

## Course 50470B: Microsoft SharePoint Server 2010 for the Site Owner/Power User

### **Course Length:**

2 days

### **Overview**

This two-day instructor-led course is designed for the site owner/"power user" of a SharePoint site who needs to know how to create sites and lists, manage user access and customize lists and pages. This class uses the SharePoint Server 2010 version of SharePoint. While it is of equal value for users of SharePoint Foundation, it does include a few features not found in Foundation.

### **Target Student**

This course is designed for the site owner/ "power user" of a SharePoint site who needs to know how to create sites and lists, manage user access and customize lists and pages.

### **Objectives**

After completing this course, students will be able to:

- Manage Sites and Site Collections.
- Add users and groups and manage site, list, folder and item security.
- Add and configure web parts.
- Configure sites, include themes, title, description and icon.
- Configure site navigation.
- View site activity reports.
- Customize lists and libraries.
- Work with Site Columns and Site Content Types.
- Create Forms libraries.
- Configure Check out/in, Content Approval and Versioning.
- Create and modify pages and web part pages.

### **Course Outline**

Module 1: The Role of the Site Owner  
Lessons  
The role of the site owner / power user  
The tools for the site owner

## Module 2: SharePoint Review

### Lessons

A review of SharePoint basics

## Module 3: Using and Customizing Lists

### Lessons

List Settings

Customizing Columns

Site Columns

Content Types

Creating Lists by Importing Excel Files

Creating and Modifying Views

Content Types

Communications Options

Overview of Workflows

## Module 4: Creating Forms Libraries

### Lessons

Creating Forms Libraries from InfoPath

## Module 5: Creating Web Pages

### Lessons

Creating Web Pages

Creating Web Part Pages

## Module 6: Sites and Workspaces

### Lessons

Site Customization

Site Navigation

Web Parts

## Module 7: Users and Groups

### Lessons

Users and Groups

Permissions

Adding users

Adding Site Collection Administrators

Reviewing permissions

Sending E-mail to site users

List and Library Permissions

Creating Groups

Creating Custom Permission Levels

Audiences

Managing User Alerts

## Module 8: Activity

### Lessons

Site Web Analytics Reports

Site Collection Web Analytics Reports

Before attending this course, students must have:

Working knowledge of SharePoint 2010 and know how to navigate a SharePoint site and SharePoint lists.