

SharePoint 2010: Business User

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Meet the expert: Doug Ware is a SharePoint expert and an instructor for many of our SharePoint 2007 and SharePoint 2010 courses. A Microsoft MVP several times over, Doug is the leader of the Atlanta .NET User Group, one of the largest user groups in the Southeast U.S., and is a frequent speaker at code camps and other events. In addition to teaching and writing about SharePoint, Doug stays active as a consultant and has helped numerous organizations implement and customize SharePoint.

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Course description: Microsoft SharePoint 2010 brings a wealth of new features that will help any company be more productive and efficient. But like any new application, there is a need to train employees on how to use it. This course will train those employees and cover many of the new features for SharePoint. The course starts with an explanation of what SharePoint sites are and how to use them and includes topics like team collaboration, wikis and search. The course will then cover many items that a power user can do, like how to create sites, pages and build solutions without using code. Working with Microsoft Office and SharePoint Designer in SharePoint 2010 are also covered.

Course outline:

Getting Started

- Introduction
- What is SharePoint
- What is SharePoint Used For
- SharePoint Versions
- Team Site
- Team Site Home Page
- Demo: Team Site
- Summary

My Site and Workspaces

- Introduction
- My Site
- Demo: My Site
- Meeting Workspaces
- Demo: Meeting Workspaces
- Web Database Sites
- Demo: Web Database Sites
- Summary

Lists Libraries and Pages

- Introduction
- Lists and Libraries
- List and Library Elements
- Demo: Lists
- Custom Lists
- Demo: Custom Lists
- Pages
- Demo: Pages
- Web Parts
- Demo: Web Parts
- Summary

Alerts and Versioning

- Introduction

- Working with a Team
- SharePoint Team Site
- Demo: Team Site
- Alerts
- Demo: Alerts
- Document Collaboration
- Demo: Document Collaboration
- Versioning
- Demo: Versioning
- Approval
- Demo: Approval
- Draft Item Security
- Demo: Draft Item Security
- Summary

Team Collaboration

- Introduction
- Contacts
- Demo: Contacts
- Calendars
- Demo: Calendars
- Item-Level Permissions
- Demo: Item-Level Permissions
- Document & Meeting Workspaces
- Demo: Workspaces
- Collaboration - On & Offline
- Demo: Collaboration
- Summary

Team Wikis

- Introduction
- Pages

- Demo: Pages
- Editing Pages
- Format Text Ribbon
- Demo: Format Text Ribbon
- Styles
- Demo: Styles
- Markup Styles
- Demo: Markup Styles
- Text Layout
- Demo: Text Layouts
- Images
- Demo: Images
- Tables
- Demo: Tables
- Links
- Demo: Links
- Web Parts
- Demo: Web Parts
- Edit HTML
- Demo: Edit HTML
- Summary

Managing Wiki Pages

- Introduction
- Page Ribbon
- Page History
- Demo: Page History
- Setting the Homepage
- Demo: Setting the Homepage
- Incoming Links

- Demo: Incoming Links
- Summary

Enterprise Wikis

- Introduction
- Enterprise Wiki
- Demo: Enterprise Wiki
- Categories
- Managed Metadata Service
- Terms and Term Sets
- Versus Lookup or Choice Column
- Demo: Managed Metadata
- Rating
- Audio and Video
- Demo: Audio and Video
- Reusable Content
- Demo: Reusable Content
- Audience Targeting
- Demo: Audience Targeting
- Summary

Managing Content and Structure

- Introduction
- Managing Content and Structure
- Demo: Managing Content
- Additional Page Actions
- Draft Check
- Demo: Draft Check
- Page Layouts
- Demo: Page Layouts
- Summary

Search

- Introduction

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- Search with SharePoint
- Continuum of Capability
- What's New in 2010
- Searching for Content
- Keyword Queries
- Metadata Refinements
- Demo: Search
- Summary

Search Centers

- Introduction
- Search Centers
- Basic Search Center
- Enterprise Search Center
- Demo: Search Center
- Federated Search
- Demo: Federated Search
- Restricting Results
- Demo: Restricting Results
- Search Scopes
- Enabling Scopes for Team Sites
- Demo: Search Scopes
- Keywords and Best Bets
- Demo: Keywords and Best Bets
- Summary

Whats New Office SharePoint

- Introduction
- What's New Office SharePoint
- Office Web Applications
- Demo: Office Web Applications
- Office Backstage
- Managing SharePoint Locations
- Demo: SharePoint Locations
- New Documents from SharePoint
- Demo: New Documents
- Summary

More Office

- Introduction
- Word 2010
- Blogging
- Demo: Blogging
- Document Information Panel
- Demo: Document Info Panel
- Quick Parts
- Demo: Quick Parts
- Mail Merge
- Demo: Mail Merge
- PowerPoint 2010
- PowerPoint Broadcast
- Demo: PowerPoint Broadcast
- Slide Library
- Demo: Slide Library
- Excel 2010

- Demo: Excel 2010
- Excel Services
- Business Intelligence Center
- Demo: Business Intel Center
- Summary

Access Visio and InfoPath

- Introduction
- Access 2010
- Demo: Access 2010
- Access Services
- Demo: Access Services
- Visio Services
- Demo: Visio Services
- InfoPath
- Demo: InfoPath
- Summary

Owning A SharePoint Site

- Introduction
- Owning a Site
- Site Settings
- Managing User Alerts
- Demo: Managing User Alerts
- Look and Feel
- Demo: Look and Feel
- Home Page
- Demo: Changing Your Homepage
- Themes
- Demo: Themes
- Navigation & Control Surfaces
- Team Sites vs Publishing Sites
- Top Link Bar
- Demo: Top Link Bar
- Sub Site Navigation
- Demo: Sub Site Navigation
- Quick Launch Menu
- Demo: Quick Launch
- Summary

Users and Permissions

- Introduction
- SharePoint Users and Groups
- Three Default Groups
- Adding Users
- Site Permissions Page
- Demo: Site Permissions Page
- Permission Levels
- Permission Level Granularity
- Demo: Permission Levels
- Checking Permissions
- Demo: Checking Permissions
- Access Requests
- Demo: Access Requests
- Securable Object & Inheritance

- Breaking Inheritance
- Demo: Inheritance
- Summary

Lists and Content Types

- Introduction
- Creating Lists
- Demo: Creating Lists
- Adding Columns
- Column Types
- Demo: Column Types
- List Item Validation
- List Settings Page
- Demo: List Settings
- Views
- Managing Views
- Demo: Managing Views
- Metadata Navigation
- Demo: Metadata Navigation
- Customizing List Forms
- Demo: Customizing List Forms
- Save List as Template
- Demo: Save List as Template
- Summary

Lists and Web Parts

- Introduction
- List View Web Parts
- Demo: List View Web Parts
- Lookup Columns & Relationships
- Demo: Lookup Columns
- Filter Web Parts
- Demo: Filter Web Parts
- Chart Web Part
- Demo: Chart Web Part
- Summary

Columns Types and Templates

- Introduction
- Site Columns
- Demo: Site Columns
- Content Types
- Demo: Content Types
- Associating Content Types
- Demo: Associating Content Type
- Document Templates
- Demo: Document Template
- Save Site as Template
- Demo: Save Site as Template
- Summary

SharePoint Designer

- Introduction
- SharePoint Designer
- Demo: SharePoint Designer
- Editing Pages
- Demo: Editing Pages

- List Forms
- Demo: List Forms
- Data View Web Part
- Demo: Data View Web Part
- Summary

SharePoint Designer Workflow

- Introduction
- SharePoint Designer Workflow
- Demo: Workflow
- Quick Steps
- Demo: Quick Steps
- Workflow Startup Options
- Elements of Designer Workflows
- Conditions
- Actions
- Demo: Workflow
- Summary