50470-B: Microsoft® SharePoint® Server 2010 for the Site Owner/Power User

Duration: 2 Days
Method: Instructor-Led

Course Description

This 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.

Target Audience

This 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.

Prerequisites

Before attending this course, participants must have:
- Working knowledge of SharePoint® 2010
- Know how to navigate a SharePoint® site and SharePoint® lists

Course Objectives

After completing this course, students will be able to:
- Manage Sites and Site Collections
- Add users and groups and manage site, list, folder and item security
- Add and configure web parts
- Configure sites, include themes, title, description and icon
- Configure site navigation
- View site activity reports
- Customize lists and libraries
- Work with Site Columns and Site Content Types
- Create Forms libraries
- Configure Check out/in, Content Approval and Versioning
- Create and modify pages and web part pages

Course Outline

Module 1: The Role of the Site Owner
- Role of the Site Owner /Power User
- Tools for the Site Owner

Module 2: SharePoint® Review
- Review of SharePoint® Basics

Module 3: Using and Customizing Lists
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows

Module 4: Creating Forms Libraries
- Creating Forms Libraries from InfoPath

Module 5: Creating Web Pages
- Creating Web Pages
- Creating Web Part Pages

Module 6: Sites and Workspaces
- Site Customization
- Site Navigation
- Web Parts

Module 7: Users and Groups
- Users and Groups
- Permissions
- Adding Users
- Adding Site Collection Administrators
- Reviewing Permissions
- Sending E-mail to Site Users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts

Module 8: Activity
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

LABS INCLUDED