Course Content

Course Description:

This 3 day class, 8am-5pm, combines Mindsharp's 'Site Member' and 'Site Owner' courses, to provide comprehensive training that will present students with a ground-up understanding for how to use, operate and build sites in a Microsoft Office
SharePoint Server 2010 environment. Students first learn about site navigation, data storage and retrieval through instructor-led modules covering navigation, search and effective use of lists and libraries. Building on this information, students then take a deeper dive into site administration, learning how to create and manage sites, lists, libraries, views and workflows. Security and rights administration are also covered. Functional concepts and best practices are interwoven into the material, providing a framework for the topics discussed.

Prerequisites:

Basic knowledge of Microsoft Office 2007/2010 products as well as familiarity with Internet Explorer.

Topics:

Module 1:
Introduction to SharePoint & Overview of New Elements
- Introduction to SharePoint
- Overview of SharePoint Components
- Introduction to Types of SharePoint Sites
- SharePoint Hierarchy
- Ribbons vs. Menus (the new user interface)

Module 2:
Finding Content
- Navigation
- Search
- Search Index
- Advanced Search
- People Search
- Refinements

Module 3:
List Basics
- Overview of Default Lists and List Templates
- Add, Modify, and Delete Content in SharePoint 2010 Lists
- Sort and Filter Content
- Other Options in a List

- Use Default and Custom Views
- Connect a List to Microsoft Outlook

Module 4:
Library Basics
- Introduction to Document Libraries
- Uploading, creating and deleting documents
- Working with folders and document sets
- Working with documents in a library
- Working with document properties
- Document Management Options
- Using document workflows

Module 5:
Microsoft Office Integration Overview
- SharePoint Workspace 2010
- InfoPath 2010
- SharePoint Designer 2010
- Excel 2010
- Access 2010
- Outlook 2010
- PowerPoint 2010

Module 6:
Permissions and Security
- Introduction to Security in SharePoint 2010
- Permissions, Permission Levels and SharePoint Groups
- Manage User Access to SharePoint Site
- Manage SharePoint Groups and Users
- Breaking Permissions Inheritance
- SharePoint Security Best Practices

Module 7:
Site Creation and Deletion
- Introduction to Site Topology
- When and where to create a site
- How to Create a new Site using different Site Templates
- Deleting a Site

Module 8:
Collaborative Sites
- Introduction to Collaborative Site Templates
- Document Workspaces
- Meeting Workspaces
- Blog Sites
- Group Work Sites

Module 9:
Creating and Managing Lists and Libraries
- Creating lists & libraries
- Managing list & library settings
- Send Email to a List / Library
- Creating & managing columns
- Site columns
- Creating & managing views
- Managed metadata
- Configuring additional list & library settings

Module 10:
Creating and Managing Workflows
- Introduction to workflows
- Workflow scenarios
- Creating workflows
- Configuring workflow settings
- Deploying workflows
- Extending workflows with MS SharePoint Designer 2010
- Creating workflows from MS Visio 2010

Module 11:
Site Customization
- Adding Pages to your SharePoint Site
- Adding and Modifying Web Parts
- Look and Feel Settings
- Modifying Navigational Components
- Creating Site Templates

Module 12:
Creating and Managing Content Types
- Introduction to content types
- Creating & managing site content types
- Content type settings
- Document Sets
- The Content Type Hub
- Deploying content types

Module 13:
Advanced Features
- Working with Document IDs
- Document Sets
- Content Organizer

Module 14:

Site Administration

- Introduction to Site Administration and Settings
- Manage Regional Settings
- Manage Site Libraries and Lists
- Manage User Alerts
- Managing RSS Usage
- Search and Offline Availability
- Manage Sites and Workspaces
- Workflows
- Workflow Settings
- Related Links Scope Settings
- Term Store Management
- Manage Site Features
- Save Site as Template
- Reset to Site Definition
- Delete a Site
- Site Web Analytics Reports

Module 15:

Social Networking in SharePoint 2010

- Managing My Site
- My Newsfeed
- Tags, Notes and Ratings
- Finding People in your organization
- Viewing My Sites