

# SharePoint 2010 for End Users

This 4-day class combines Site Member and Site Owner courses, to provide comprehensive training that will present students with a ground-up understanding for how to use, operate and build sites in a SharePoint Server 2010 environment.

## Introduction to SharePoint and Overview of New Elements

SharePoint 2010 brings forward many of the tools that we know and love from SharePoint 2007, but also adds many new attributes. This module discusses new elements to help users migrating to SharePoint 2010 quickly get up to speed with new terminology, and make the best use of the newest tools including:

- Introduction to SharePoint
- Overview of SharePoint Components
- Introduction to Types of SharePoint Sites
- SharePoint Hierarchy
- Ribbons vs. Menus (the new user interface)

## Finding Content

SharePoint provides the ability to store vast amounts of content in a variety of locations. This module covers a set of tools which help users efficiently locate the information they need.

- Navigation
- Search
- Search Index
- Advanced Search
- People Search
- Refinements

## List Basics

Lists serve as the structure for calendars, discussion boards, contacts, and tasks in SharePoint 2010. This module explains the concept of lists, and then reviews popular out-of-the-box options. The operative differences of each option are highlighted through Instructor-led demonstrations. Students learn effective ways to use and contribute to lists. Demonstrations of filters and views highlight usability and efficiency. The following topics are also covered:

- Overview of Default Lists and List Templates
- Add, Modify, and Delete Content in SharePoint 2010 Lists
- Sort and Filter Content
- Other Options in a List
- Use Default and Custom Views
- Connect a List to Microsoft Outlook

## Library Basics

A document library is a location on a site where you can create, collect, update, and share files with other people. This module explains the benefits of using a library and teaches the student how best to work with documents in a library. The following topics are covered:

- Introduction to Document Libraries
- Uploading, creating and deleting documents
- Working with folders and document sets



- Working with documents in a library
- Working with document properties
- Document Management Options
- Using document workflows

## Microsoft Office Integration Overview

To take full advantage of many features which SharePoint 2010 has to offer, we need to understand SharePoint's relationship with other Microsoft Office applications. This module provides an essential overview of the Microsoft products which are most commonly used in conjunction with SharePoint 2010 and discusses at an overview level the advantages of each program when combined with SharePoint, including:

- SharePoint Workspace 2010
- InfoPath 2010
- SharePoint Designer 2010
- Excel 2010
- Access 2010
- Outlook 2010
- PowerPoint 2010

## Permissions and Security

Security is an important element of any site collection. This module includes Instructor-led demonstrations of default groups. Thorough coverage of the use, creation, and application of custom permission levels provide students with comprehensive knowledge about the creation and management of sites. We also focus on security management best practices. The following lessons are covered:

- Introduction to Security in SharePoint 2010
- Permissions, Permission Levels and SharePoint Groups
- Manage User Access to SharePoint Site
- Manage SharePoint Groups and Users
- Breaking Permissions Inheritance
- SharePoint Security Best Practices

## Site Creation and Deletion

Fundamentally, site collections are composed of sites and different types of pages. In this module students will create each of these components to develop an enhanced understanding of each item's function and appropriate use. The following lessons are covered:

- Introduction to Site Topology
- When and where to create a site
- How to Create a new Site using different Site Templates
- Deleting a Site

## Collaborative Sites

In this module students learn how to use and create workspaces. Explanation and differentiation of wikis and blogs help students understand the format and function of each type of workspace. Instructor-led demonstrations provide additional information on how to effectively use these communication tools. The following topics are also covered:

- Introduction to Collaborative Site Templates
- Document Workspaces
- Meeting Workspaces



- Blog Sites
- Group Work Sites

### Creating and Managing Lists and Libraries

Maintenance and creation of lists and libraries are one of the site owner's primary responsibilities. Well constructed lists and libraries save users time and frustration, which translates to an effective gain for organizations. This module covers elements such as views, columns and managed metadata which are fundamental to this construction. Versioning and other library settings which can serve to enhance a list or library are also taught in this module. The following lessons are covered:

- Creating lists & libraries
- Managing list & library settings
- Send Email to a List / Library
- Creating & managing columns
- Site columns
- Creating & managing views
- Managed metadata
- Configuring additional list & library settings

### Creating and Managing Workflows

Workflows are a powerful efficiency tool which can be used to organize and track process driven tasks. In this course, application and customization of these workflows is demonstrated using real world examples, as well as investigating how Visio and SharePoint Designer can be used to enhance the experience. Students are given the opportunity to build workflows and track workflow tasks. The following lessons are covered:

- Introduction to workflows
- Workflow scenarios
- Creating workflows
- Configuring workflow settings
- Deploying workflows
- Extending workflows with MS SharePoint Designer 2010
- Creating workflows from MS Visio 2010

### Site Customization

Fundamentally, site collections are composed of sites, basic pages, and Web Part pages. In this module students will create each of these components to develop an enhanced understanding of each item's function and appropriate use. The following lessons are covered:

- Adding Pages to your SharePoint Site
- Adding and Modifying Web Parts
- Look and Feel Settings
- Modifying Navigational Components
- Creating Site Templates

### Creating and Managing Content Types

Configuration of Content Types allows Site Collection Administrators and Site Owners to group attributes such as metadata, workflows and document templates into functional components. These Content Types can be managed in a dedicated site collection so that they can be shared across the entire SharePoint farm. This functionality allows for an enhanced user experience and reduced administrative overhead: The following lessons are also covered:



- Introduction to content types
- Creating & managing site content types
- Content type settings
- Document Sets
- The Content Type Hub
- Deploying content types

### Advanced Features

- Working with Document IDs
- Document Sets
- Content Organizer

### Site Administration

This module provides insights into the site tools available through Site Administration. User alerts, features, regional setting options and usage reporting are among the topics covered. Coverage of these tools includes an emphasis on function and the appropriate use. The following lessons are covered:

- Introduction to Site Administration and Settings
- Manage Regional Settings
- Manage Site Libraries and Lists
- Manage User Alerts
- Managing RSS Usage
- Search and Offline Availability
- Manage Sites and Workspaces
- Workflows
- Workflow Settings
- Related Links Scope Settings
- Term Store Management
- Manage Site Features
- Save Site as Template
- Reset to Site Definition
- Delete a Site
- Site Web Analytics Reports

### Social Networking in SharePoint 2010

This module takes the student through the Social Networking features that are available in SharePoint 2010. Greatly enhanced in 2010, these include My Sites, Tags, Notes and Ratings. By the end of the module delegates will understand how to use these features and be able to see the benefits these features will bring to their organization. The following lessons are covered:

- Managing My Site
- My Newsfeed
- Tags, Notes and Ratings
- Finding People in your organization
- Viewing My Sites

