

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

Course 1501 Overview

- You Will Learn How To**
- Leverage SharePoint 2010 to build enterprise-level business applications
 - Create a centralised information repository with controlled access in SharePoint Foundation
 - Connect and empower people to better collaborate in the enterprise
 - Integrate Office 2010 applications with SharePoint 2010
 - Customise 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 organisation-wide access to information, and the ability to deploy customised solutions quickly and securely. In this course, you acquire the fundamental knowledge and critical skills to create, manage and customise 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.

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

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Course 1501 Outline

Overview of SharePoint 2010

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

Organising Information with SharePoint Sites

Getting started with site templates

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

Customising your site

- Updating the look and feel of your site
- Streamlining navigation

Effectively Managing and Securing Data

Categorising content

- Centrally define taxonomies with managed metadata
- Consolidating distributed data with document sets
- Ranking content with ratings
- Decentralising 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
- Synchronising Access tables with SharePoint lists

Tailoring Sites with SharePoint Designer 2010

Branding SharePoint sites

- Developing a rich user interface
- Standardising 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

Maximising "out-of-the-box" tools

- Publishing public facing sites with Web Content Management (WCM)
- Configuring advanced routing for Records Management
- Delivering optimised 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