SP360: SharePoint 2010 Foundation & Server Core Training

This 4-day, Interface-exclusive course dives deep into the features of SharePoint 2010 Foundation and SharePoint Server 2010. You'll get hands-on experience with every major feature and explore multiple case studies to solve real-world issues. And in this course, you'll explore the many new features found only in SharePoint 2010.

AUDIENCE

This course is for anyone who needs a deep, hands-on knowledge and experience with the full features and benefits of SharePoint: to know how best to use SharePoint, to create sites and site collections, and to plan and design collaboration, intranet and Internet sites for maximum adoption. Advanced and "Power" users SharePoint Managers Enterprise-level planners Project managers Webmasters and Web content development teams. Note: Server Administrators and .NET Application Developers: this course is not about installation or about writing code, but it is an excellent choice to bring you up to speed on the full feature set of SharePoint.

PREREQUISITES

We do not require previous SharePoint knowledge. We expect you are very familiar with Microsoft Office.

WHAT YOU WILL LEARN

Most SharePoint training courses start off learning piece by piece: here is a list. Next, here is a library. Next, here is a web part. Or they focus on one particular piece of SharePoint – such as its document management features – leaving you lacking a full understanding of what SharePoint really is. After completing this course, students will know:

- » The best approach to understand this platform
- » Collaboration Sites
- » Office Integration
- » Customizing sites and pages
- » Working with Security
- » Understanding Site Collections
- » Creating Workflows with SharePoint Designer 2010

- » Document and Records Management
- » Web Content Management
- » Information Management Policy
- » Forms Management
- » SharePoint Workspace 2010
- » Social Networking Features
- » Customizing Search in SharePoint
- » Business Intelligence
- » Architecture and Governance

> "Spike's enthusiasm and energy level were contagious and his knowledge was fantastic!"
>
> SharePoint Student
> Phoenix, AZ

$2495.00

- 4-day course
- Promo and package discounts may apply
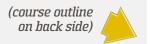- MOC equivalents 50470 and 50547
- SA Voucher Eligible

QUESTIONS?
Call 602-266-8585

CAN'T MAKE IT TO CLASS IN PERSON?

Attend many classes online with Remote Live. ™
Call 602-266-8585 today for a live demo.

(course outline on back side)

COURSE OUTLINE

SP360: SharePoint 2010 Foundation & Server Core Training

1. SharePoint 101
» What is SharePoint?
» New features in SharePoint 2010
» The best approach to understand this platform

2. Collaboration Websites
» Working with Team Sites, Document and Meeting Workspaces
» Using lists, libraries and web parts
» Creating custom lists
» Editing pages

3. Office Integration
» Using the Office 2010 applications
» Working with earlier versions of Office
» Using SharePoint Workspace
» New in 2010: Access Services and Visio Services

4. Customizing sites and pages
» In-place editing of pages
» Changing navigation
» Master pages and SharePoint Themes
» Using SharePoint Designer 2010

5. Working with Security
» Understanding the SharePoint security model
» Working with users and permissions

6. Understanding Site Collections
» Benefits of Site Collections
» Best practices for distributed administration

7. Workflows
» Exploring the built-in workflows in SharePoint
» Creating your own custom workflows with SharePoint Designer 2010
» Integrating Visio 2010 into workflow creation

8. Document and Records Management
» Using the new Document ID features
» Declaring Records in SharePoint
» Planning and creating Content Types
» Working with Managed Metadata
» Using Document Sets
» Using the new Records Center

9. Content Management
» Using the Web Content Management features
» Working with media assets
» Planning and creating large intranet or Internet sites

10. Information Management Policy
» Working with Auditing policies
» Retention policies

11. Forms Management
» Using InfoPath and SharePoint

12. Explore SharePoint Designer 2010 and SharePoint Workspace 2010

13. Building Enterprise Wikis

14. Successfully using the Social Networking Features

15. Customizing Search in SharePoint
» Creating custom scopes, keywords and best bets

16. Business Intelligence in SharePoint 2010
» Working with Excel Services
» Creating a Business Intelligence Center
» Working with PerformancePoint Services
» Using dashboards and scorecards
» Introduction to Business Connectivity Services

17. Architecture and Governance
» Learn best practices and approaches for designing your logical site and site collection structure
» Using reports to understand usage
» Creating a successful taxonomy