

SharePoint 2010 Power End User

This 4-day class provides 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.

Prerequisites

Students taking this course should have the prerequisite knowledge or experience listed below:

- Basic knowledge of Microsoft Office 2007 or 2010 Products
- Be familiar with Internet Explorer

Structuring Document & Content Management

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 properties
- Creating list templates
- Creating & managing columns
- Site columns
- Creating & managing views
- Managed metadata
- Configuring advanced list & library settings

Creating & 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
- Creating workflows from MS Visio 2010
- Extending workflows with MS SharePoint Designer 2010

Creating & 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

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
- Refinements
- Best Bets

Office integration Features

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:

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

Overview of New SharePoint features

SharePoint 2010 brings forward many of the tools that we know and love from SharePoint 2007, but also adds many new features. This module discusses new features 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:

- Ribbons vs. Menus (the new user interface)
- Tagging and Social Networking
- Wikis Everywhere
- Record Sets

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:

- How to Add and Modify Content
- Overview of Default Lists and List Templates
- Add, Modify, and Delete Content in SharePoint 2010 Lists
- Sort and Filter Content



- Advanced List Features
- 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 Features
- Using document workflows

Create Sites and Web Pages

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

Secure SharePoint Sites

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 within the Site
- SharePoint Security Best Practices

Site Administration and Settings

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
- Site Web Analytics Reports

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 to create a site and where?
- How to Create a new Site
- Deleting Sites

Collaborative Site Templates

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

Using SharePoint 2010 Publishing Sites

Publishing sites are SharePoint sites with content management features enabled that help you streamline the production of Web content. In contrast to Collaboration sites which make information available through documents and lists, Publishing sites make information available on the pages themselves. They are designed to meet business requirements that require a clear definition of roles between Web Designers who control the layout, Content Providers who publish information and Approvers who verify the content meets business requirements before it is exposed to the general user. The following lessons are covered:

- Publishing content in SharePoint Server
- Overview of News sites
- Overview of Site Directory and other Publishing site templates
- Configuring Navigation
- Master Pages and Page Layouts

