

Microsoft SharePoint Server 2010 for the Site Owner/Power User

This two-day instructor-led course is designed for the site owner/"power user" of a SharePoint site who needs to know how to create sites and lists, manage user access and customize lists and pages. This class uses the SharePoint Server 2010 version of SharePoint. While it is of equal value for users of SharePoint Foundation, it does include a few features not found in Foundation.

Détails

- **Code** : SP_Power
- **Durée** : 2 jours (14 heures)
- **Public**
 - Power users
- **Pré-requis**
 - Working knowledge of SharePoint 2010 and know how to navigate a SharePoint site and SharePoint lists

Objectifs

- Manage Sites and Site Collections
- Add users and groups and manage site, list, folder and item security
- Add and configure web parts
- Configure sites, include themes, title, description and icon
- Configure site navigation

Programme

Module 1: The Role of the Site Owner

Lessons

- The role of the site owner / power user
- The tools for the site owner

Module 2: SharePoint Review

Lessons

- A review of SharePoint basics

Module 3: Using and Customizing Lists

Lessons

- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows

Module 4: Creating Forms Libraries

Lessons

- Creating Forms Libraries from InfoPath

Module 5: Creating Web Pages

Lessons

- Creating Web Pages
- Creating Web Part Pages

Module 6: Sites and Workspaces

Lessons

- Site Customization
- Site Navigation
- Web Parts

Module 7: Users and Groups

Lessons

- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts

Module 8: Activity

Lessons

- Site Web Analytics Reports
- Site Collection Web Analytics Reports

Modalités

- **Type d'action** :Acquisition des connaissances

- **Moyens de la formation** : Formation présentielle – 1 poste par stagiaire – 1 vidéo projecteur – Support de cours fourni à chaque stagiaire
- **Modalités pédagogiques** : Exposés – Cas pratiques – Synthèse
- **Validation** : Exercices de validation – Attestation de stages