

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

## You Will Learn How To

- Leverage SharePoint 2010 to build enterprise-level business applications
- Create a centralized information repository with controlled access
- Connect and empower people to better collaborate in the enterprise
- Integrate Office 2010 applications with SharePoint 2010
- Customize your SharePoint site using SharePoint Designer 2010
- Employ Web-based applications for convenient browser-based access

## Course Benefits

SharePoint 2010 technologies provide a unified business collaboration platform for the enterprise 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 acquire the fundamental knowledge and critical skills to create, manage and customize SharePoint 2010 across your enterprise.

## Who Should Attend

Anyone new to SharePoint who wants to benefit from SharePoint 2010 technologies. Familiarity with Windows, Office and the Web is assumed.

## Course Content

### Overview of SharePoint 2010

- Facilitating business collaboration for the enterprise and the Web
- Connecting and empowering people
- Unifying enterprise 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

### Effectively Managing and Securing Data

#### Categorizing content

- Centrally define taxonomies with managed metadata
- Consolidating distributed data with document sets
- Ranking content with ratings
- Decentralizing folksonomies with metadata tagging

#### Storing enterprise 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

- Assigning Unique Document IDs
- Integrating alternate data sources with Business Connectivity Services (BCS)
- Delivering a rich user experience with FAST search

#### Ensuring information integrity

- Developing a site management plan
- Assigning content permissions

### Enabling Enterprise Collaboration

#### Fostering team communication

- Blogs • Discussion boards • Wikis • Workspaces
- Announcements • Calendar • Workflows • Tasks

#### Connecting SharePoint communities

- Interacting with social networks through My Sites
- Refining data significance with audience targeting
- Expanding content reach with the Multilingual User Interface (MUI)

### Extending SharePoint with Office 2010

#### Increasing business productivity

- Aggregating SharePoint schedules, contacts, documents and discussions in Outlook
- Creating rich forms with Infopath
- Enabling offline collaboration with SharePoint workspace

#### Consolidating data reporting

- Developing business intelligence solutions with PowerPivot for Excel
- Synchronizing Access tables with SharePoint lists

### Tailoring Sites with SharePoint Designer 2010

#### Branding SharePoint sites

- Developing a rich user interface
- Standardizing site structure with master and content pages

#### Displaying dynamic data

- Linking to multiple data sources
- Populating a data form

#### Automating business processes with custom workflows

- Taking advantage of the Workflow Designer wizard
- Defining workflow steps and establishing actions

### Adapting Enterprise Features for Custom Business Solutions

#### Maximizing “out-of-the-box” tools

- Publishing public facing sites with Web Content Management (WCM)
- Configuring advanced routing for Records Management
- Delivering optimized content with SharePoint mobile

#### Accessing Web-based components

- Viewing spreadsheets on the Web with Excel Services
- Connecting related Web Parts
- Measuring Key Performance Indicators (KPIs) with PerformancePoint Services
- 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
- Deploying sandboxed solutions

## HANDS-ON COURSE

*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
- Capturing business information with an InfoPath form
- Accessing data sources with SharePoint Designer 2010
- Developing LOB applications with SharePoint 2010

*Participants integrating external data sources with Business Connectivity Services (BCS).*