

## Exploring SharePoint 2010

**Length:** 1 Day

**Prerequisites:** A basic understanding of .NET and ASP.NET, and experience with SharePoint 2003 or 2007 are all helpful, but not required. No particular programming experience is required, but the course is taught from a developer's perspective.

**Summary:** This course will give you an overview of the major features of SharePoint Foundation and Server 2010. You will become familiar with the traditional strengths of SharePoint: collaboration, content management, and search. Then you will understand how these are improved in 2010 before moving on to the major new features and capabilities of SharePoint 2010: Office 2010 services, Business Connectivity Services, extensive features for business intelligence, and the new and improved development and management tools.

In this course, you will learn:

- SharePoint Server 2010
- How to use Central Administration, creating a site and editing pages
- How to manage Metadata with the Manage Metadata Service
- Syndicating content types with a Content Type Hub
- To configure content sources and crawl rules for searches
- FAST Search Server 2010
- The new services for WordAutomation, Access, Visio, Excel and others
- How to use external data in SharePoint 2010
- The Secure Store Services and how to use it
- How SQL Server Reporting Services integrates with SharePoint 2010
- The Performance Point Services for analytics
- PowerShell and SharePoint Designer 2010 for Workflows
- How to use the new Visual Studio 2010 templates for SharePoint 2010

## COURSE CONTENT

### GETTING STARTED

- Introduction to SharePoint Foundation 2010
- Introduction to SharePoint 2010
- Using Central Administration
- Creating a Site and Working with Documents
- Editing a Page

### WORKING WITH CONTENT

- Configuring Lists and Document Libraries
- Understand New Features in 2010
- Understand Content Types

- Using Document Templates
- Syndicating Content Types with a Content Type Hub
- Managing Metadata with the Managed Metadata Service
- Using Document Sets
- Understanding Information Management Policy Features

### COLLABORATING WITH OTHERS

- SharePoint as a Collaboration Platform
- Understanding New Features in 2010
- Versioning Documents
- Using Approval Processes and Workflows

- Using and Managing Alerts
- Document and Meeting Workspaces
- Going Offline with OneNote and SharePoint Workspace
- Wikis and Blogs
- User Profiles and My Sites

#### **SEARCH**

- Understand the Continuum of Search Functionality Across Versions of SharePoint
- Understand New Features in 2010
- Configuring Content Sources and Crawl Rules
- Configuring and Customizing Search Sites
- Using the Improved Keyword Query Syntax
- Creating and Using Scopes
- Using and Customizing Federated Search
- Understanding FAST Search Server 2010

#### **SHAREPOINT AND OFFICE 2010**

- Understand New Features in 2010
- Office Web Applications
- PowerPoint Services and Slide Show Broadcast
- Business Applications and Reporting with Access and Access Services
- Document Conversion with Word Automation Services
- Data and Process Visualization with Visio Services
- What's New in Excel Services
- What's New in InfoPath Form Services

#### **EXTERNAL DATA IN SHAREPOINT**

- Understanding Business Data Connectivity Services
- Creating External Content Types and Lists with SharePoint Designer 2010
- Adding Actions and Configuring Profile Pages
- Using the Secure Store Service
- Creating BCS Applications with Visual Studio 2010

#### **DEVELOPMENT AND MANAGEMENT TOOLS**

- Introduction to PowerShell 2.0
- What's New in SharePoint Designer 2010
- Basic Site Administration with SharePoint Designer 2010
- SharePoint Designer 2010 Workflows
- Visual Studio 2010 and SharePoint Project Templates
- Sandbox Solutions
- Using the Visual Studio 2010 Feature, Package, and Deployment Designers

#### **BUSINESS INTELLIGENCE**

- Understanding the Major Business Intelligence Features
  - Using SharePoint Designer Data Sources and Data Views
  - Using the Chart Web Part
  - Creating and Using the Business Intelligence Center Site
  - Use Excel Services
  - Use PerformancePoint Services and the Dashboard Designer
  - Use SQL Server Reporting Services and the Report Builder
  - Use PowerPivot for Excel and SharePoint
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