

Microsoft SharePoint Server 2010 for the Site Owner/Power User

Length: 2 Days

Summary: This two-day instructor-led course is designed for the site owner/"power user" of a SharePoint site who needs to know how to create sites and lists, manage user access and customize lists and pages. This class uses the SharePoint Server 2010 version of SharePoint. While it is of equal value for users of SharePoint Foundation, it does include a few features not found in Foundation.

After completing this course, students will be able to:

- Manage Sites and Site Collections
- Add users and groups and manage site, list, folder and item security
- Add and configure web parts
- Configure sites, include themes, title, description and icon
- Configure site navigation
- View site activity reports
- Customize lists and libraries
- Work with Site Columns and Site Content Types
- Create Forms libraries
- Configure Check out/in, Content Approval and Versioning
- Create and modify pages and web part pages

COURSE CONTENT

MODULE 1: THE ROLE OF THE SITE OWNER

Lessons

- The role of the site owner / power user
- The tools for the site owner

MODULE 2: SHAREPOINT REVIEW

Lessons

- A review of SharePoint basics

MODULE 3: USING AND CUSTOMIZING LISTS

Lessons

- List Settings
- Customizing Columns

- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows

MODULE 4: CREATING FORMS LIBRARIES

Lessons

- Creating Forms Libraries from InfoPath

MODULE 5: CREATING WEB PAGES

Lessons

- Creating Web Pages
- Creating Web Part Pages

MODULE 6: SITES AND WORKSPACES

Lessons

- Site Customization
- Site Navigation
- Web Parts

MODULE 7: USERS AND GROUPS

Lessons

- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts

MODULE 8: ACTIVITY

Lessons

- Site Web Analytics Reports

Site Collection Web Analytics Reports
