

Microsoft SharePoint Server 2010 for the Site Owner/Power User

Length: Three Day

Summary: This instructor-led course is designed for the site owner/"power user" and business users of a SharePoint site who needs to know how to create sites and lists, manage user access and customize lists and pages. By the end of this class you will understand the collaboration, search, and community features in SharePoint.

After completing this course, students will be able to:

- Create and manage site collections and sites
- Create, use and manage SharePoint lists, libraries and views
- Create, manage and understand the use of content types and metadata
- Effectively use SharePoint 2010 Community Features
- Create and use SharePoint Search sites
- Manage Information Management Policies, Document Sets, and Records
- Implement native and Web-based SharePoint InfoPath forms
- Implement built-in and custom SharePoint Workflows
- Implement Business Insight in SharePoint through Dashboards

COURSE CONTENT

Module 1: SharePoint Products Introduction

- Foundation
- Server
- Designer
- InfoPath
- Office Space
- SharePoint Workspace
- View existing SharePoint site and migrate some content into it
- Edit "Edit Task" page (InfoPath)
- Conditional Formatting on a view (SP Designer)
- Create a SPWorkspace

Module 2: Using SharePoint for Collaboration

- Functional Skills to Create Sites
- Site Templates

- Self-Service Site Creation
- Create sub-sites
- Web Applications/Managed Path
- Basic Governance
- Taxonomy (site)
- Navigation
- Site Security
- Create a new site collection and configure permissions
- Configure site permissions on sites
- Create a new site using SharePoint Designer
- Create and explore a variety of sites

Module 3: Creating and Using List, Libraries, and Views

- Storing content in SharePoint

- Creating and using SharePoint Lists and Libraries
- Extending list and library functionality with Views
- Implementing List and Library Security
- Creating SharePoint Pages
- Create lists and document libraries
- Migrate documents and content into SharePoint
- Customize list and library columns and views
- Customize list and library settings

Module 4: Creating and Using Content Types and Metadata

- Categorize and describe SharePoint content to enhance usage
- Understand Content Types
- Creating a Content Types Hub
- Implementing External Content Types
- Create Managed Metadata Columns
- Create, modify, and extend content types
- Configure Managed Metadata Navigation settings
- Importing Term Set
- Creating syndicated content types

Module 5: Using SharePoint 2010 Community Features

- Define Community Features
- Creating and using Rankings, Notes, Keywords
- Configuring and Using User Profiles and My Sites
- Sharing Information using Blogs and Wikis
- Using Search to Find Content
- Configure Site Collection Search Settings
- Create and use your My Site, My Profile, and My Content

Module 6: Managing Information Policies and Records

- Configuring and Using Document Sets, the Document ID Service, and the Content Organizer
- Implementing Information Management Policies
- Implementing Records Management
- Use a Document Set content type

- Use Document IDs
- Configure Information Management Policies
- Configure and place holds on content
- Perform eDiscovery actions
- Submit a record to a Records Center site
- Create a Document Set content type

Module 7: Implementing SharePoint InfoPath Forms

- Understanding Forms, InfoPath Forms, and SharePoint Forms
- Extending SharePoint with InfoPath Forms
- Create and customize a SharePoint list using InfoPath
- Create and publish an InfoPath form to a new Form Library
- Add data connections to a form to receive and submit data
- Re-publish an InfoPath form as a content type

Module 8: Implementing SharePoint Workflows

- Introduction to SharePoint Workflows
- Implementing Built-In Workflows
- Implementing Custom Workflows
- Configure and use a built-in SharePoint workflow
- Configure list and list columns to implement a business process workflow
- Review an existing Visio workflow diagram
- Import Visio workflow diagram into SharePoint Designer and configure a custom workflow
- Test and use a custom workflow

Module 9: Creating Composite Applications SharePoint

- Understanding Sharepoint Composite Applications
 - Implementing Business Connectivity Services
 - Implementing Access Services Application
 - Create and use an external content type
 - Create an Access Services solution using a built-in Web Database template
 - Create an Access Services solution from an Access database
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Module 10: Implementing Business Insight in SharePoint through Dashboards

- Introduction to Business Insights
 - Implementing Status Indicators
 - Understanding Visio Services
 - Understanding Excel Services
 - Using SQL Server Reporting Service
 - Using PerformancePoint Services
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- Create a Visio Services solution
 - Create a Status Indicator list and status indicators
 - Create a dashboard from an Excel Services spreadsheet
 - Create SQL Server Reporting Services reports with Report Builder
 - Create a PerformancePoint Services Scorecard