



Course 50352B

## Sharepoint 2010 Overview for End Users

### **Course Length:**

3 days

### **Overview**

This 3-day instructor-led course explores all the new end user features exposed in SharePoint 2010.

### **Target Student**

Anyone that works with SharePoint team sites, libraries, lists and items.

### **Objectives**

After completing this course, students will be able to:

Explore every new aspect that will be visible to an end user in SharePoint 2010.

### **Course Outline**

#### Module 1: Overview

A simple introduction module.

After completing this module, students will be able to:

Understand your course, classroom, classmates, facility and instructor.

#### 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?

After completing this module, students will be able to:

Describe the major components of SharePoint 2010

Describe the new features and capabilities of SharePoint 2010 as compared to 2007

Describe what business problems SharePoint 2010 can address

#### Module 3: Collaboration Experience

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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

Ribbon

Wiki Capabilities

After completing this module, students will be able to:

Describe the new UI features of SharePoint 2010

Understand how the Ribbon works

#### Module 4: Lists

In this module, we are going to take a look at lists from a 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 : Asset Library

Use new Asset Library

After completing this module, students will be able to:

Describe and use the new Asset Library

Understand when to use a List and when to use a Database

How to use and create Document Sets

Learn to create External Lists

#### Module 5: List Management

We explored the types of lists that come out of the box in the last module. In this module, we will explore how to manage those lists!

Lessons

List Management

Lab : New Features

Multi-Document Actions

Turn On Document Sets

Column Level Validation

List Level Validation

Content Ratings

Audience Targeting

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Metadata Navigation

Manage Item Scheduling

Document ID Service

Generate file plan report

Record declaration settings

After completing this module, students will be able to:

Multi-Document Actions

Use Column/List Level Validation

Use Content Ratings

Use Audience Targeting

Use Metadata Navigation

Use Manage Item Scheduling

Use Document ID Service

Use file plan reports

Use 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 : SharePoint Permissions

Permission Finder

After completing this module, students will be able to:

What is means to say permissions are cumulative

Understand that SharePoint has no deny

How to use the Permission Checker

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

After completing this module, students will be able to:

Understand how to create and what a Group Work site is

Understand how to create and what a Visio Process Repository site is

Module 8: SharePoint Server Site Definitions

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

Lessons

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## SharePoint Server Site Definitions

Lab : Server Site Definitions

Use the Publishing Portal

Use the Records Center

Use the Search Center

Use Business Intelligence Center

After completing this module, students will be able to:

Describe each of the SharePoint Server site definitions

Be able to effectively use the SharePoint Server site definitions

## 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

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

After completing this module, students will be able to:

Describe how SharePoint integrates with Office (from SharePoint and to SharePoint)

How to describe and use Office Web Applications

How to describe and use Access Services

How to describe and use Visio Services

## Module 10: My Site

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

Lessons

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My Site

What is Social Computing

Lab : MySite

Create your my Site

Your Profile

Colleagues

Colleagues - Tracking Changes

Explore Memberships

Explore In Common With

Documents

My Blog

My Tags and Notes

After completing this module, students will be able to:

Describe what a My Site is

How to create and modify a My Site

How to work with My Site social networking features

How to protect yourself in the Social Computing realm

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