

Course Outline: Course SPSWORKSHOP: SharePoint Server 2010 – Power User Workshop

Learning Method: Instructor-led Classroom Learning

Duration: 3.00 Day(s)/ 24 hr

Overview:

The SharePoint Server 2010: Power User 3-day Workshop course addresses the depths of SharePoint Server 2010 site management, permissions, web parts, workflows, collaboration features, Business Intelligence, and much more, geared toward Site Administrators. SharePoint 2010 site administrators will walk away with a firm grasp on the technical concepts required to successfully administer this world-class collaboration infrastructure.

Who Should Attend:

To ensure the high-quality knowledge transfer expected by the attendees of this 3 -day workshop recommended that students meet the following criteria: Experienced SharePoint users who are familiar with the basic concepts and features of the product and have been actively working with SharePoint for 6 months or longer.

At Course Completion:

After completing this course, students will be able to:

- Understand the SharePoint 2010 product features
- Manage site collections, site templates, site security, site features, lists and libraries, and site data.
- Configuration of web parts, workflows, managed metadata, and BI features
- Learn how to translate SharePoint Server 2010 features to your everyday business needs.

Outline:

Module 1: SharePoint 2010 Introduction

Review topics such as SharePoint 2010 product comparison and core features, how

SharePoint 2010 is commonly leveraged in business environments.

Module 2: Sites, Webs, and Site Templates

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Explore the many different site templates available out of the box and best practices around site taxonomy and structure, creating custom site templates, and site administration options.

Module 3: Site Security and Navigation

Understand site navigation, as well as site and object security options such as permissions, groups, and inheritance model.

Module 4: Lists and Libraries

Deep dive into working with lists and libraries, site content types, columns, views, versioning, check in/out, alerts, and information management policies.

Module 5: Web Parts

Explore the SharePoint Server 2010 out of the box Web Parts and configuration options available and learn when best to use them.

Module 6: Work Flows

Learn work flow technology concepts and what work flows are available with SharePoint Server 2010 and how to configure them for your business processes.

Module 7: Business Intelligence Features

Learn how to utilize SharePoint Server 2010 BI features such as Excel Services, the Report Center, KPI lists, and Dashboards.

Module 8: Managed Metadata

Discover the new Managed Metadata feature of SharePoint 2010. Managed Metadata is a new Service Application in SharePoint 2010 which is responsible for storing all metadata terms and enterprise content types relating to the organizations' environment.

Module 9: Office Web Apps

Learn how to extend your Microsoft Office experience to the web and get things done on your terms. Explore these convenient online companions to Microsoft Word, Excel, PowerPoint, and OneNote that provide you an easy way to view, edit, and share your files right from a web browser.

Hands-on Labs

Included with this workshop are several detailed hands on labs that will not only drill into the configuration options available but are also designed to get the students thinking about how to translate each feature and configuration option into a solution for real world business scenarios that SharePoint 2010 site administrators are tasked with every day

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