bestpracticetraining

SharePoint for power users

This 2 day course is designed for SharePoint 2010 power users who are responsible for setting up, securing and maintaining sites. Course delegates need to be proficient with using a web browser and have working experience of Microsoft Office versions 2007 or later.

This course can run at either onsite at your premises or your delegates can come to one of our training venues.

In addition to the course content listed on the next page, if time permits, the course can also cover:

- MySite and Social Networking (Introducing MySite, Editing Your Profile, Tracking Colleagues, Updating Your Status, Using Your Note Board
- Advanced Search (Introducing Search Center, Using Search Scopes, Using Refiners, Setting Up Best Bet Results, Using Advanced Search)

Benefits to the individual

- Gain an understanding of SharePoint's individual features and how they work together as a platform
- Discover innovative new ways of working
- Correct self-taught working methods with best practise
- Learn how to administer team sites with confidence

Benefits to the business

- Productivity gains through improved collaboration
- Improved compliance due to better document management
- Faster creation of sites with fewer errors, less support
- More secure usage of SharePoint

Audience

This 2 day course is designed for power users who are responsible for setting up, securing and maintaining SharePoint 2010 sites.

IT support staff can also benefit as they will gain an understanding of SharePoint that will help them support power users and plan strategies for future developments

Course duration

Two days

Pre-requisites

Course delegates need to be proficient with using a web browser and have working experience of Microsoft Office versions 2007 or later.

Course content

SharePoint Overview

- What is Collaboration
- The SharePoint User Interface
- Search
- Alerts

SharePoint Sites

Introduction

- Overview of Site Collections
- Sub-sites vs. Pages
- Site Security
- When do I need to create a site?

Create a SharePoint Site

Changing a Site's Look and Feel

- Change the Title and Description
- Quick Launch
- Change the Theme

SharePoint Lists

Overview of Collaboration Lists

Collaboration List Views

Sorting and Filtering Lists

Creating and Deleting Lists

- Create a List or Library
- Delete a List or Library

Custom Lists

Working with List Columns

- Create a Column
- Edit Column Settings
- Delete a List Column
- Understanding Metadata

Working with List Views

- Create a List View
- Select a List View

Working with Documents

Managing Documents with a Document Library

- Create a Document Library
- Create a Document

Uploading Documents

- Upload a single file
- Upload Multiple Files with IE
- Upload Multiple Files with Explorer

Customising Document Templates

Checking Documents In and Out

- Check Out a Document
- Check In a Document
- Display the Check Out Status
- Mandatory Check Out

Versioning

- Major Versioning
- Draft and Publish Versioning
- Managing Versions

Working with Workspaces

- Create a Document Workspace
- Publish from a Workspace

Managing Content

Introducing Content Types

- Access Content Types
- Inspect Content Types
- Associate a Document Template with a Content Type

Content Approval

- Manual Content Approval
- Overview of Content Approval Workflow

Using SharePoint with Office 2010

Connecting SharePoint Libraries to Office

- Add a Quick Link to a SharePoint Site
- Save a Document to a SharePoint Site
- Manage SharePoint Site Quick Links

Outlook

- Calendars
- Contacts

Excel

- Import a Spreadsheet
- Export a List
- Datasheet View

PowerPoint

- Create a Slide Library
- Publish Slides from PowerPoint
- Copy Slides to a PowerPoint Presentation

Introducing SharePoint Workspace

SharePoint 2010 Security

- Understanding SharePoint Security
- Adding People to Groups
- Creating Groups
- Checking Permissions
- Breaking Inheritance
- Granting Permissions to an Individual
- Granting Access to Lists, Libraries, and Individual Items
- Grant Access to a List or Library
- Grant Access to Individual Items

Revoking Access

- Remove Someone from a Group
- Remove Permissions