SharePoint 2010: Enterprise Content Management

Meet the expert: John Underwood is a technical evangelist for a SharePoint consulting company with 30 years of programming experience, including 20 years on the Microsoft platform and 10 years with .NET. John also has extensive experience using, configuring, and programming SharePoint. He is a seasoned instructor with experience in classroom education, online/distance learning, and courseware authoring. John’s professional certifications include MCSD for .NET: Enterprise Applications and Microsoft Certified Trainer.

Prerequisites: The course is designed for IT professionals and developers that wish to learn more about using SharePoint's document management and collaboration facilities to the fullest. No SharePoint experience is assumed, but some prior exposure is helpful. For the portions of the course that include coding, it is assumed that the audience member is comfortable programming in .NET and using Visual Studio 2010.

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Course description: In this course, you will learn about the content management features found in SharePoint Server 2010. After completing this course, you will have a good understanding of SharePoint 2010 capabilities around sites and site collections, user profiles, search, and information management policies. In addition, you will learn how to extend and customize the SharePoint environment via Business Connectivity Services and InfoPath.

Course outline:

Site Collections and Sites
- Introduction
- Site Collections
- Sites
- Terminology
- Demo: Sites and Collections
- Summary

Collaborating in SharePoint
- Introduction
- Lists
- Document Libraries
- Demo: Lists and Libraries
- Web Pages
- Demo: Web Pages
- Summary

Site Templates
- Introduction
- Site Templates
- Template Categories
- Demo: Templates
- Portal Templates
- Custom Site Templates
- Commonly-used Templates
- Demo: Common Templates
- Summary

Publishing Infrastructure
- Introduction
- SharePoint Features
- The Publishing Infrastructure
- Demo: Publishing
- Publishing Portals
- Demo: Publishing Portals
- Summary

User Profiles
- Introduction
- Collaboration in Enterprise
- Finding Collaborators
- User Profiles
- Profile Properties
- Demo: User Profiles
- User Profiles in Object Model
- Demo: Object Model
- Summary

My Sites
- Introduction
- My Sites
- Configuring My Sites
- Link to Office Client Apps
- Personalization Links
- Demo: My Sites
- Summary

Using Profile Data
- Introduction
- Audiences
- Demo: Audiences
- People Search
- Demo: People Search
- Summary

BCS Architecture
- Introduction
- Business Connectivity Services
- BCS Architecture
- External Content Types
- Demo: BCS
- Summary

Using BCS Data
- Introduction
- External Lists
- Demo: External Lists
- BCS Web Parts
- Demo: BCS Web Parts
- Programming External Links
- Demo: Programming
- Search and BCS
- Demo: Search and BCS
- Summary

InfoPath and SharePoint
- Introduction
- InfoPath and SharePoint
- InfoPath Usage in SP 2010
- Custom List Forms
- Demo: InfoPath
- Summary

InfoPath Libraries
- Introduction
- Drawbacks
- InfoPath and Libraries
- Data Connection Libraries
- Demo: Data Connection Lib
- Form Libraries
- Demo: Form Libraries
- InfoPath Form Web Part
- Demo: Form Web Part
- Summary

SharePoint 2010 Search
- Introduction
- SharePoint 2010 Search
- Basic Search Center
- Demo: Basic Search Center
- Enterprise Search Center
- Demo: Enterprise Search
- Summary

Customizing Enterprise Search
- Introduction
- Customizing Enterprise Search
- Site Structure
- Search Web Parts
- Federated Search
- Narrowing Results
- Demo: Customizing Enterprise
- Summary

Search Optimization
- Introduction
- Reporting
- Keywords
- Demo: Reports and Keywords
- Control Visual Output
- Demo: Visual Output

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- Keyword Queries
- Keyword Syntax
- Full-Text SQL Queries
- Search SQL Syntax
- Demo: Server Object Model
- Summary

Intro to Metadata Services
- Introduction
- Managed Metadata Services
- Metadata
- Taxonomy and Folksonomy
- MMS Architecture
- Managed Metadata Store
- Term Hierarchy
- Administering the MMS
- Creating Global Terms
- Demo: Global Terms
- Creating Local Terms
- Securing Term Groups
- Summary

Using Metadata
- Introduction
- Using Metadata
- Demo: Using Metadata
- Metadata Navigation
- Demo: Metadata Navigation
- Maintaining Managed Metadata
- Demo: Maintaining Metadata
- Social Tagging
- Demo: Social Tagging
- Terms and Term Sets
- Managed Metadata Columns
- Demo: Metadata Columns
- Summary

Managing Documents
- Introduction
- Managing Documents
- Document IDs
- Demo: Document IDs
- Document Sets
- Demo: Document Sets
- Summary

Document Center
- Introduction
- Rules Based Submission
- Organizing Content
- Defining Rules
- Drop Off Library
- Demo: Organizing and Rules
- Document Center
- Content Query Web Part
- Demo: Document Center
- Summary

Records Management
- Introduction
- Records Management
- What is a Record?
- Records MGMT in SharePoint
- In-place Records MGMT
- Demo: In-place Records MGMT
- Records Center Site
- Organizing Content
- Managing Records Center
- Demo: Records Center Site
- Summary

Management Policies
- Introduction
- Info Management Policies
- Demo: Info MGMT Policies
- Hold and eDiscovery
- Records Center Reporting
- Demo: Records Center
- Summary