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Microsoft®

MS-SP25010 Introduction to SharePoint 2010

Duration:

Traditional Instructor Led Learning -2.00 Day(s)

Software Assurance Vouchers Not Eligible

Introduction

This two-day instructor-led course provides students with the knowledge and skills that are needed to use and manipulate fundamental features of SharePoint Server 2010 and SharePoint Foundation 2010. This course has been designed to introduce students to all core functions of SharePoint Server 2010 to gain a deeper insight of the capabilities and use of these functions and features. This information will assist you in effectively applying SharePoint technologies in a business environment.



Audience

This course is designed to provide Information Worker Professionals with no prior knowledge of SharePoint Products and Technologies. Students should be familiar with core Microsoft Office features and using web browsers such as Internet Explorer or Firefox, but are not required to have or know application administration skills or functions.

At Course Completion

After completing this course students will be able to:

- Identify new features and terminology of SharePoint 2010
- Identify and describe the collaboration needs in the enterprise and understand how SharePoint Products and Technologies address such needs.
- Understand and describe the use of basic collaboration through team sites, lists and libraries
- Understand and use collaborative and enterprise portals
- Implement a personal My Site and describe and manage social networking features
- Describe and define search components and use
- Understand, define and describe elements of documents, records, and web content management
- Identify and describe electronic forms' elements and use
- Define business intelligence and describe elements of business intelligence

Before attending this course, students must have:

- Working knowledge of Microsoft Windows XP, Windows Vista, or Windows 7.
- Working knowledge of Office System 2007 or Office 2010 products
- Understanding of web sites and using web browsers such as Internet Explorer
- Knowledge of previous or current versions of SharePoint is not required

Microsoft Certified Professional Exams

There is no corresponding Microsoft Certified Professional exam for this course.

Course Materials

The student kit includes a comprehensive workbook and other necessary materials for this class.

Course Outline

Module 1: Overview of SharePoint 2010

This module describes the current state of the information infrastructure that requires more intuitive and efficient management and how tools to help manage such deep pools of content become necessary for an organization to remain functional and efficient. This module also describes how SharePoint 2010-based technologies can facilitate the management of information in an organization by describing key elements of the tools available.

Lessons

- What is SharePoint?
- What is a Site?
- What is a Workspace?
- What are Web Pages?
- What are Service Applications?
- Windows SharePoint Foundation vs. SharePoint Server 2010
- SharePoint Server 2010 Design Goals
- Collaboration Using SharePoint
- Portal Capabilities of SharePoint
- Enterprise Content Management
- Search Capabilities in SharePoint
- Business Process with Forms
- Business Intelligence Integrated into SharePoint
- Understanding SharePoint 2010 Architecture

After completing this module, students will be able to:

- Define and describe SharePoint 2010 technologies
- Understand the purpose and use of sites and workspaces
- Describe the core workspace services used by SharePoint 2010
- Define the design goals of SharePoint 2010 and its key features

Module 2: Working with Team Sites

One of the most powerful elements of working with SharePoint is the Team Site, a collaboration unit shareable and securable in the infrastructure and built to manage and control information shared among members of a team using its features. This module discusses the basic nature and functionality of a SharePoint Team Site and how it can be used to manage information between members of a team.

Lessons

- Team Site Components
- What is the Home Page?
- What are Web Parts?
- What is Navigation?
- Recycle Bin
- What are Announcements?

- What are Links?
- What is a Calendar?
- What are Tasks?
- What is Team Discussion?
- What is Shared Documents?
- Other Team Site Content

Lab: Working with Team Sites

- Examining and Navigating a Team Site
- Using Default Content in a Team Site
- Create and Test an Alert
- Uploading and Using Documents
- Deleting and Recovering Items

After completing this module, students will be able to:

- Describe the basic layout and elements involved with a standard team site
- Define and describe the foundational elements of navigating team sites
- Describe the basic SharePoint features, such as Announcements, Links, Calendars and Shared Documents
- Define key terms and concepts in reference to SharePoint Team Sites

Module 3: Managing Information with Lists and Libraries

This module explains how to use lists in SharePoint not directly visible in the home page or with several pre-configured out-of-the-box lists commonly used in SharePoint Team Sites. It also covers common actions taken with many lists in a SharePoint Team Site. This module also describes the purpose and use of the most common type of repository used in SharePoint, the Document Library. This module will discuss all basic features of a document library, including features related to information management. It will also discuss special-use document libraries available in SharePoint.

Lessons

- What is a SharePoint List?
- Types of Lists
- List Actions and Settings
- What are Alerts?
- Really Simple Syndication in Lists
- How Content Approval Works
- What are Libraries?
- Using Libraries
- Types of Libraries
- What is Document Versioning?
- What is the Check-In\Check-Out Feature?
- What is Metadata?
- What is a Document Set?

Lab: Managing Information

- Create, Assign and Manage Tasks
- Provide Feedback
- Maintain Updates

- Add, Edit and Manage Documents
- Create and Use a Wiki Page
- Use a Picture Library

After completing this module, students will be able to:

- Identify and define a SharePoint lists and the predefined lists included in SharePoint
- Define common uses and functions with lists
- Add to lists depending on list use, including contacts, tasks, and discussion boards
- Set an RSS feed from a SharePoint list
- Identify and define the core repository methods in SharePoint
- Create and manage documents, including versions and metadata, in document libraries
- Create ad hoc documentation in wiki pages
- Use images in a picture library

Module 4: Using Enterprise and Personal Portals

This module describes the functions and applications related to the Collaborative Portal site template which allows portal and personalization features in SharePoint Server 2010. It also describes specific functions of the Sites Directory and the News site, as well as the Portal home page. The use and implementation of social networking features through personalized sites called My Site is also discussed. Also, the function, use, and features of enterprise search in SharePoint 2010 are included in this discussion.

Lessons

- What is a Portal?
- Portal Features in SharePoint 2010
- What is Content Targeting?
- What is the Sites Directory?
- What is My Site?
- What is a User Profile?
- What are Home and Public Views
- Social Networking Features
- What is a Blog?
- Understanding Enterprise Search
- What is Search Center?
- What are Keywords?
- Using Search

Lab: Using Portal Features

- Using Portal Home Content
- Viewing News and News Articles
- Using the Sites Directory to Navigate
- Create and Configure a My Site
- Using My Information
- Using and Examining Search

After completing this module, students will be able to:

- Identify and describe the features of a Portal site
- Understand and use content targeting through audiences

- Describe and use features of the News site
- Describe and navigate by the Site Directory
- Identify and define features of a personal portal
- Describe and define social networking and the technologies defined
- Describe the key elements of enterprise search
- Understand and describe how keywords highlight content

Module 5: Enterprise Content Management Technologies

With an ever-increasing load of documents and content, users need more powerful tools to manage massive quantities of data and still allow nimble management of information. This module discusses the key technologies to facilitate enterprise content management, including reusing content, initiating workflow, declaring and using records management, and using web publishing features built into SharePoint 2010.

Lessons

- Document Management Features
- What is Document Center?
- What is a Content Type?
- What is a Document Set?
- What is Taxonomy?
- What is the Document Information Panel?
- What is a Workflow?
- Records Management Features
- What is Records Center?
- The Official File Submission Process
- What are Information Policies?
- What are Holds?
- Web Content Management Features
- What are Publishing Sites?
- What is the Page Layout Model?
- Web Page Editing Tools
- What is Rich Client Authoring?

Lab: Using Content Management Technologies

- Using a Managed Document Repository
- Adding Document Metadata
- Using Content Enabled Libraries
- Implementing a Collaborative Document Workflow
- Using a Records Center
- Adding and Editing Web Page Content
- Using Rich Client Authoring

After completing this module, students will be able to:

- Describe the features and usage of document management in SharePoint
- Describe and define the use of content type variance in an organization
- Understand and use the document information panel
- Describe and define key features of workflow
- Understand and identify key features for managing records
- Implement records for official use through designated means
- Identify and define the elements of web publishing in SharePoint

- Describe and define the web publishing tools in SharePoint
- Understand and use document conversion

Module 6: Examining Business Solutions

Understanding business data and manipulating business data to yield the best results accurately and quickly allows business analysts to make better decisions faster. Business Intelligence has been built into SharePoint quick and easy access to a variety of data sources using tools like InfoPath and Data Connectivity Services. This module describes the key features involved with Business Intelligence and how SharePoint 2010 collects data from various sources into one interface. Electronic forms have also become more pervasive as the forms have become more intelligent and can connect into almost any data source, providing an excellent and reusable user interface. This module describes how electronic forms can be implemented using InfoPath and how data sources can be accessed with SharePoint Designer 2010.

Lessons

- Enhancing Business Process with Forms
- What is Microsoft Office InfoPath?
- How Forms are Accessed
- Using Form Views
- Centralizing Business Information
- What is SQL Reporting Services?
- What is a Visio Web Services?
- What is Excel Web Access?
- What are Performance Point Services?
- What SQL Power Pivot?
- What is Web Part Filtering?
- What is the Business Connectivity Service?
- What is SharePoint Designer 2010?

Lab: Examining Business Solutions

- Accessing and Using a Form Library
- Accessing Business Data

After completing this module, students will be able to:

- Describe and explain key features related to business intelligence
- Identify and define technologies to manipulate business intelligence
- Identify and describe the use of Visio, Excel, and PerformancePoint Services
- Identify and describe the use of electronic forms to business process
- Define the elements in implementing forms in SharePoint
- Describe basic features of form creation and management
- Define how forms can be customized for various uses

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