



Author: Howard Forder

Key Data

Product #: FTS-SP2 v1.2

Course #: FTS-SP2

Number of Days: .5 to 1 day

Format: Instructor-Led

Certification Exams: n/a

This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.

This course is the main course to be taught to the majority of a company's employees. Special "site owner" courses are available for those who make and maintain the SharePoint sites.

Course content, prices, and availability are subject to change without notice.

Course Syllabus

SharePoint 2010 End User - Advanced

In this ½ day to one day instructor-led course, the students will learn to perform advanced functions as an end user with SharePoint 2010 sites. This can be taught on-site or at a training company. The course can be expanded to a full day with more practices and two additional scenario based learning labs (described at the end of this document). This half day course can be combined with the beginner course to provide a full day for the students.

Audience

The primary audience for this course is individuals who want to become more proficient with the use of SharePoint 2010 in the workplace. This course covers more advanced topics than the beginner course, for those who have already attended the Beginner course. This is a non-technical course.

The secondary audience for this course is individuals who will continue on to the "Site Owner" role and will need all these skills as a prerequisite.

At Course Completion

After completing this course, students will be able to:

- Confidently manage synchronization of SharePoint sites
- Understand the procedure to use Outlook to synchronize
- Understand the procedure to use SharePoint Workspace 2010
- Understand Searching for content or people in SharePoint 2010
- Understand Tags, Notes, Voting and advanced sharing options

Prerequisites

Before attending this course, students must have:

- Experience using a web browser
- Some Office 2007/2010 experience or exposure
- Already attended the End User – Beginner course.
- There will be a "Beginner Review" to remind us what we learned in the Beginner course (optional)

Module 0: SharePoint Beginner Review (optional)

The students will be introduced to what SharePoint 2010 is and what it can do for the end user (employees) and for business (employers)

Lessons
<ul style="list-style-type: none">▪ What is SharePoint?▪ The SharePoint Players (roles of various people)▪ Focus on the End User Expectations▪ Complete walkthrough of a SharePoint site
Practice: No practice as this is a quick review to bring them up to speed

After completing this module, students will be able to:

- Describe what SharePoint 2010 is and what it looks like.
- Understand how to interact with the various parts of the site
- Proceed with interaction on their own SharePoint sites at work.
- Understand the correlation of Office 2010 with SharePoint 2010

Module 1: Search, Voting Buttons & Tags.

The students will be introduced to SharePoint social computing features that enable them to share favorite SharePoint sites and documents by tagging them with "I like it" or adding their own keywords and descriptions. This will expand the possibilities in search by using these keywords and tags in your search query. Also, their colleagues can see what areas you like and can also search on these keywords.

Lessons
<ul style="list-style-type: none">▪ Searching on a SharePoint page or site.▪ Using a dedicated search center site.▪ Using voting buttons (I like it) and tags (keywords)▪ Using "people search"
Practice 1: Searching a SharePoint 2010 site
Practice 2: Rating content and pages in SharePoint

After completing this module, students will be able to:

- Use all the functions of search to find anything, including tags, documents, words inside documents and people.
- Use the voting buttons and understand their significance to others.
- Add tags to everything for easy retrieval and sharing.
- Using voting buttons (5 star system) to rate content and pages.

Module 2: Extra Columns and Document Metadata

The students will be introduced to lists and libraries with extra columns. They will learn the significance and the correlation of these columns to the metadata of the document. These columns may be needed for Governance, but are very useful for searching, routing, categorizing and sorting data. Students will also be encouraged not to use folders, but instead sort large libraries or lists using column select sort.

Lessons
<ul style="list-style-type: none"> ▪ Exposure to extra columns in libraries and lists with compulsory data or not. ▪ How these columns link to the properties of the document (metadata) ▪ How to sort columns to break down large libraries and lists ▪ How to focus on documents from a specific department or person ▪ How to use the Document panel within Word to access the metadata
Practice 3: Editing properties, using Document Panel and sorting by column
<ul style="list-style-type: none"> ▪

After completing this module, students will be able to:

- Input data directly into the columns of a list or library.
- Access the Document Panel within Office client programs.
- Sort by the data in columns or metadata.
- Shorten large libraries or lists using "sort by column".
- Understand using folders for permissions, not for organization.

Module 3: Time Sensitive Lists Synchronization

The students will be introduced to the procedure and concepts of synchronizing anything in SharePoint with their client applications such as the Office Suite. Specifically, students will learn to synchronize SharePoint Tasks and Calendars with Office Outlook and SharePoint Workspace 2010.

Lessons
<ul style="list-style-type: none">▪ SharePoint Task list synchronization with Outlook 2007/2010▪ SharePoint Calendar synchronization with Outlook 2007/2010▪ Synchronizing SharePoint tasks and calendars with SharePoint Workspace 2010
Practice4: Synchronizing SharePoint tasks and calendars with Outlook
Practice 5: Synchronizing SharePoint tasks and calendars with Workspace

After completing this module, students will be able to:

- Synchronize Calendars with Outlook or SharePoint Workspace
- Synchronize Tasks with Outlook or SharePoint Workspace
- Use these synchronized copies offline and re-synchronize later

Optional Practices: (Extension to full day)

This section can be used if this course is scheduled to run by itself at the start of the day without the Beginner course first. This section adds more hands on practices to the day to reinforce the topics learned earlier. This is a deeper dive and extra exposure to the concepts and procedures.

The students will participate in collaboration scenarios that simulate work.

Lessons
<ul style="list-style-type: none"> ▪ No lessons. Just an introduction to each scenario and what is expected of the student.
Practices: Working with a Project site from start to finish
<ul style="list-style-type: none"> ▪ Simulating a work environment where everyone has to contribute to the project ▪ Use tags to add keywords to areas of the project such as sites and documents. ▪ Use voting buttons on documents and seeing the results afterwards. ▪ Use the "Notes" function to add their own thoughts to a document or object. ▪ Search by filename, metadata, keyword or note. ▪ Search for people using a number of criteria. ▪ Synchronize the project site with SharePoint Workspace 2010 ▪ Synchronize the Calendars and Tasks of the site. ▪ Set up email alerts to various items and RSS notifications

After completing this module, students will be able to:

- Interact with fellow students on a real Project Site in SharePoint
- Fully understand all aspects of getting the project done in SharePoint
- Confidently show others how to perform functions in SharePoint
- Prepare themselves for the "Site Owner" course