

Microsoft SharePoint 2010

Level 2 (for Business Users)

Course Overview

This 2-day course is intended for site owners and power users who are looking to discover new tools and methods for enhancing SharePoint sites. You will learn how to deploy special web parts to display data in useful ways. You will learn how to develop and apply content types for gathering and retrieving relevant information. You will explore additional list and site templates. You will learn how to implement various tools for managing content approval, such as user alerts and approval workflows. You will also learn how to develop custom workflow solutions in SharePoint Designer. You will learn more methods for analyzing and managing SharePoint site content. Prerequisite course: SharePoint 2010 Level 1 and experience using SharePoint as a site owner.

SharePoint Course Series:



Course Topics

Working with Advanced Web Parts and Views

- Working with Content Query Web Parts
- Building Chart Web Parts
- Using InfoPath in SharePoint
- Setting up Calendar Overlays

Utilizing Content Types

- Exploring Content Types
- Utilizing Document Sets
- Developing Custom Site Content Types
- Working with Content Type for Libraries
- Deleting Content Types
- Working with Event Content Types

Doing More with Lists and Libraries

- Using SharePoint Surveys
- Working with Status Lists
- Working with Project Task Lists
- Settings up Slide Libraries
- Organizing Slides in Slide Libraries

Creating and Managing Sites

- Creating Sites
- Setting Permissions
- Creating Document Workspaces
- Creating Meeting Workspaces
- Working with Blogs
- Deleting Sites

Managing Content Approval

- Creating User Alerts
- Configuring Approval Versioning Settings
- Implementing Approval Workflows
- Implementing Three-State Workflows

Developing Workflows in SharePoint Designer 2010

- Preparing for Workflows
- Creating Workflows
- Building Conditions and Actions
- Finishing New Workflows
- Editing Workflows
- Developing Reusable Workflows Based on Site Content Types

Managing Site Content

- Leveraging Web Analytics
- Sharing Documents Across Libraries
- Using Outlook to Manage SharePoint Lists
- Using SharePoint Designer to Manage Sites
- Related Topic: Syncing to SharePoint Workspace 2010