



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

50469-B: SharePoint® 2010 End User Level 2

Duration: 2 Days

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course explores advanced topics of working with SharePoint® 2010 sites. Topics include SharePoint® Server site definitions (Business Intelligence, Search Center, etc.), in-depth coverage of Workflows, My Sites and Social Computing, Site Administration, Site Customization and Site Collection Administration.

Target Audience

This course is intended for:

- Experienced Users responsible for creating, managing and maintaining SharePoint® sites as Owners or Site Collection Owners.
- Business and everyday users wanting to learn more advanced tasks of SharePoint® sites and site collections.

Prerequisites

To attend this course, candidates must have:

- Previous SharePoint® End User Level 1 course.
- Several months of working with SharePoint® sites.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Explore all the new end user features exposed in SharePoint® 2010.
- Learn to navigate the new ribbon.
- Work with Social computing features like tagging and ranking.
- Work with the new My Sites features.



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Course Topics

Module 1: Overview

- Course Introduction

Module 2: Server Site Definitions

- SharePoint® Server Site Definitions

Module 3: Workflows

- Workflows

Module 4: My Site

- My Site
- What is Social Computing

Module 5: Site Administration

- Basic Site Administration

Module 6: Site Customization

- Site Customization
- Using Web Parts

Module 7: Site Collection Administration

- Site Collection Administration

LABS INCLUDED