

Microsoft SharePoint Server 2010 for the Site Owner/Power User

Duration: 2 Days **Course Code: M50470**

Overview:

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.

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.

Objectives:

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

Before attending this course, students must have working knowledge of SharePoint 2010 and know how to navigate a SharePoint site and SharePoint lists.

Content:

Module 1: The Role of the Site Owner

- The role of the site owner / power user
- The tools for the site owner

Module 2: SharePoint Review

- A 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

Further Information:

For More information, or to book your course, please call us on +91 40 23222555

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