



SharePoint 2010 for Power Users

Course ISI-1259

4 Day

Instructor-led, Hands on

Course Information

This 4-day Instructor Led course explores all the basic end user features of SharePoint 2010 including all basic lists and sites. It also explores several advanced topics of working with SharePoint 2010 sites. Topics include SharePoint Server site definitions (Business Intelligence, Search Center, etc), in-depth coverage of Workflows, Site Administration, Site Customization and Site Collection Administration.

This class is geared toward business users and anyone that works with SharePoint sites on a regular basis.

At Course Completion

Upon successful completion of this course, students will be able to:

- Understand and work with SharePoint Lists, List Management tasks, Permissions and basic SharePoint Foundation sites, navigate the new ribbon, and customize the SharePoint sites using just the browser.

Prerequisites

In addition to their professional experience, students who attend this training should have experience:

- A basic understanding of websites and SharePoint sites.

Course Outline

Module 1: GETTING STARTED WITH MICROSOFT SHAREPOINT SERVER 2010

- Introducing SharePoint
- What is SharePoint 2010?
- Comparing SharePoint Foundation and SharePoint Server
- SharePoint Components Overview

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



Module 2: WORKING WITH SHAREPOINT LISTS

- Understanding List Elements
- Discovering SharePoint List Column Types
- Understanding the Standard List Templates
- Working with Lists

Module 3: WORKING WITH LIBRARIES

- Understanding Libraries and Documents
- Understanding SharePoint Library Templates

Module 4: MANAGING AND CUSTOMIZING LISTS AND LIBRARIES

- Creating an Environment That Reflects Your Business
- Best Practices for Building a Dynamic System for Managing Content
- Working with Columns
- Creating and Customizing Views
- Working with Custom Lists and Libraries

Module 5: WORKING WITH WORKFLOW

- Understanding Workflow
- Working with Workflow Templates
- Creating Custom Workflow Solutions
- Workflow Tasks and History
- Office Client Integration
- Workflow Administration

Module 6: WORKING WITH CONTENT TYPES

- Content Types Overview
- The Anatomy of a Content Type
- Base Content Types
- Managing Content Types

Module 7: WORKING WITH WEB PARTS

- Using Web Parts
- About the Out-of-the-Box Web Parts
- XSLT List View Web Parts
- The Web Part Gallery

Module 8: USER MANAGEMENT, AUDIENCES, AND PROFILES

- Understanding User Access Management and Personalization
- Managing Access in SharePoint
- Understanding the Different Levels of Access in SharePoint
- Understanding User Profiles
- Working with Audiences

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Module 9: RECORDS MANAGEMENT

- What Is Records Management?
- Implementing a Classification Plan
- The Records Repository
- Records Retention and Expiration
- Holds

Module 10: WORKING WITH SEARCH

- Understanding SharePoint Search
- Working with Search
- Search Services Configuration
- Search Analytics