

Microsoft Office SharePoint Server 2010 for the Site Owner / Power User

Code:	50470
Length:	2 days
URL:	View Online

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.

Skills Gained

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Who Can Benefit

This course is intended for the owner of a Microsoft SharePoint Server site who needs to know how to create sites and lists, manage user access and customize lists and web part pages.

This class uses the Microsoft SharePoint Server 4.0 Enterprise Edition version of SharePoint.

Prerequisites

- Good Microsoft Office skills, including Word, Excel, PowerPoint and Outlook
- Good SharePoint end-user skills including:
 - Libraries: Document, Form (InfoPath), Wiki, Picture, Slide (PowerPoint slide library)
 - Lists: Tasks, Links, Calendars, Surveys, Announcements, Contacts, Discussions
 - Adding content to lists and libraries
 - Uploading content

Course Details

Outline

Module 1: The Role of the Site Owner

This module explains the role of the site owner.

Lessons

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Lab 1: Click here to enter text.

- Click here to enter text.

After completing this module, students will be able to:

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Module 2: SharePoint Review

In this module we will take a brief guided tour of SharePoint from the point of view of the end-user as a review of SharePoint 2010 features and to discover a few features you may have not have discovered.

Lessons

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Lab 1: Click here to enter text.

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After completing this module, students will be able to:

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Module 3: Using and Customizing Lists

In this module you will see how to customize lists and libraries.

All lists, from link lists to document libraries, have a common set of features. These include general settings such as title and description, user access permissions, custom columns and custom views.

Lessons

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Lab 1: Click here to enter text.

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After completing this module, students will be able to:

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Module 4: Creating Forms Libraries

Forms Libraries are SharePoint libraries based on an InfoPath form template. InfoPath is a client application installed on the users PC and is used to both design forms and fill out forms. SharePoint Server Enterprise includes a backend InfoPath server (InfoPath Forms Services) that can deliver forms to users via a browser. With Forms Services, users do not need a locally installed copy of InfoPath.

Lessons

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Lab 1: Click here to enter text.

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After completing this module, students will be able to:

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Module 5: Creating Web Pages

Often you will need to create a page within a SharePoint site that does not need any SharePoint features such as web parts or lists. Basic Web Pages are treated the same as any other document and are stored in a document library.

Lessons

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Lab 1: Click here to enter text.

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After completing this module, students will be able to:

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Module 6: Sites and Workspaces

In this module you will learn about Site Customization, Web Parts and Search Visibility.

Lessons

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Lab 1: Click here to enter text.

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After completing this module, students will be able to:

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Module 7: Users and Groups

Site Settings options covered in this module:

- People and groups
- Site collection administrators
- Advanced permissions

Lessons

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Lab 1: Click here to enter text.

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After completing this module, students will be able to:

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Module 8: Site Activity

In this module you will learn about Site Collection Web Analytics Report and Site Web Analytics Reports.

Lessons

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Lab 1: Click here to enter text.

- Click here to enter text.

After completing this module, students will be able to:

Schedule (as of 3)

Date

Location

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