

**Course Name: SharePoint 103**

Area of Study	Classroom Hours:
Project Management <b>Software</b>	7

**Description:**

Effective application of site collection Administrative Tools can increase efficiency and improve operation of a site collection. Instructor-led demonstrations and hand-on labs give students a practical understanding of how these tools work.

The following lessons are covered:

**Module 1: Publish Web Content: Site Authors**

- Create a Site for Published Content
- Create a Content Page
- Edit Page Content In Place
- Create a Content Page in Word
- Spell Check Page Content
- Add an Image to a Content Page
- Add Publishing Approvers
- Submit Page for Publishing Approval
- Approve Content for Publication
- Change Page Schedule/Expiration Date
- Manually Start a Workflow for Publication
- Create a Custom Permission Level

**Module 2: Publish Web Content: Site Owners**

- Change a Site Theme
- Create a Site Theme from PowerPoint
- Change a Site Logo
- Change a Site Master Page
- Add Cascading Style Sheets
- Organize Pages in a Web Site
- Upload a User Solution to the Site Collection Solution Gallery
- Allow Users to Create Different Subsites
- Create a Sub-site
- Create a Wiki Page Home Page
- Edit a Wiki Page Home Page
- Customize Publishing Site Navigation
- Implement and Configure the Content Query Web Part
- Export a Custom Query Web Part
- Implement and Configure Custom Content Query Web Parts
- Implement and Configure the Summary Links Web Part

**Module 3: Publish Web Content: Site Collection Owners**

- Enable Output Cache
- Configure Site Collection Default Cache Profiles
- Configure Output Cache Profiles
- Add an Output Cache Profile
- Override the Configured Output Cache Profile
- Configure the Object Cache
- Flush Disk-Based and Object Caches
- Enable and Configure Cross-List Query Cache
- Install and Activate a Sandbox Solution
- Deactivate a Sandbox Solution

**Students enrolled for this course should have the following:**

- Basic knowledge of Microsoft Office 2007 Products
- Familiarity with Internet Explorer
- Comfortable in a Windows environment
- Understand how to perform all the functions included in the SharePoint 101 and 102 courses