

# 50469-B: SharePoint® 2010 End User Level 2

Duration: 2 Days

Method: Instructor-Led

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## Course Description

This course explores advanced topics of working with SharePoint® 2010 sites. Topics include SharePoint® Server site definitions (Business Intelligence, Search Center, etc.), in-depth coverage of Workflows, My Sites and Social Computing, Site Administration, Site Customization and Site Collection Administration.

## Target Audience

This course is intended for:

- Experienced Users responsible for creating, managing and maintaining SharePoint® sites as Owners or Site Collection Owners.
- Business and everyday users wanting to learn more advanced tasks of SharePoint® sites and site collections.

## Prerequisites

Before attending this course, participants must have either:

- Previous SharePoint® End User Level 1 course
- Several months of working with SharePoint® sites

## Course Objectives

After completing this course, participants will be able to:

- Explore all the new end user features exposed in SharePoint® 2010
- Learn to navigate the new ribbon
- Work with Social computing features like tagging and ranking
- Work with the new My Sites features

## Course Outline

### Module 1: Overview

- Course Introduction

### Module 2: Server Site Definitions

- SharePoint® Server Site Definitions

### Module 3: Workflows

- Workflows

### Module 4: My Site

- My Site
- What is Social Computing

### Module 5: Site Administration

- Basic Site Administration

### Module 6: Site Customization

- Site Customization
- Using Web Parts

### Module 7: Site Collection Administration

- Site Collection Administration

## LABS INCLUDED