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Microsoft®

MS-SP726 SharePoint 2010 for Business Users, Power Users, and Site Owners

Duration:

Traditional Instructor Led Learning -3.00 Day(s)

Software Assurance Vouchers Not Eligible

Introduction

SharePoint 2010 for Business Users, Power Users, and Site Owners (SP-726) is three days of brain-burning content for SharePoint 2010 users of all levels. Whether you use the information on SharePoint sites, add or modify SharePoint site content, manage SharePoint sites, or build SharePoint sites--you'll find what you need.



By the end of day three, you'll understand the collaboration, search, and community features in SharePoint 2010. You'll also learn how to create, manage, and secure SharePoint sites, lists, libraries and views. In addition, the class will cover extending the functionality of your SharePoint solutions and gaining business insight using SharePoint InfoPath forms, workflows, and dashboards.

The objective of SharePoint 2010 for Business Users, Power Users, and Site Owners (SP-726) is to help you learn how your department should implement and manage SharePoint.

Audience

The objective of SharePoint 2010 for Business Users, Power Users, and Site Owners is to familiarize a wide variety of users with how their department should implement and manage the SharePoint. The course focuses on what users with SharePoint "Design permission" level through Site Collection Administrators can do, with the primary focus on Site Owners.

Those who should attend include general business workers (sales, marketing, operations, etc.) who are interested in using, creating, maintaining, and/or administering SharePoint sites, project managers who will use SharePoint as part of their projects, and IT personnel who are charged with building and maintaining SharePoint sites.

At Course Completion

At the end of this course, you'll be able to:

- Understand the roles and purposes of SharePoint 2010 technologies
- Create and manage site collections and sites
- Create, use and manage SharePoint lists, libraries and views
- Create, manage and understand the use of content types and metadata
- Effectively use SharePoint 2010 Community Features
- Create and use SharePoint Search sites
- Manage Information Management Policies, Document Sets, and Records
- Implement native and Web-based SharePoint InfoPath forms
- Implement built-in and custom SharePoint Workflows

- Implement Business Insight in SharePoint through Dashboards

Prerequisites

Students will need experience with Internet browser software, as well as experience with applications in the Microsoft Office Suite. Web design and/or information management experience is also helpful.

Course Outline

Module 1: SharePoint Products Introduction

Lessons

- Foundation
- Server
- Designer
- InfoPath
- Office Space
- SharePoint Workspace

Lab

- View existing SharePoint site and migrate some content into it
- Edit "Edit Task" page (InfoPath)
- Conditional Formatting on a view (SP Designer)
- Create a SPWorkspace

Module 2: Using SharePoint for Collaboration

Lessons

- Functional Skills to Create Sites
 - Site Templates
 - Self-Service Site Creation
 - Create sub-sites
 - Web Applications/Managed Path
 - Basic Governance
 - Taxonomy (site)
 - Navigation
 - Site Security

Lab

- Create a new site collection and configure permissions
- Configure site permissions on sites
- Create a new site using SharePoint Designer
- Create and explore a variety of sites

Module 3: Creating and Using List, Libraries, and Views

Lessons

- Storing content in SharePoint
- Creating and using SharePoint Lists and Libraries

- Extending list and library functionality with Views
- Implementing List and Library Security
- Creating SharePoint Pages

Lab

- Create lists and document libraries
- Migrate documents and content into SharePoint
- Customize list and library columns and views
- Customize list and library settings

Module 4: Creating and Using Content Types and Metadata

Lessons

- Categorize and describe SharePoint content to enhance usage
- Understand Content Types
- Creating a Content Types Hub
- Implementing External Content Types

Lab

- Create Managed Metadata Columns
- Create, modify, and extend content types
- Configure Managed Metadata Navigation settings
- Importing Term Set
- Creating syndicated content types

Module 5: Using SharePoint 2010 Community Features

Lessons

- Define Community Features
- Creating and using Rankings, Notes, Keywords
- Configuring and Using User Profiles and My Sites
- Sharing Information using Blogs and Wikis
- Using Search to Find Content

Lab

- Configure Site Collection Search Settings
- Create and use your My Site, My Profile, and My Content

Module 6: Managing Information Policies and Records

Lessons

- Configuring and Using Document Sets, the Document ID Service, and the Content Organizer
- Implementing Information Management Policies
- Implementing Records Management

Lab

- Use a Document Set content type
- Use Document IDs
- Configure Information Management Policies
- Configure and place holds on content
- Perform eDiscovery actions
- Submit a record to a Records Center site
- Create a Document Set content type

Module 7: Implementing SharePoint InfoPath Forms

Lessons

- Understanding Forms, InfoPath Forms, and SharePoint Forms
- Extending SharePoint with InfoPath Forms

Lab

- Create and customize a SharePoint list using InfoPath
- Create and publish an InfoPath form to a new Form Library
- Add data connections to a form to receive and submit data
- Re-publish an InfoPath form as a content type

Module 8: Implementing SharePoint Workflows

Lessons

- Introduction to SharePoint Workflows
- Implementing Built-In Workflows
- Implementing Custom Workflows

Lab

- Configure and use a built-in SharePoint workflow
- Configure list and list columns to implement a business process workflow
- Review an existing Visio workflow diagram
- Import Visio workflow diagram into SharePoint Designer and configure a custom workflow
- Test and use a custom workflow

Module 9: Creating Composite Applications SharePoint

Lessons

- Understanding Sharepoint Composite Applications
- Implementing Business Connectivity Services
- Implementing Access Services Application

Lab

- Create and use an external content type
- Create an Access Services solution using a built-in Web Database template

- Create an Access Services solution from an Access database

Module 10: Implementing Business Insight in SharePoint through Dashboards

Lessons

- Introduction to Business Insights
- Implementing Status Indicators
- Understanding Visio Services
- Understanding Excel Services
- Using SQL Server Reporting Service
- Using PerformancePoint Services

Lab

- Create a Visio Services solution
- Create a Status Indicator list and status indicators
- Create a dashboard from an Excel Services spreadsheet
- Create SQL Server Reporting Services reports with Report Builder
- Create a PerformancePoint Services Scorecard

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