

WC-SPU2010 - SharePoint 2010 for Power Users

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.

Audience: End User
Format: Live Webcast
Length: 4 Days (3hrs/day)
Registration: \$995

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.

Next users will dive into working with the Document Workspace and Meeting Workspace template as well as how to publish from each of these types of sites. Microsoft significantly improved the social networking capabilities in SharePoint 2010 specifically around the areas of blogs and wikis. Attendees will see how they can leverage these types of sites and lists as well as how to take advantage of the new tagging infrastructure.

Finally, attendees will learn how to personalize SharePoint so they can work in an environment that enables them to be the most efficient and productive. To this point the course covers how to leverage alerts, RSS feeds customizing search, personalizing the search experience and taking SharePoint content offline using SharePoint 2010 Workspace.

Student Audience / 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.

info@CriticalPathTraining.com

www.CriticalPathTraining.com

@criticalpath

866 475 4440



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WC-SPU2010 - SharePoint 2010 for Power Users - Modules List

Module 1 - Introducing SharePoint 2010

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

Module 2 - Lists and Libraries

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

Module 3 - Document Libraries and Form 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

Module 4 - Document and Meeting Workspaces

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

Module 5 - Social Networking: Blogs & Wikis

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

Module 6 - Personalizing SharePoint

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

Module 7 - Overview of Sites and Site Collections

Logical layout of a site collection (vocabulary)
Understanding the hierarchy of a site collection
Understanding URL's: What's in the URL path?
Understanding the Site Settings admin page

Module 8 - Creating Sites and Employing Features

When to create sites vs. site collections
Understanding the out-of-the-box templates
Understanding SharePoint Features
Understanding the out-of-the-box Features
Activating and Deactivating Features
Managing the 2-stage Recycle Bin Feature

Module 9 - Adding Content Pages to Sites and Working with Web Parts

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

Module 10 - Adding Lists and Libraries to Sites

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

Module 11 - Securing a Site Collection

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

Module 12 - Managing SharePoint Search and Sandbox Solutions

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

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