



Microsoft®
SharePoint® 2010



Global Reach. Local Service.

Synergy Technology Information Worker Training Series

SharePoint 2010 Information Worker

Course Outline

The purpose of this day long course is to educate course attendees on key information worker capabilities in SharePoint 2010. SharePoint 2010 offers significant potential for the management of information assets, in which workers interact and control information using functionality exposed by SharePoint 2010. This course highlights the essential SharePoint skills required to meet and exceed the needs of an organization's information management goals.

Skills Gained

After completing the course, students will:

- Understand the basic SharePoint 2010 user environment
- Understand various information worker roles available in SharePoint 2010
- Have a working knowledge of how to navigate within SharePoint 2010
- Know how to find and connect with information
- Be able to use SharePoint 2010 lists for routine information management tasks
- Know how to work with core document management capabilities
- Be able to connect to coworkers and information using social networking
- Understand how to interact with SharePoint from both Microsoft Office client applications and Microsoft Office Web applications.

Target Audience

The class is geared towards entry level SharePoint 2010 users. This includes individuals who have no exposure to SharePoint or individuals that have a working knowledge of the SharePoint environment as a user, but desire a more comprehensive and structured knowledge of SharePoint's functionality.

Prerequisites

Students attending this class should have basic skills in computer usage. Attendees should have literacy with basic document management, email, and Internet web browsing. Attendees should also be familiar with Microsoft Office applications, either the 2007 or 2010 versions.



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1. SharePoint 2010 for the Information Worker

This chapter presents the basic framework in which the information worker performs functions within the SharePoint 2010 environment. Roles and responsibilities are defined in order to give context for information worker activities within SharePoint 2010. The basic architecture of SharePoint 2010 and the methods for interacting with the user facing elements of this architecture are presented and explained.

Key Concepts: roles and responsibilities; architecture; information worker tools.

2. Navigating and Searching

This chapter gives an overview of the main navigational elements and search capabilities within SharePoint 2010. Students learn about navigational cues and how to use them to navigate in SharePoint 2010. Students also learn how to use the search features of SharePoint 2010 to find relevant information, and how to target searches for both content and people.

Key Concepts: navigational awareness; navigation best practices; search; people search.

3. Sharing Information Using SharePoint Contacts, Calendars, and Tasks Lists

This chapter introduces the use of calendars, contacts, and various other lists available with SharePoint 2010. The standard lists installed with SharePoint are identified and described. Students learn the basic means of managing lists, including adding/removing data, sorting and filtering, creating views, and exporting data to desktop applications for use in client applications.

Key Concepts: standard lists; content repositories; customizable data storage; data visualization; data manipulation; access control.

4. Sharing Documents Using SharePoint Libraries

This chapter presents the basic concepts related to the use and management of documents in SharePoint 2010. Students are exposed to various standard libraries with an explanation for the use of each library type. Best practices for document management are explained and emphasized. Students are shown how to create, upload, and update documents using document libraries and document sets.

Key Concepts: document management; version control; contextual document storage; versioning; collaboration; access control; document sets.

5. Customizing Information Presentation with Shared and Personal Views

This chapter explains how to use standard tools within SharePoint 2010 to create shared and personal presentations of information. The chapter explains the difference between shared and personal presentations of pages, web parts, and views. Students are taught methods to alter the way information is displayed in order to create functional interfaces.

Key Concepts: presentation; shared views; personal views; views; web parts; pages.



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6. Connecting with Coworkers through Profiles

This chapter presents the social networking functionality available in SharePoint 2010. It gives an overview of ways for creating and managing social interaction using SharePoint My Sites, how to share personal information, and how to work with information tagging. My Sites are demonstrated, illustrating capabilities for publishing blogs and managing various social assets such as tags and notes, colleagues, and memberships.

Key concepts: information sharing; relationships; tagging; business organization.

7. Using Microsoft Office 2010 with SharePoint 2010

This chapter highlights the integration points between Microsoft Office 2010 and SharePoint 2010 and notes some of the differences when working with Microsoft Office 2007. Students are shown how to perform standard office productivity tasks such as word processing, managing data, managing PowerPoint slide presentations, and more from the familiar Microsoft Office environment while interacting with SharePoint 2010 lists and libraries. Complementary methods for performing the same actions, either by browser or office applications, are compared. Students are given best practices for integrating Microsoft Office into the SharePoint environment

Key concepts: business productivity; Microsoft Office integration; data management; desktop applications; complementary capabilities.

8. Using Office 2010 Web Applications with SharePoint 2010

This chapter introduces and explains Microsoft's new web authoring capabilities. Office 2010 Web Applications allow users to review and edit various office document types using a web browser. Students are shown how to work with in place and simultaneous editing of Excel and OneNote documents. The use of PowerPoint broadcasting is described and demonstrated.

Key concepts: web applications; co-authoring; web based integration.