

# Course WLC-SPE1101: Microsoft Office SharePoint 2010 Power User Training

Three days, instructor-led

## About this Course

This course teaches the basic functions and features of Share Point Designer 2010. Students will learn how to create and format Web pages, Web site planning, creation and templates, cascading style sheets, hyperlinks, tables. They'll also learn how to work with images, format text and edit HTML code. Finally, they'll learn how to publish a Web site.

## Pre-Requisites and Audience:

Before attending this course, it is assumed that the student has familiarity with using Microsoft Office Sharepoint2007.

## Course Outline

### Intro to MOSS 2010

- Overview of MOSS 2007
- Get Started Using MOSS 2007
- Search for Content
- Use Alerts
- Welcome User Links
- Personalize MOSS 2007 Page
- Overview of Libraries
- Create/ Upload Documents
- View and Edit Documents
- Docu Management Features
- Intro to Workflows in a Document Library

### Managing Lists

- Add and Modify Content
- Lists and List Templates
- Sort and Filter Content
- Advanced List Features
- Default and Custom Views
- Connect a List to Outlook
- Document Workspaces
- Meeting Workspaces
- Wiki Sites
- Blog Sites

### Managing Libraries

### Collaborative Sites

### Managing Discussion Board and Survey

- Creating and Modifying a discussion Board
- Creating and Modifying a survey
- Responding to a survey

- Viewing survey summary

### **Managing Web Parts**

- Add, Close, and Delete Web Parts
- Customize Web Part Properties
- Target Content with Web Parts

### **Managing the Look and Feel of SharePoint Sites**

- Customize Site Title, Description, and Icon
- Configure Navigation Settings
- Left Navigation Panel Options
- Apply Site Themes  
Create Site Templates

### **Site Security**

- Intro to SharePoint Security
- Manage User Access to SharePoint Sites
- Manage SharePoint Groups and Users
- Best Practices for Assigning Permissions in SharePoint

### **Office Integration with Excel and Outlook**

- Importing from Excel
- Exporting to Excel
- Importing from Outlook
- Exporting to Outlook

### **Basic Site Administration**

- Intro to Site Administration
- Manage Regional Settings

- View Site Usage Data
- Manage User Alerts
- Manage Sites and Workspaces
- Site Features

### **Working with Excel Services**

- Configuring Trusted File Location
- Publishing Workbook to Excel Services
- View Excel Workbook in Browser

### **Creating and Managing Basic Workflow**

- Setting up the workflow
- Create/ Upload Documents
- Serial vs. Parallel
- Other advanced options

### **Course Inclusions:**

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes