

SharePoint 2010 Power User

4 day course

Prerequisites

This course is aimed at delegates that have had no previous exposure to SharePoint 2010 or delegates that are very new to SharePoint 2010. No previous experience is necessary. This course incorporates all of the modules from our *SharePoint 2010 Collaboration for End Users* and *SharePoint 2010 Site Management for End Users* classes, which are also available as individual 2-day classes.

Introduction to SharePoint 2010

This module highlights the uses and benefits of SharePoint 2010. Navigational components, alerts, and personalization are reviewed and demonstrated. In addition, terminology used throughout the course is defined in this module. The following topics are also covered:

- Overview of SharePoint 2010
- Get Started Using SharePoint 2010
- Search for Content
- Use Alerts
- Welcome User Links
- Personalise SharePoint 2010 Page

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

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

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

Advanced Document Library features

This module covers a selection of topics which are new to SharePoint 2010 and provide facilities to help users find, organise and store content. Document IDs provide a method for referencing documents to make them easier to find and share. Document Sets enable users to group related documents in a similar way to folders but with several additional benefits. The Content Organizer is a system which can automatically route content to the correct location within SharePoint dependant on preset rules. The following topics are covered:

- Introduction to Document IDs
- Configuring Document IDs
- Introduction to Document Sets
- Configuring Document Sets
- Creating Rules

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

organisations. 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 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

Creating & Managing Workflows

Workflows are a powerful efficiency tool which can be used to organise and track process driven tasks. In this course, application and customisation 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

Site Customisation

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

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

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 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