

Microsoft SharePoint 2010 Skills for End User Site Administrators

Course length

2 days

Why come on this course?

A two day course designed to fulfil the skill requirement of a nominated Site Owner for a SharePoint 2010 site or site collection. By the end of the course, students will be able to create, customise and manage SharePoint 2010 sites in response to the differing needs of their Site Members and Visitors, and to ensure that ongoing administration is carried out in terms of industry best practice.

Who is it for?

You should have good computer literacy levels, be competent in Office 2007 or 2010, and have solid end user experience with either SharePoint 2007 or 2010. You also need to have a clear understanding of what is expected of you by your organisation/line manager on how your newly developed skills will be used to create and manage sites back in the workplace.

What will I learn?

By the end of this course you will be able to:

- Create and tailor sites to users specified needs
- Successfully manage single or multiple sites on a daily basis
- Respond to user's requests for additional permissions / site access
- Liaise with IT technical departments on SharePoint functionality using common technical vocabulary

Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section.

Course materials

Course manuals are provided to support the topics covered. Certificates of attendance will be presented to each delegate after the training has been completed.

Course contents

SharePoint 2010 Architecture and Site Model

- SharePoint 2010 vs. 2007
- Roles Within Your Organisation
- Web Apps, Site Collections and Sub-Sites
- Site Navigation and Admin Tools
- Building Effective Structures

Customising Libraries

- Libraries, Lists and Views
- Libraries with Legacy Functionality
- Libraries with Ribbon Functionality
- Customising Libraries & Lists
- Saving Custom Lists to Site Gallery

Advanced Library Customisation

- Using Content Types In Libraries
- Using Document Sets in Libraries
- Customising the Document Information Panel (DIP)
- Workflow Administration in Site & Libraries
- Viewing Social Tagging Metadata
- Creating Managed Metadata For Use in Lists & Libraries
- Using Metadata Navigation

Creation of Sites

- Standard Site Templates
- Publishing Site Templates
- Collaborative Workspaces and Blogs
- Creating and Managing Site Solutions
- Using Site Pages
- Modifying Site Navigation

Page Design and Editing

- Modifying Web Parts
- Creating Views and Linking to Web Parts
- Adding Images and Text
- Look and Feel

Working with Site Permissions

- SharePoint Groups
- Permission Levels
- Granular Permissions
- Permissions Hierarchy
- Communication with Users

How do I book?



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