

Course Outline

50468 - SharePoint 2010 End User - Level I

General Description

This 3-day Instructor Led course Explore all the end user features of SharePoint 2010 including all out of the box lists and sites. Learn to use the new ribbon effectively to manage list items and explore the new Office integration features and tools.

Outcomes

At the end of the course, students will be able to:
Understand and work with SharePoint Lists, List Management tasks, Permissions and basic SharePoint Foundation sites

Course Details

Course code: 50468
Duration: 3 days
Starting time: 9am
Finishing time: 4.30pm

Booking guidelines

Contact our learning consultants on 1300 86 87246 and we will assist you with your booking.



 **1300 86 87246**
1300 TO TRAIN

For more information about any of our training courses, contact our Learning Consultants
on 1300 86 87246 or email us on info@advancedtraining.com.au

Visit us on the web at www.advancedtraining.com.au

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**

In this module we take a look at the site creation process, common features of the basic team site, advanced features of a Team Site and the new features of SharePoint 2010. 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 starting your journey of understanding SharePoint and applying it to your everyday life! We will also take a look at the new features introduced in SharePoint 2010 from a collaboration and UI perspective.

Lessons

- New SharePoint Features
- Site Structure
- Basic SharePoint Features

Lab: User interface

- Understand UI Improvements
- Use the Create Page
- Explore the Ribbon

After completing this module, students will be able to:

- Describe the new UI features of SharePoint 2010
- Create Wiki Pages using new Wiki Features
- Understand how the Ribbon works

➤ **Module 4: Lists**

In this module, we are going to take a look at lists from an end user standpoint, but also very quickly from a database standpoint as well. We will talk about all the basic SharePoint Lists and the new lists in SharePoint 2010 and what things have changed when working with any type of list.

Lessons

- Lists
- List Views
- SharePoint 2010 Features

Lab: Document Library

- Create a Document Library
- Create Documents and Folders
- Explore JavaScript Dropdowns
- Uploading Documents
- Explorer View/My Network Places

Lab: Forms Library

- Create a Form library
- Create an InfoPath Form
- Publish a Form

Lab: Wiki Pages

- Create Wiki Page Library
- Add Wiki Pages
- Editing Wiki Pages
- History

Lab: Picture Library

- Create a Picture Library
- Upload Pictures
- Picture Views (Thumbnail, Slideshow, Details)
- Referencing Pictures

Lab: Report Library

- Create A Report Library
- Create A Report
- Upload A Report
- Run A Report
- Report History

Lab: Data Connection Library

- Create A Data Connection Library
- Create/Upload an Office Data Connection (ODC)
- Create/Upload an Universal Data Connection (UDC)

Lab: Asset Library

- Create an Asset Library

Lab: Slide Library

- Create a Slide Library
- Uploading Slides
- Publish Slides

Lab: Surveys

- Create a Survey
- Create Questions
- Change question ordering
- Branching Logic
- Fill out the survey
- Anonymous Surveys?

Lab: Custom Lists

- Create A Custom List
- Add One Of Each Column Type

Lab: General Lists

- Create An Announcement List
- Create A Contact List
- Create A Discussion Board
- Create A Links List
- Create A Calendar
- Create A Project Tasks
- Create A KPI
- Create An Issue Tracking List

Lab: Views

- Creating Views (Standard, DataSheet, Access)
- Adding/Ordering Columns
- Sorting Data
- Filtering Data
- Grouping Data
- Totalling Data
- Setting Style
- Item Limits
- Mobile
- Enabling View

After completing this module, students will be able to:

- Create and use SharePoint Lists (Calendar, Tasks, Issues, etc.)
- Create and use SharePoint Libraries (Document, Forms, Picture, etc.)
- Add, update and delete list and library items
- Create Views and Survey's
- Describe and use the new Asset Library

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- 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

- Advanced List Management
- Basic List Management

Lab: List Management

- RSS Feeds
- Check out/Check In
- Document/Item Properties
- Site Columns
- Content Types
- Document Information Panel
- Versioning/Version History
- Content Approval

Lab: New Features

- Multi-Document Actions
- Turn On Document Sets
- Column Level Validation
- List Level Validation
- Content Ratings
- Audience Targeting
- Metadata Navigation
- Manage Item Scheduling
- Document ID Service
- Generate file plan report
- Record declaration settings

Lab: Email Enabled Lists

- Email Enable A List
- Send an email to A List

Lab: Alerts

- Create a List Alert
- Create an Item Alert
- Use Alerts
- Manage Alerts

After completing this module, students will be able to:

- Customize SharePoint List Settings (RSS, Alerts, etc.)
- Multi-Document Actions
- UseColumn/List Level Validation
- UseContent Ratings
- UseAudience Targeting
- UseMetadata Navigation
- UseManage Item Scheduling
- UseDocument ID Service

- Usefile plan reports
- UseRecord 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

- Review Default Groups
- Add Users to a Site
- Requests for Access
- Understand Security Trimmed Interface
- Create New Groups
- Create Custom Permission Level
- Explore Site/List/Item Permission Inheritance
- Permission Checker

After completing this module, students will be able to:

- Describe where usernames and domain groups come from
- What a permission level is
- How to assign permissions to a user or group
- What is means to say permissions are cumulative
- Understand that SharePoint has no deny
- How to use the Permission Checker

➤ **Module 7: Foundation Site Definitions**

In this module we are going to review the SharePoint Foundation site definitions.

Lessons

- SharePoint Foundation Sites
- Creating Sites
- Growth Scenarios

Lab: SharePoint Foundation SitesCreating SitesGrowth Scenarios

- Create Sub Sites (Team Site)
- Create/Use a Blog Site
- Create/Use a Wiki Site
- Create A Document Workspace
- Create A Meeting Workspace
- Create A GroupBoard Workspace

- Create A Visio Process Repository
- Delete A Site

After completing this module, students will be able to:

- Create basic Foundation Sites including Team, Blog and Workspace sites
- Understand how to create and use a Group Work site
- Understand how to create and use a Visio Process Repository site

➤ **Module 8: 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: BCS

- Explore External Content Types
- Create a new External Content Type
- Create an External List

After completing this module, students will be able to:

- Describe how SharePoint integrates with Office (from SharePoint and to SharePoint)
- Work with offline SharePoint Content
- How to describe and use Office Web Applications
- How to describe and use Access Services

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- How to describe and use Visio Services