

Sharepoint :- 20 days – 20 hrs

- Sharing Information Using SharePoint Contacts, Calendars, and Tasks Lists
- Sharing Documents Using SharePoint Libraries
- Customizing Information Presentation with Shared and Personal Views
- Connecting with Coworkers through Profiles
- Using Microsoft Office 2010 with SharePoint 2010
- Using Office 2010 Web Applications with SharePoint 2010
- Site Administration in SharePoint 2010
- Creating and Managing Sites and Sub sites
- Customizing Site Look and Navigation
- Managing Site Administrative Settings
- Administering List and Library Settings
- Managing Metadata and Policies for Lists and Libraries
- Configuring SharePoint 2010 Workflows
- Managing Security with Permissions
- Content Management in SharePoint 2010
- Using SharePoint 2010 Web Content Management
- Creating and Managing Publishing Pages
- Configuring Workflows for Publishing
- Standardizing Information with Content Types
- Using Content Organization and Records Management for Document Control
- Displaying Content with SharePoint 2010 Web Parts
- Structuring, Auditing, and Recovering Content

SharePoint Server 2010 Administration