



Course M50352-ILT

SharePoint 2010 Overview for Power End Users

Three days, Instructor-Led

INTRODUCTION

This 3-day instructor-led course explores all the new end user features exposed in SharePoint 2010. This course teaches organizations that need to manage information efficiently, the traditional forms of collaboration are no longer effective. SharePoint is designed to help alleviate many of those issues.

AUDIENCE PROFILE

This course is geared for anyone that works with SharePoint team sites, libraries, lists and items.

PREREQUISITES

Before attending this course, we require you to know how to browse web sites. Students must have an understanding of SharePoint 2007 basics.

COURSE OUTLINE

MODULE 1: OVERVIEW

This is a simple introduction module.

Lessons

- Overview

MODULE 2: SHAREPOINT INTRODUCTION

In this module, we are going to answer the all important questions of "What" and "Why" should we be using SharePoint.

We are also going to look at the new and exciting features of SharePoint 2010!

Lessons

- What's New in SharePoint 2010
- End User Adoption
- What is SharePoint?
- Why SharePoint?

MODULE 3: COLLABORATION EXPERIENCE

In this module we take a look at common features of the basic SharePoint site. Throughout this course we will create and manage several different pieces of content and the team site will be our site of choice for doing this! Understanding this site is the center piece of understanding SharePoint and applying it to your everyday life!

Lessons

- New SharePoint Features

Lab: User interface

- UI Improvements
- Create Page



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- Ribbon
- Wiki Capabilities

MODULE 4: LISTS

In this module, we are going to take a look at lists from an end user standpoint, but also very quickly from a database standpoint as well. We will talk about the new lists of SharePoint 2010 and what things have changed when working with any type of list.

Lessons

- SharePoint 2010 Features
- Lists

Lab: AssetLibrary

- Use new Asset Library

MODULE 5: LIST MANAGEMENT

In this module we will cover how to manage the different types of lists in SharePoint 2010"

Lessons

- List Management

Lab: NewFeatures

- Multi-Document Actions
- Turn On Document Sets
- Column Level Validation
- List Level Validation
- Content Ratings
- Audience Targeting
- Metadata Navigation
- Manage Item Scheduling
- Document ID Service
- Generate file plan report
- Record declaration settings

MODULE 6: PERMISSIONS

In this module we take a look at SharePoint permissions. We will learn about SharePoint groups, permission levels, permissions and explore the new Permission Finders.

Lessons

- SharePoint Permissions

Lab: SharePointPermissions



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- Permission Finder

MODULE 7: SHAREPOINT FOUNDATION SITE DEFINITIONS

In this module we are going to review the SharePoint Foundation site definitions.

Lessons

- SharePoint Foundation Sites

Lab: Foundation Site Definitions

- Create Group Work Site
- Create Visio Process Site

MODULE 8: SHAREPOINT SERVER SITE DEFINITIONS

In this module we will explore each of the site definitions that come with SharePoint Server.

Lessons

- SharePoint Server Site Definitions

Lab: Server Site Definitions

- Use the Publishing Portal
- Use the Records Center
- Use the Search Center
- Use Business Intelligence Center

MODULE 9: OFFICE INTEGRATION

In this module we are going to take a look at how SharePoint and Office interact.

Lessons

- Office Integration
- SharePoint Workspace 2010
- Web Applications

Lab: Office Integration

- Offline Document Libraries
- Manipulating Calendars (two-way update, roll-up view)
- Manipulating Tasks
- Manipulating Contacts
- Excel Data Reporting
- Access Data Reporting
- One Note
- SharePoint Workspace



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Lab: Office Web Applications

- Explore Office Web Applications

Lab: Access Services

- Explore Access Services

Lab: Visio Services

- Explore Visio Services

Lab: Office and BCS

- Explore Office and BCS Integration

MODULE 10: MY SITE

In this module we will review the SharePoint MOSS feature called My Site!

Lessons

- My Site
- What is Social Computing

Lab: My Site

- Create your my Site
- Your Profile
- Colleagues
- Colleagues - Tracking Changes
- Explore Memberships
- Explore In Common With
- Documents
- My Blog
- My Tags and Notes