

Course MS50469B: Microsoft SharePoint 2010 End User- Level 2

Course Length: 2 Days

Overview

This 2-day Instructor led course Explore 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, My Sites and Social Computing, Site Administration, Site Customization and Site Collection Administration.

Target Student

Experienced Users responsible for creating, managing and maintaining SharePoint sites as Owners or Site Collection Owners. Business and everyday users wanting to learn more advanced tasks of SharePoint sites and site collections.

Objectives

After completing this course, students will be able to:

Explore all the new end user features exposed in SharePoint 2010. Learn to navigate the new ribbon, work with Social computing features like tagging and ranking, and the new My Sites features.

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: 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

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 3: Workflows

In this module we are going to take a look at implementing workflows with SharePoint Designer 2010. Lessons
Workflows

Lab: BuiltIn Activities (2007)

Use one of each Built-In Activity (2007)

Lab: BuiltIn Activities (2010)

Use one of each Built-In Activity (2010)

Lab: Looping Workflow

Create a looping set of workflows

Lab: Reusable Workflows

Create Reusable Workflows (Site/Global)

Export a workflow to Visio

Import a workflow from Visio

Save as Template

Lab: Modify OOB Workflow

Modify Out Of Box Workflows

After completing this module, students will be able to:

Build workflows with SharePoint Designer 2010

Understand how to edit built in workflows

Implement logging in your workflows

Module 4: My Site

In this module we will review the new Social Computing features in SharePoint 2010 and the SharePoint Server feature called My Sites.

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

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

Module 5: Site Administration

In this module we are going to take a quick look at some basic site administration tasks. These are tasks that can be done by site "owners".

Lessons

Basic Site Administration

Lab: Site Administration

Site Name, Description, Appearance

Tree View

Site Theme

Navigation (Top Link, Quick Launch)

Searchable columns

Regional Settings

User Alerts

RSS Settings

Search and Offline Availability

Workflow Settings

Site web analytics and reports

Term store management

Content and Structure

Manage Site Features

Reset to site definition

Lab: Galleries

Explore Site Column Gallery

Explore Site Content Types Gallery

Explore Web Parts Gallery

Explore List templates Gallery

Explore Master Pages (and page layouts) Gallery

Explore Themes Gallery

Explore Solutions Gallery

Lab: Advanced Site Administration

Site Features

Workflows

Hold Reports

Discover and hold content

Content Organizer settings

Content Organizer Rules

After completing this module, students will be able to:

Understand what a Site Administrator is

Be able to describe all Site Administration tasks

Administer SharePoint Sites

Module 6: Site Customization

In this module we will take a very brief look at some of the ways to customize your site via the browser and as an end user. There are many more ways at a developer level to customize SharePoint sites, but this module is focused at an end user level.

Lessons

Site Customization

Using Web Parts

Lab: Foundation Web Parts

Web Parts Basics

Media and Content Web Parts

Content Rollup Web Parts

Social Collaboration Web Parts

Lab: Server Web Parts

Basic and Audience Targeting

Business Data

Office Client Applications

Search

Lab: Filter Web Parts

Use each of the Filter Web Parts

Lab: Master Page and CSS Customization

Create a Master Page

Modify a Master Page

Custom CSS

Lab: Page Layouts

Create a new Page Layout

Create a new Page using a Page Layout

After completing this module, students will be able to:

Modify the shared and personal view of a site

Add and delete pages and web part pages

Add, remove, close and move web parts to a web part page

An understanding of some basic web part on a team site and portal sites

Be able to make simple changes to SharePoint master pages and CSS

Be able to create page layouts and pages

Module 7: Site Collection Administration

In this module we take a look at all site collection settings and describe what a site collection administrator is, and what they can do.

Lessons

Site Collection Administration

Lab: Site Collection Administration

Search Settings, Scopes and Keywords

FAST Search Links

Recycle Bin

Site Collection Features

Site Hierarchy

Site Collection Navigation

Site Collection Audit Settings

Audit Log Reports

Portal site connection

Site Collection Policies

Record declaration settings

Site collection cache profiles, object cache and output cache

Content Type Publishing and Logs

Variations and Variation Labels

Translatable Columns

Suggested Content Browser Locations

Document ID Settings

SharePoint Designer Settings

Visual Upgrade

Help Settings

Site Collection web analytics reports

After completing this module, students will be able to:

Understand what a Site Collection Administrator is

Understand where to find and configure site collection settings

Be able to describe what each of the site collection administration features are

Be qualified to be a Site Collection Administrator