

## SharePoint® 2010 Technologies: A Comprehensive Hands-On Introduction - 4 Days

*Course 1501 Overview*

- You Will Learn How To**
- Leverage SharePoint 2010 to build business applications
  - Create a communication repository with controlled access in SharePoint 2010
  - Connect and empower people to better collaborate throughout your organization
  - Integrate Microsoft Office 2010 applications with SharePoint 2010
  - Customize your SharePoint site using templates and Web Parts to solve business problems
  - Employ web-based applications for convenient browser-based access
- Course Benefits** SharePoint 2010 technologies provide a unified business collaboration platform for organizations and the web, allowing for streamlined document management, simplified organization-wide access to information, and the ability to deploy customized solutions quickly and securely. In this course, you gain the fundamental knowledge and critical skills to create, manage and customize SharePoint 2010 across your organization.
- Who Should Attend** Anyone new to SharePoint who wants to benefit from SharePoint 2010 technologies. Familiarity with Windows, Office and the Web is assumed.
- Hands-On Training** Throughout this course, you gain extensive hands-on experience using SharePoint 2010 technologies. Exercises include:
- Rapidly deploying SharePoint sites with templates
  - Creating lists and libraries
  - Automating change requests with workflows
  - Consolidating SharePoint group contacts and schedules with Outlook 2010
  - Accessing data sources with external content types
  - Working with spreadsheets using Excel Services on the web
  - Developing LOB applications with SharePoint 2010

# SharePoint® 2010 Technologies: A Comprehensive Hands-On Introduction - 4 Days

## Course 1501 Outline

### Overview of SharePoint 2010

- Facilitating business collaboration for organizations and the web
- Connecting and empowering people
- Unifying organizational systems

### Organizing Information with SharePoint Sites

#### Getting started with site templates

- Planning for site taxonomy
- Matching business requirements to site types

#### Customizing your site

- Updating the look and feel of your site
- Streamlining navigation with Quick launch and Top link
- Organizing sites with PowerPoint themes

### Effectively Managing and Securing Data

#### Categorizing content

- Centrally define taxonomies with managed metadata
- Establishing document standards with document sets
- Ranking content with ratings
- Decentralizing folksonomies with metadata tagging

#### Storing information

- Lists: standard, custom, external
- Libraries: documents, pages, pictures, forms
- Enhancing document management with version history, content approval and check in/check out
- Encapsulating data requirements with content types

#### Retrieving relevant information

- Locating content with the Metadata Navigation Viewer
- Integrating alternate data sources with Business Connectivity Services (BCS)
- Delivering a rich user experience with SharePoint search

#### Ensuring information integrity

- Developing a site management plan
- Assigning content permissions
- Choosing an appropriate authentication provider

### Facilitating Offline Collaboration

#### Fostering team communication

- Discussion boards
- Wikis
- Announcements
- Calendars
- Tasks
- Utilizing blogs to share ideas and knowledge
- Establishing a business process with workflows
- Selecting appropriate templates for communication

#### Connecting SharePoint communities

- Interacting with social networks through My Sites
- Refining data significance with audience targeting

### Extending SharePoint with Office 2010

#### Increasing business productivity

- Aggregating SharePoint schedules, contacts, documents and discussions in Outlook
- Going offline with SharePoint Workspaces
- Creating rich forms with Infopath
- Migrating Excel tables to lists

#### Consolidating data reporting

- Developing a dashboard with the Chart Web Part
- Publishing Access databases to Access Services

### Tailoring Sites with SharePoint

#### Designer 2010

#### Automating business processes with custom workflows

- Taking advantage of the Workflow Designer Wizard
- Defining workflow steps and establishing actions
- Creating workflows with Visio

#### Displaying dynamic data

- Linking to multiple data sources
- Populating a data form

### Adapting Features for Custom Business Solutions

#### Maximizing "out-of-the-box" tools

- Exploiting workspaces and routing final documents
- Delivering optimized content with SharePoint mobile
- Leveraging cross-browser capabilities

#### Accessing web-based components

- Viewing spreadsheets on the web with Excel Services
- Connecting related Web Parts
- Centralizing and organizing presentations with PowerPoint Slide Library
- Updating documents on the web with Office web Applications
- Rendering diagrams with Visio Services

#### Building Line of Business (LOB) applications

- Architecting "no code" composite applications
- Updating LOB databases with external content types