SharePoint 2010 for Power End Users

Target Audience

SharePoint End Users, Information Workers & Site Collection Administrators

Course Description

New to SharePoint? Know how to use a Web browser like Internet Explorer or FireFox? Then this class is for you! It is designed for people with little or zero SharePoint experience who need to get up to speed with SharePoint sites.

Attendees will first start out learning the basics and getting an overview of the entire landscape of a SharePoint site. This begins with a tour of the Web-based interface and exploring the various types of lists and libraries available for collaboration such as Contacts, Tasks, Links, Calendar and document libraries.

In addition this course is for those users who have the responsibility to manage and customize SharePoint sites and site collections up. In this course you will learn the differences between SharePoint site collections and sites and how to effectively leverage each one.

Attendees of this course will also be introduced to SharePoint Features and how to leverage them to provide additional plug-in like functionality to SharePoint sites and site collections. Site collection administrators will also learn how to create and customize content within SharePoint sites using content pages, wiki pages, Web Parts lists and document libraries.

Finally students will learn how to secure sites, lists, libraries and the content within lists and libraries using the permission and security infrastructure in SharePoint. In addition attendees will also learn how to create effectively manage search and leverage the new SharePoint metadata tagging capabilities.

This course is for anyone who has little to no experience with SharePoint from an end user perspective. This includes users, power users, Web masters, site administrators, site collection administrators, project managers, information workers and business analysts. It is also for site collection administrators targets a wide range of users including site administrators, project managers, power users, Web masters and anyone else who will serve in the role of managing sites and site collections.

*This course is a combination of our **SharePoint 2010 for End Users (SEU2010)** and **SharePoint 2010 for Site Collection Administrators (SCA2010)**.*

Student Prerequisites

Attendees should have experience using a Web browser and interacting with Web-based systems as well as hands-on experience with SharePoint 2007 or 2010 from an end user perspective. Experience with Microsoft Office (any version) as well as administrative experience with a previous version of SharePoint is a plus, but not required.

Course Modules

The following modules are included in the course. All modules include a 2-5 exercise hands-on-lab (HOL) for students to perform in a lab environment that should take roughly 45-75 minutes each.

Introducing SharePoint 2010

In this module, you will learn to recognize the business needs that can be met by a community-based system and how SharePoint 2010 delivers on productivity and improved communication. You will also take a look at basic methods of accessing and navigating the web-based user interface of SharePoint 2010. At the end of this module you will be able to list specific SharePoint 2010 features that benefit business information workers and perform a hands-on lab negotiating existing sites.

➢ Understanding the purpose of community-based systems
➢ Navigating the Web interface of SharePoint
➢ Beginning familiar with the SharePoint ribbon
➢ Features available in SharePoint for the information worker

Lists and Libraries

Learn the purpose of SharePoint 2010's core data repository, the list, as well as the purpose and function of metadata. After a tour of the default lists and libraries offered in SharePoint 2010, you will learn how powerful views can make even complex lists more efficient to navigate and how to distinguish a list from a library. At the end of this module you will be able to identify various list and library templates according to purpose while explaining the difference between a list and its corresponding web part. You will also perform a hands-on lab in which you will contribute to a list, create personal views, and engage the list-centric ribbon in SharePoint 2010.

➢ Lists, list metadata & item metadata
➢ Understanding of the out-of-the-box lists and libraries
➢ How views can change the way you interact with lists
➢ Adding items to a list vs. adding items to a library
➢ Recovering deleted content with the recycle bin
➢ Working with relational lists

Document Libraries and Form Libraries

In this module, you will identify specific business needs satisfied by document and form libraries in SharePoint 2010. You will learn to manage individual items in a library using the contextual item ribbon and become proficient with item check out, version control and approval processes. At the end of this module you will be able to explain the differences between documents and forms and perform a hands-on lab editing and managing documents and forms in various existing libraries.

➢ Document management and form management
➢ Managing individual items in libraries
➢ Item versioning, check-in and check-out
➢ Item content approval process
➢ Working with document sets

Document and Meeting Workspaces

Take a tour of powerful workspace sites available in SharePoint 2010 to organize information pertaining to specific documents in progress or meetings. After exploring the various workspace templates offered in SharePoint 2010, you will learn to publish a finished document from its document workspace to a more exposed SharePoint site and to schedule a meeting for a meeting workspace. Upon completing this module you will be able to explain the differences between the various document and meeting workspace site templates and the business criteria for choosing each as well as perform a hands-on lab in which you create workspaces and populate them.

➢ Difference between document workspace and meeting workspace
➢ Understanding the default document and meeting workspaces
➢ Publishing from workspaces

Social Networking: Blogs & Wikis

In this module, you will examine the purpose of blog sites and wiki sites available in SharePoint 2010. You will tour the default blog and wiki site templates and learn the business needs that predicate each. Additionally, you will learn to post to a blog and add powerful wiki pages to a wiki. At the end of this module you will be able to differentiate blogs from wikis and perform a hands-on lab in which you will contribute to existing blog and wiki sites.

- ➢ Understanding blogs and wikis
- ➢ Creating and managing content in blogs
- ➢ Creating and managing content in wikis
- ➢ Tagging and rating content

Personalizing SharePoint

Learn to mold your SharePoint experience into one that best benefits your work style and productivity. Explore notification, personalization and offline opportunities native to SharePoint 2010 that make data easier to find, manage, and access. Upon completing this module you will be able to list several features in SharePoint that can be customized by business information workers and explain the process of taking SharePoint content offline. Additionally, you will perform a hands-on lab in which you will set up an existing SharePoint environment to your liking.

- ➢ Staying informed with alerts and RSS
- ➢ Personalizing the Web interface
- ➢ Understanding search and people search
- ➢ Working with SharePoint offline

Overview of Sites and Site Collections

In this module, you will learn to understand the logical architecture of SharePoint 2010 sites. You will explore the benefits of maintaining sites in a hierarchical site collection and understand Universal Resource Locators (URL's) associated with sites and their content. After this module you will be able to identify the Site and Site Collection administrative utilities available through the web browser. You will perform a hands-on lab in which you will navigate an existing Site Collection and view native reports in SharePoint 2010.

- ➢ Logical layout of a site collection (vocabulary)
- ➢ Understanding the hierarchy of a site collection: administrator's authority, access to galleries, cascading styles, etc.
- ➢ Understanding URL's: What's in the URL path?
- ➢ Understanding the Site Settings admin page (Site Administration vs. Site Collection Administration)

Creating Sites and Employing Features

Learn the criteria for creating new sites into existing site collections vs. creating new site collections. After a tour of the default site templates offered in SharePoint 2010, you will learn how create new sites and site collections from a web browser application. At the end of this module you will be able to customize sites using master pages, themes, cascading style sheets and Features as well as recover content using the Recycle Bin. You will also perform a hands-on lab in which you will plan and create Sites then witness the effects of enabling and disabling Features.

- ➢ When to create sites vs. site collections
- ➢ Understanding the out-of-the-box site templates
- ➢ Understanding SharePoint Features: availability, dependency, lifecycle, etc.
- ➢ Understanding the out-of-the-box Site Features and Site Collection Features
- ➢ Activating and Deactivating Features
- ➢ Managing the 2-stage Recycle Bin Feature

Adding Content Pages to Sites and Working with Web Parts

In this module, you will identify the purpose of pages and Web Parts and tour the default Web Parts that ship with SharePoint 2010. You will learn to connect Web Parts on a Web Part Page to enhance interactivity as well as target a Web Part to a particular audience. At the end of this module you will perform a hands-on lab to design a Web Part Page.

- ➢ Understanding pages, and Web Parts and Web Part Pages
- ➢ Understanding the out-of-the-box Web Parts
- ➢ Connecting two Web Parts on a page
- ➢ Targeting a Web Wart to a particular audience

Adding Lists and Libraries to Sites

Learn the purpose of lists and libraries and review how metadata can enhance data stored in SharePoint 2010.. After explaining site columns and content types you will learn to design and manage workflows to automate business routines. Upon completing this module you will be able to define views and expose lists and libraries in web parts as well as perform a hands-on lab in which you create and expose a library.

- ➢ Understanding lists and libraries
- ➢ Understanding Site Columns and Content Types
- ➢ Designing & managing workflows with SharePoint Designer 2010
- ➢ Defining views and exposing lists and libraries via Web Parts
- ➢ Managing list & list item permissions
- ➢ Tagging & metadata

Securing a Site Collection

In this module, you will explore the SharePoint 2010 Security Architecture and take a tour of the default SharePoint groups, permission levels and permissions. You will learn to design a custom security plan by influencing security inheritance in a site collection. At the end of this module you will perform a hands-on lab in which you will define and assign custom permissions.

- ➢ SharePoint security architecture: vocabulary, inheritance and security trimming
- ➢ Understanding the out-of-the-box SharePoint groups and permission levels
- ➢ Real world security: disallowing inheritance, creating groups, creating permission levels and securing individual items
- ➢ Securing SharePoint Designer 2010

Managing SharePoint Search and Sandbox Solutions

Take a tour of Site Collection search settings and explore the SharePoint enterprise search environment. You will learn to define managed term sets and keywords. Upon completing this module you will be able to limit data exposure in Search results. Additionally, you will perform a hands-on lab in which you will customize SharePoint search for a Site Collection.

- ➢ Understanding the Site Collection search settings
- ➢ Defining managed term sets and keywords (tagging)
- ➢ Limiting data exposure in Search results
- ➢ Overview of Sandbox Solutions
- ➢ Managing & leveraging Sandbox Solutions