

## SharePoint 2010 Web Content Management – Publishing for End Users

### 1 day course

#### Prerequisites

This course is aimed at delegates who have attended the SharePoint 2010 Power User course, or have otherwise gained the equivalent level of experience.

#### Topics Covered

This course will cover all of the topics required to fully understand the publishing functionality which is available within SharePoint 2010 sites. The key topics are listed below:

#### Introduction to SharePoint 2010 Publishing

This module will introduce the attendees to some essential topics to ensure they understand the architecture of Microsoft SharePoint 2010, as well as what is included within the various versions of SharePoint 2010, as well as the key Publishing Features.

- SharePoint 2010 architecture
  - Site collections
  - Sites
  - Lists and libraries
  - Web parts
- Functionality added by SharePoint 2010 Standard Edition
- Functionality added by SharePoint 2010 Enterprise Edition
- SharePoint 2010 Publishing features

#### Web Content Management Fundamentals

Within this module, attendees will look at the fundamentals of web content management within SharePoint 2010 sites, including creating, modifying and approving publishing pages, as well as administering their publishing sites.

- Web content management overview
- Administer WCM
- Author content
- Approve and schedule pages

#### Page Layouts and Content Types

Publishing sites rely heavily on content types, so this module will introduce the publishing content types and page layouts which are available out of the box, and demonstrate how to create and manage custom content types and page layouts.

- Site Columns
- Content Types
- Page Layouts

### **Performance Improvement Techniques**

This module will take attendees through the settings available to improve the performance of their publishing sites, ensuring the users of their sites receive the best possible experience.

- Caching overview
- Page output caching
- Other cache configuration settings