

# Implementing and Administering an Enterprise SharePoint Environment

There are numerous planning and management issues that your team needs to address when deploying SharePoint. This process can be simplified and you can ensure a successful implementation of SharePoint by having your IT and Windows Server team participate in this workshop. The best results and most successful SharePoint implementation require that team members in different roles understand what will be required from a technical perspective.

In this 5-day workshop we will explore every aspect of managing a SharePoint 2007 Server farm. This includes integration with applications like IRM, ForeFront, and Performance Point. Learn the many ways to back up and restore SharePoint environments; configure multiple server farms and all of the options in Central Administration.

## Who Should Attend

Intended for SharePoint administrators, Windows Server administrators, SQL Server DBA's, project managers and those who will play a critical role in the planning, deployment and management of Information solutions using Microsoft SharePoint Server.

## Prerequisites

Experience in implementing, managing, and supporting a Microsoft Windows SharePoint Services 3.0 environment. Basic knowledge of Windows SharePoint Services and Microsoft Office SharePoint Server 2007 interoperability. At least 2 years of experience implementing, managing, and supporting Microsoft Windows Server 2003. At least 2 years of experience implementing, managing, and supporting Internet Information Services (IIS). Working knowledge of networking, for example, TCP/IP and Domain Name System (DNS).

## Workshop Objectives:

- ▶ Describe Microsoft Office SharePoint Server 2007.
- ▶ Plan and design a Microsoft Office SharePoint Server 2007 implementation.
- ▶ Deploy Microsoft Office SharePoint Server.
- ▶ Administer Microsoft Office SharePoint Server 2007.
- ▶ Implement a portal solution with Microsoft Office SharePoint 2007.
- ▶ Implement a content management solution with Microsoft Office SharePoint Server 2007.
- ▶ Implement intelligence solution with Microsoft Office SharePoint Server 2007.
- ▶ Implement a search and indexing solution.
- ▶ Maintain and optimize Microsoft Office SharePoint Server 2007.

# Microsoft Office SharePoint Server Fundamentals

The goal of this 2-day workshop is to present participants with an understanding for how to use, operate, and build sites in a Microsoft Office SharePoint Server 2007 environment. Participants first learn about site navigation, data storage, and retrieval through instructor-led modules covering navigation, search, and effective use of lists and libraries. Building on this information, participants then take a deeper dive into site administration, learning how to create and manage sites, lists, libraries, views, and workflows. Security and rights administration are also covered. Functional concepts and best practices are interwoven into the material, providing a framework for the topics discussed.

## Who Should Attend

This workshop is intended for Microsoft® Office SharePoint® Server 2007 users who need to create, manage, and publish their work, and communicate in a collaborative environment.

## Workshop Objectives:

- ▶ Understand what SharePoint is.
- ▶ Learn the SharePoint environment.
- ▶ Work with Document Libraries.
- ▶ Check Library Documents in and out.
- ▶ Work with Announcements.
- ▶ Work with Calendars.
- ▶ Work with Contacts.
- ▶ Work with Tasks.
- ▶ Create and manage Meeting Spaces.
- ▶ Participate in discussions.
- ▶ Write a Blog Post.
- ▶ Comment on a Blog Post.
- ▶ Subscribe to SharePoint RSS feeds.
- ▶ Office Client Integration (Word, Excel, PowerPoint, and Outlook).
- ▶ Setting up versioning.
- ▶ Creating dynamic presentations with the Slide Library.
- ▶ Using alert notifications to know when items are added/changed.
- ▶ Creating reusable content with Content Types.

# Developing Solutions with SharePoint Server and InfoPath Forms

In almost every office around the world, people communicate and share ideas to create products and services. This information sharing often requires multiple software and web applications that do not necessarily work together perfectly. In contrast, Windows SharePoint(r) services combines familiar office tools, adds the latest technology, and extends the functionality of applications and the web into a single environment to share information and collaborate with colleagues, no matter where you are or how you access the information. In this course, you will create and edit content in a Windows SharePoint Services team website, and then you will create and manage your own team site.

Information is a key to the success of any organization. Gathering and sharing information within your organization, with clients and customers alike, can also be an important task. **Microsoft Office InfoPath® 2007: Creating InfoPath Forms** is a product that gathers and shares information. In this course, you will use InfoPath to streamline the process of gathering and sharing information. This is a 3-day workshop.

## Who Should Attend

Intended for Microsoft Office SharePoint Server 2007 end users who require a foundation in working in a collaborative environment and want to benefit from Microsoft SharePoint technologies.

### Workshop Objectives:

- ▶ Examine collaboration technology and Windows SharePoint Services team sites.
- ▶ Work with lists.
- ▶ Work with libraries.
- ▶ Communicate with team members.
- ▶ Work remotely with SharePoint content.
- ▶ Customize your SharePoint environment.
- ▶ Create a team site.
- ▶ Perform basic site administration.
- ▶ Create InfoPath forms.
- ▶ Import and export form data.
- ▶ Customize form layout.
- ▶ Manage views.
- ▶ Secure the forms.
- ▶ Distribute forms.
- ▶ Manage controls.
- ▶ Work with databases.

# Building Business Solutions with Microsoft SharePoint Designer 2007

There will be times when you'll want to build sites that lay emphasis on your company's unique requirements, and ones that align themselves with the company's unique brand identity. In this workshop, you will use Microsoft® Office SharePoint® Designer 2007 to customize your SharePoint sites and build a new subsite on the SharePoint services platform.

This 2-day workshop is intended for web designers and solution developers who want to learn to customize their SharePoint sites by enhancing their 'look and feel', and also to create dynamic pages using Web Parts and workflows. (*this workshop does not teach workflow development using Visual Studio and .NET*)

## Who Should Attend

This workshop is intended for Information Workers who want to learn how to use SharePoint Designer to automate common business processes. Including power users, webmasters, application designers, systems analysts, help-desk and end-user support professionals.

### Workshop Objectives:

- ▶ Familiarize yourself with the SharePoint Designer environment.
- ▶ Create a new subsite.
- ▶ Add content to a web page.
- ▶ Use Cascading Style Sheets to format a SharePoint site.
- ▶ Add basic functionality to web pages.
- ▶ Add SharePoint components to the site.
- ▶ Automate business processes with workflows.
- ▶ Work with ASP.NET forms.
- ▶ Work with Data Sources.
- ▶ Use SharePoint templates to update existing sites and create new templates from these changes.
- ▶ Learn some advanced data integration techniques.
- ▶ Customize existing workflows.
- ▶ Learn about administration tools in SharePoint Designer 2007.

# Business Application Development and Office SharePoint Server

This 3-day workshop is designed to give students the tools and knowledge to customize SharePoint sites without writing code by using SharePoint Designer 2007 and in-browser customizations. The workshop addresses aspects of design such as applying alternate page layouts, creating and styling new pages, modifying site navigation, external data integration, including business intelligence, and custom workflows to enhance business processes. Existing Web designers will also understand how to best leverage cascading style sheets (CSS) to achieve the desired look and feel throughout SharePoint sites.

Students will understand the extent of customizations available using in-browser tools. They will also learn the advantages of using SharePoint Designer 2007 to further enhance SharePoint site customization.

## Who Should Attend

The primary audiences for this workshop are Web designers, administrators, and developers who use and work with Office SharePoint Server 2007, and want to learn how to customize SharePoint sites without writing code.

### Workshop Objectives:

- ▶ Master pages.
- ▶ Workflows.
- ▶ Achieving the desired look and feel throughout SharePoint sites.
- ▶ Learn how to use SharePoint Designer 2007 for administrative tasks such as backing up and restoring sites to alternate locations.
- ▶ Setting design level permissions for end users who work with SharePoint Designer 2007.
- ▶ Understand the in-browser customization capabilities made available to end users depending on the permission settings for those users.
- ▶ Understand the alternatives to working with Visual Studio.
- ▶ Learn which customizations are achievable using in-browser tools and SharePoint Designer 2007.
- ▶ Learn how to create custom solutions using SharePoint Designer 2007.

# Application Development with Microsoft Office SharePoint Server

Microsoft SharePoint 2007 provides an extensive range of functionality including enterprise content management, automation of business processes, business intelligence, and reporting. This 5-day workshop is designed for those responsible for customizing and creating new functionality and feature enhancements within the platform.

We will cover how to configure a SharePoint web application, set permissions, and then move into customization options. Participants will come away with an understanding of how to customize the “look and feel” through the use of styles, themes, master pages, controls, and web parts, and they will learn how to integrate with back-end Line-of-Business (LOB) applications. Participants will learn how to develop custom workflows (designed using Microsoft Visual Studio, and based upon Windows Workflow Foundation), and incorporate security, debugging, custom site definition lists, and site templates.

This workshop is heavily hands-on. It covers the principles and practices of how to deploy, manage, customize, and maintain SharePoint by taking the participants through each phase of the deployment — and covering possible issues that might impact team development effort — using Visual Studio 2008 and SharePoint Server.

## Who Should Attend

This workshop is intended for experienced SharePoint developers, and will guide them through the process of architecting and developing SharePoint applications and customizations. This workshop is a very intense, hands-on boot camp type of workshop.

### Workshop Objectives:

- ▶ Describe Site and Workspace management and Document storage.
- ▶ Describe Integration with ASP.NET and Microsoft Office SharePoint Server 2007.
- ▶ Programmatically manipulate Sites, Lists, Content Types and Collaborative features.
- ▶ Program with WSS and using the WSS Event model.
- ▶ Make use of the Property Bag and Change Log.
- ▶ Work with SharePoint Pages, Master Pages and Content Pages.
- ▶ Create Custom Views and Templates.
- ▶ SharePoint Designer.
- ▶ Create Web parts and Workflow support.
- ▶ Describe and implement the Business Intelligence Features.
- ▶ Describe how to create deployable Windows SharePoint Services-based solutions.
- ▶ Describe the Feature framework.
- ▶ Describe the Solution deployment model.

# SharePoint 2010 Overview (End User)

Gain exposure to the latest SharePoint 2010 features for end users in this 3-day workshop.

## Who Should Attend

Anyone that works with SharePoint team sites, libraries, lists and items.

## Prerequisites

Understanding of SharePoint 2007 basics.

## Workshop Objectives

Explore all the new end user features exposed in SharePoint 2010.

### I. Overview (16 minutes)

### II. SharePoint Introduction (50 minutes)

- (a) What Do You Think SharePoint Is?
  - What Is SharePoint?
  - SharePoint History
  - SharePoint 2007
  - SharePoint 2010
  - SharePoint Services
- (b) Why SharePoint?
  - Why SharePoint?
  - Common Collaboration Issues
  - Business Needs
  - SharePoint Benefits
  - Collaboration Features
  - Search Features
  - Document Management Features
  - Records Management Features
  - Social Media Features
- (c) What's New in SharePoint 2010?
  - New Features
- (d) End User Adoption
  - Adoption Strategies

### III. Collaboration Experience (40 minutes)

- (a) New SharePoint Features
  - Collaboration Qualities
  - Design Goals
  - UI Improvements
  - Ribbon
  - Wiki Capabilities

#### Lab: Basic team site. (15 minutes)

- UI Improvements
- Ribbon
- Wiki Capabilities

### IV. Lists (72 minutes)

- (a) Lists
  - Lists Overview
  - List Types
  - New 2010 Lists
  - Names
  - List Validations
  - List Design
  - SharePoint Lists

- List Performance
- List versus Databases
- (b) SharePoint 2010 Features
  - Content Organization
  - Document Sets

**Lab: List improvements.**  
**(20 minutes)**

Explore List Improvements

**Lab: Asset library.**  
**(15 minutes)**

Create an Asset Library

## V. List Management (75 minutes)

- (a) List Management
  - Multi-Document Actions
  - Column Level Validation
  - List Level Validation
  - Content Ratings
  - Audience Targeting
  - Metadata Navigation
  - Per-location View Settings
  - Manage Item Scheduling
  - Document ID Service
  - Generate File Plan Report
  - Record Declaration Settings

**Lab: New features.**  
**(60 minutes)**

Multi-Document Actions  
Turn On Document Sets  
Column Level Validation  
List Level Validation  
Content Ratings  
Audience Targeting  
Metadata Navigation  
Per-Location View Settings  
Manage Item Scheduling  
Document ID Service  
Generate File Plan Report  
Record Declaration Settings

## VI. Permissions (40 minutes)

- (a) SharePoint Permissions
  - SharePoint Default Groups
  - Permissions
  - Custom Permission Levels
  - Site/List/Item Permission Inheritance
  - Security Trimmed Interface

**Lab: SharePoint permissions.**  
**(15 minutes)**

Permission Finder

## VII. SharePoint Foundation Site Definitions (45 minutes)

- (a) SharePoint Foundation Sites
  - Group Board
  - Visio Process

**Lab: WSS site definitions.**  
**(30 minutes)**

Create Group Board Site  
Create Visio Process Site

## VIII. SharePoint Server Site Definitions (63 minutes)

- (a) SharePoint Server Site Definitions
  - Records Center
  - FAST Search Center
  - Report Center
  - Publishing

**Lab: MOSS site definitions.**  
**(30 minutes)**

Use the Publishing Portal  
Use the Records Center  
Use the FAST Search Center  
Use the Report Center

## IX. Office Integration (89 minutes)

- (a) Web Applications
  - Office Web Apps Features
  - Multi-User Editing
  - Scenarios



- Office Roadmap
- SharePoint Integration
- (b) Office Integration
  - Document Libraries
  - Lists (Calendar, Tasks, Contacts)
  - Word Integration
  - Excel Integration
  - Access Integration
  - Access Services
  - Visio Integration
  - One Note Integration
  - Security
- (c) SharePoint Workspace 2010
  - What Is It?

**Lab: Office integration.  
(30 minutes)**

- Offline Document Libraries
- Manipulating Calendars (Two-Way Update, Roll-Up View)
- Manipulating Tasks
- Manipulating Contacts
- Excel Data Reporting
- Access Data Reporting
- One Note

**X. My Site (69 minutes)**

- (a) My Site
  - My Site Overview
  - New to 2010
  - My Profile
  - Colleagues / My Workgroup
  - Colleague Tracking / In Common With Memberships
  - Organizational Hierarchy
  - Personal vs. Shared Views
  - My Blog
  - My Site Web Parts
  - My Links

**Lab: My site.  
(30 minutes)**

- Create Your My Site
- Your Profile
- Colleagues
- Colleagues — Tracking Changes

- Explore Memberships
- Explore in Common With Documents
- Configuring My calendar Web Part
- RSS Viewer
- Personal vs. Shared Views
- My Links

**XI. Social Computing (61 minutes)**

- (a) What is Social Computing?
  - Social Computing
  - Information Worker Needs

**Lab: Social computing.  
(30 minutes)**

- Explore Social Computing Features

# SharePoint 2010 Overview (IT Pro)

Get a quick and hands-on 3-day start on IT Pro topics with SharePoint 2010!

## Who Should Attend

IT Pros who want to get a quick understanding with hands-on labs of the new features and interfaces for IT Pros in SharePoint 2010.

## Prerequisites

SharePoint 2007 experience (for upgrade), understanding of database and web applications.

## Workshop Objectives

The new architectural changes made to SharePoint 2010. How to upgrade your 2007 environment to 2010.

### I. Overview (14 minutes)

### II. User Interface (71 minutes)

- (a) Architectural Changes
  - Requirements
  - Information Architecture
  - Service Applications
  - Office Web Applications
- (b) New SharePoint Features
  - Collaboration Qualities
  - Design Goals
  - UI Improvements
  - Ribbon
  - Wiki Capabilities

**Lab: User interface.**  
**(20 minutes)**

Understand UI Improvements  
Use the Create Page  
Explore the Ribbon

### III. Service Applications (88 minutes)

- (a) Service Applications
  - Overview
  - Service Applications
  - Multi-Tenancy
  - Extending

**Lab: Explore service applications.**  
**(15 minutes)**

Explore Service Applications

**Lab: Install service application.**  
**(30 minutes)**

Install a Service Application  
Assign a Service Application

### IV. PowerShell (109 minutes)

- (a) PowerShell
  - Overview

- Commandlets
- PowerShell variables
- Using With SharePoint
- (b) SharePoint and PowerShell
  - Overview
  - 2010 Commandlets
  - Extending

**Lab: PowerShell basics.  
(15 minutes)**

- PowerShell Basics — Commandlets
- Variables
- Arrays
- While Loop
- If Statement
- Create An Object
- Static Properties

**Lab: PowerShell with SharePoint.  
(30 minutes)**

- Load SharePoint Dll into PowerShell
- Set PowerShell Execution Policy
- Enumerate Webs
- Create a Site with PowerShell
- Create/Update an Item with PowerShell
- Profiles and MySites Script

**Lab: SharePoint commandlets.  
(15 minutes)**

- Explore SharePoint 2010
- Commandlets

**V. Monitoring (131 minutes)**

- (a) Monitoring
  - Overview
  - Investment Areas
  - Manageability Improvements
  - Log File Improvements
  - Correlation IDs
  - Diagnostics
  - Logging Database
  - Web Analytics
  - Developer Dashboard
  - Health Analyzer
  - SCOM Integration

**Lab: Configure monitoring.  
(15 minutes)**

- Configuring Diagnostic Logging

**Lab: ULS Viewer.  
(15 minutes)**

- Explore the ULS Viewer

**Lab: Health Analyzer.  
(20 minutes)**

- Explore SharePoint Health Analyzer

**Lab: Logging Database.  
(20 minutes)**

- Explore SharePoint Logging Database

**VI. Search (173 minutes)**

- (a) Search 2010
  - Overview
  - Search Enhancements
  - GEO-Search Management
- (b) Federated Search
  - Federated Search
  - When to Use Federated Search
  - OpenSearch
- (c) Search Architecture
  - Architecture
  - Scale Out
- (d) FAST Search
  - FAST Search
  - Installation
  - Management

**Lab: Install Search Service application.  
(20 minutes)**

- Create a Search Service Applications

**Lab: Explore Search.  
(30 minutes)**

- Explore SharePoint Search

**Lab: Install FAST Search.  
(30 minutes)**

Install FAST Search

**Lab: Search Federation.  
(20 minutes)**

Setup Federation (Bing)

**VII. Backup Restore Disaster Recovery  
(111 minutes)**

- (a) Backup
  - Backup Techniques
- (b) Restore
  - Restore Techniques
  - Granular Restore
  - Commandlets
  - Read Only Support
- (c) Disaster Recovery
  - Disaster Recovery

**Lab: Backup.  
(30 minutes)**

Explore Backup Options  
Central Administration  
PowerShell

**Lab: Restore.  
(30 minutes)**

Restore SharePoint  
Partial Restore

**VIII. Install and Upgrading (184 minutes)**

- (a) Upgrading 2007
  - Overview
  - Microsoft Upgrade Approach
  - Prerequisites
  - Pre-Upgrade Check
  - Upgrade Paths
  - Upgrade Planning / Validation
  - Feature Upgrades
  - User Interface Upgrades
  - Reducing Downtime
- (b) Deep Details

Upgrade Process  
SSP to Service Applications

**Lab: Installing SharePoint 2010.  
(30 minutes)**

Install SharePoint Foundation  
Install SharePoint Server

**Lab: Upgrade (Pre-reqs).  
(30 minutes)**

Upgrade to SP2  
Install CU Oct 2009

**Lab: Upgrade (Gradual).  
(30 minutes)**

Gradual Upgrade

**Lab: Upgrade (In-Place).  
(30 minutes)**

In-Place Upgrade

# SharePoint 2010 Overview (Dev)

SharePoint 2010 provides the business collaboration platform for developers to rapidly build solutions using familiar tools while leveraging a rich set of out of the box features. Visual Studio 2010 and SharePoint Designer 2010 make developers more productive and Visual Studio Team Foundation Server delivers support for application lifecycle management. Developers can integrate Line of Business data in SharePoint 2010 with read/write capability delivered by Business Connectivity Services. Sandboxed Solutions can be deployed to a shared hosting environment to limit the impact of unpredictable code to the other applications in use.

SharePoint 2010 includes numerous new capabilities and features for professional developers most of which are highlighted in this 3-day overview course. SharePoint 2010 makes developing those solutions easier, quicker, and more flexible. Much of the work that the developer had to do in the past with earlier versions of SharePoint has been replaced with simple configuration of the SharePoint 2010 platform, use of Visual Studio 2010 and SharePoint Designer 2010 or with calls to the SharePoint API.

## Who Should Attend

Anyone interested in getting an introductory look at the new development features of SharePoint 2010.

## Prerequisites

.NET Object-Oriented programming and understanding of development in SharePoint 2007.

## Workshop Objectives

This course will teach you all the new development changes that were made to SharePoint 2010 including (Sandboxed solutions, LINQ, REST, Client Object Model, BCS, Workflows and Claims based authentication.

### I. Overview (12 minutes)

Ribbon  
Wiki Capabilities

### II. User Interface (76 minutes)

- (a) New SharePoint Features
- Collaboration Qualities
- Design Goals
- UI Improvements

### Lab: User interface. (20 minutes)

Understand UI Improvements  
Use the Create Page  
Explore the Ribbon

### III. Visual Studio 2010 (112 minutes)

- (a) Visual Studio 2010
  - Overview
  - Project Templates
  - Packaging and Deployment
  - SPTools and Extensibility
  - Hints

**Lab: Visual Studio 2010. (30 minutes)**

Explore SharePoint Project Templates  
Use Server Explorer  
Packaging and Deployment Tools  
Advanced Deployment

**Lab: Custom Deployment Steps. (30 minutes)**

Create a Custom Deployment Step

### IV. Sandboxed Solutions (104 minutes)

- (a) Sandboxed Solutions
  - Architecture
  - Solution Points
  - Solution Validators
  - Solution Gallery
  - Limitations

**Lab: Sandboxed Solutions. (20 minutes)**

Explore Sandboxed Solutions  
Create and Test Sandboxed Solutions  
Explore Limitations of Sandbox Solutions  
Configure Sandbox Points

**Lab: Solution Validators. (10 minutes)**

Create and Deploy a Solution Validator

**Lab: Developer Dashboard. (10 minutes)**

Enable Developer Dashboard

### V. LINQ and REST (150 minutes)

- (a) REST
  - Overview
  - REST Services
- (b) LINQ
  - LINQ
  - LINQ for SharePoint

**Lab: REST. (60 minutes)**

Utilize REST Services  
REST Service Reference  
REST List Service Calls (PUT, GET)  
REST Excel Service

**Lab: LINQ. (30 minutes)**

LINQ Introduction  
Utilize LINQ for SharePoint  
Use SPMetal.exe

### VI. Client Object Model (107 minutes)

- (a) Client Object Model
  - Overview
  - Client Object Model
  - JavaScript
  - Silverlight
  - JQuery

**Lab: Client Object Model. (15 minutes)**

Explore Client Object Model  
Utilize Client Object Model (.NET)

**Lab: ECMAScript. (15 minutes)**

JavaScript Object Model

**Lab: SilverLight. (15 minutes)**

Utilize Client Object Model (SilverLight)

## **VII. Business Connectivity Services (110 minutes)**

- (a) Business Connectivity Services
  - Overview
  - Business Connectivity Services
  - Upgrading

### **Lab: BCS. (60 minutes)**

- Explore External Content Types
- Create a new External Content Type
- Create an External List

## **VIII. Workflows (99 minutes)**

- (a) Workflows
  - Out of Box Workflows
  - Out of Box Conditions
  - Out of Box Actions
  - Site/Global Workflows
  - External Data

### **Lab: Reusable Workflows. (20 minutes)**

- Create Reusable Workflows (Site/Global)
- Export a Workflow to Visio
- Import a Workflow from Visio
- Save as Template

### **Lab: Modify OOB Workflow. (30 minutes)**

- Modify Out Of Box Workflows

## **IX. Claims Based Authentication (62 minutes)**

- (a) Claims Based Authentication
  - Overview
  - Claims Based Security
  - Custom Claim Providers

### **Lab: ClaimsBasedAuth. (15 minutes)**

- Programming with Claims
- Creating Custom Claims Provider

# SharePoint 2010 SharePoint Designer

Upgrade your skills to SharePoint Designer 2010 in this 2-day workshop!

## Who Should Attend

Anyone who has been and will be working with SharePoint Designer to make changes to SharePoint sites.

## Prerequisites

Understanding of SharePoint site elements (lists, libraries, content types, etc.).

## Workshop Objectives

How to navigate and use the new Ribbon interface, learn what new things you can do from Designer, what changes have been made to the actions and conditions of workflows, how to build external content types, and how to modify out of the box workflows.

### I. Overview (12 minutes)

### II. 2010 Changes (33 minutes)

- (a) Changes
  - Facts
  - List of 2010 Changes
  - Why Use Designer?

### III. Designer Interface (144 minutes)

- (a) Designer Interface
  - Introduction
  - Design Goals
  - UI Improvements
  - Ribbon
  - Security

#### Lab: SharePoint Designer Interface. (30 minutes)

Explore New Interface of Sharepoint

Designer  
Review New Work Areas of Designer  
Browse Site Pages  
Browse Master Pages  
Browse Lists and Libraries  
Browse Workflows  
Browse Content Types  
Browse Data Sources  
Browse Entities  
Explore Site Structure

#### Lab: SharePoint Designer (Basics). (45 minutes)

Create a New Site  
Create a New Page  
Create a New Master Page  
Attach a Master Page  
Create a List  
Change List Settings  
Create Content Type  
Create/Modify CSS



**Lab: SharePoint Designer (Basics). (30 minutes)**

- Check-In/Check-Out
- Add Web Parts
- Add Web Part Zone
- Adding Images (Images Directory)
- Reset to Site Definition

**IV. Data Views (97 minutes)**

- (a) DataSources and DataViews
  - Data Views
  - Data Sources
  - Data Parameters
  - Linked Data Sources

**Lab: DataViews. (60 minutes)**

- Create/Manage Data Views
- Create/Manage Data Sources
- Merge Two Data Sources
- Link Two Data Sources
- Data View Parameters

**V. External Content Types (97 minutes)**

- (a) Business Connectivity Services
  - What Is BCS?
  - External Content Types
  - External Lists
  - External List Operations
  - Associations and Search

**Lab: External Content Types. (60 minutes)**

- Explore External Content Types
- Create a New External Content Type
- Create an External List

**VI. Workflows (211 minutes)**

- (a) Workflows
  - Out of Box Workflows
  - Out of Box Conditions
  - Out of Box Actions
  - Site/Global Workflows
  - External Data

**Lab: Built-in Activities (2007). (60 minutes)**

- Use One of Each Built-In Activity (2007)

**Lab: Built-in Activities (2010). (30 minutes)**

- Use One of Each Built-In Activity (2010)

**Lab: Looping Workflow. (20 minutes)**

- Create a Looping Set of Workflows

**Lab: Reusable Workflows. (20 minutes)**

- Create Reusable Workflows (Site/Global)
- Export a Workflow to Visio
- Import a Workflow from Visio
- Save as Template

**Lab: Modify OOB Workflow. (30 minutes)**

- Modify out of Box Workflows