Web Application

RSS Feed Settings: Site Collection

RSS Channel Information

Demo - B-1: Modifying RSS Feed Settings

Unit 04 Review

Unit 05 – Creating Workflows

31m

Topic A: Workflows

Workflow Types

Three-state Workflow

SharePoint Server Workflows

Adding a Three-state Workflow

Demo - A-1: Adding a Workflow

Demo - A-2: Creating an Issue Tracking Item and Starting a Workflow

Workflow History Link

Workflow History Example

Editing Workflows

List-type Workflow in SharePoint Designer

List-type Workflow in SPF

"Change a Workflow" Page

Customizing a Three-state Workflow

More Customizing

And More Customizing

Demo - A-4: Modifying a Three-state Workflow

Unit 05 Review

Unit 06 – Adding to Site Galleries

21m

Topic A: Site Galleries

Site Column Types

Demo - A-1: Adding a Column to the Site Gallery

Demo - A-2: Using a Custom Site Column
Content Type
Adding Content Types
Demo - A-3: Adding a Word Template as a Content Type
Demo - A-4: Using a Custom Content Type
Unit 06 Review
Course Closure

Total Duration: 4hrs