SharePoint 2010 for Site Owners

Course Summary

Description

This course is the most comprehensive SharePoint Business User course on the market covering Site Owners. This training presents students with a ground-up understanding of how to use, operate and build sites in a Microsoft SharePoint Server 2010 environment.

Topics

- Create and Manage Workflows
- Site Customization
- Create and Manage Content Types
- Advanced Features
- Site Administration
- Business Networking in SharePoint 2010

Audience

This course is intended for business users with SharePoint 2010 Site Member experience or have taken course SharePoint 2010 for Site Members.

Prerequisites

Before taking this course, students should take ProTech's Sharepoint 2010 for Site Members.

Duration

Two days

Due to the nature of this material, this document refers to numerous hardware and software products by their trade names. References to other companies and their products are for informational purposes only, and all trademarks are the properties of their respective companies. It is not the intent of ProTech Professional Technical Services, Inc. to use any of these names generically

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Course Outline

I. Create and Manage Workflows

Workflows are a powerful efficiency tool that can be used to organize and track process driven tasks. In this module, application and customization of these workflows is demonstrated using real-world examples. This module also investigates how Visio and SharePoint Designer 2010 can be used to enhance the experience. Students have the opportunity to build workflows and track workflow tasks. The following lessons are covered:

A. Introduction to Workflows
B. Workflow Scenarios
C. Create Workflows
D. Configure Workflow Settings
E. Deploy Workflows
F. Extend Workflows with SharePoint Designer
G. Create Workflows from Visio 2010

II. Site Customization

Fundamentally, site collections are composed of sites, basic pages, and Web Part pages. In this module students create each of these components to develop an enhanced understanding of each item's function and appropriate use. The following lessons are covered:

A. Add Pages to SharePoint 2010 Sites
B. Add and Modify Web Parts
C. Look and Feel Settings
D. Modify Navigational Components
E. Create Site Templates

III. Create and Manage Content Types

Configuration of content types allows site collection administrators and site owners to group attributes such as metadata, workflows, and document templates into functional components. These content types can be managed in a dedicated site collection so they can be shared across the entire SharePoint 2010 farm. This functionality allows for an enhanced user experience and reduced administrative overhead. The following lessons are also covered:

A. Introduction to Content Types
B. Create and Manage Site Content Types
C. Content Type Settings
D. Document Sets
E. The Content Type Hub
F. Deploy Content Types

IV. Advanced Features

A. Document IDs
B. Document Sets
C. Content Organizer

V. Site Administration

This module provides insights into the site tools available through Site Administration. User alerts, features, regional setting options, and usage reporting are among the topics covered in this module. Coverage of these tools includes an emphasis on function and the appropriate use. The following lessons are covered:

A. Introduction to Site Administration and Settings
B. Manage Regional Settings
C. Manage Site Libraries and Lists
D. Manage User Alerts
E. Manage RSS Usage
F. Search and Offline Availability
G. Manage Sites and Workspaces
H. Workflows
I. Workflow Settings
J. Related Links Scope Settings
K. Term Store Management
L. Manage Site Features
M. Save Site as Template
N. Reset to Site Definition
O. Delete a Site
P. Site Web Analytics Reports

VI. Business Networking in SharePoint 2010

This module takes the student through the business networking attributes that are improved greatly in SharePoint 2010, including My Sites, Tags, Notes, and Ratings. By the end of the module, students will understand how to use these functions and see the benefits they will bring to their organization. The following lessons are covered:

A. Manage My Site
B. My Newsfeed
C. Tags, Notes and Ratings
D. Find People
E. View My Sites

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