

## Myriad Training for Notes Developers

Myriad Technologies has created a 3 day course which has been designed with Lotus Notes Developers in mind. The content of the course has been created in collaboration with Gary Devendorf at Microsoft and the course content builds upon the concepts which are already familiar to the Notes Developers.

As Organisations evaluate their future strategies for creating new business applications and migrating existing Notes applications to SharePoint, this 3 day training course provides a unique opportunity for Organisations to cross train their Lotus Notes Developers to design and implement equivalent solutions in the latest Microsoft Technologies. By cross training Notes Developers into the latest technologies, such as SharePoint, InfoPath and Workflow, your organisation can leverage existing knowledge of business processes and corporate applications quickly and more effectively.

The format of this 3 day course enables an attendee to start the first day with an introduction to SharePoint 2010 and on the second day with an introduction to the Site Owners capabilities of SharePoint through a balance of theory and class room discussion and hands on lab time. On the third day we will dive into the automation of business processes through the development of electronic forms with InfoPath 2010 and workflows using Visio 2010 and SharePoint Designer 2010.



## Day 1: Introduction to SharePoint 2010

Myriad Technologies Training  
1 Day—Level 100 Introduction

### Course Outline

The first day has been created to provide an introduction to SharePoint 2010. This course has been designed to provide a balance of theory and class room discussion and hands on lab time. This enables the students to discuss new concepts and then put them into practical applications during the labs.

### Skills Gained

After completing this course the attendees will :

- Understand how to Navigate and search SharePoint Sites
- Understand the benefits of Lists and Libraries in SharePoint
- Have gained practical experience with document management
- Monitor and Participated in a SharePoint Workflow
- Know how to find and connect to information in SharePoint
- Understand how to share information with their colleagues
- Manage and customise content in their Team Site

### Target Audience

This course has been designed for anyone who is new to SharePoint 2010 and needs to get up to speed on how they can use SharePoint to collaborate and share information with their colleagues.

### Prerequisites

This course has been developed to ensure attendees require minimal prerequisites to participate in this course. Course participants should be comfortable using a computer for basic tasks, such as managing files and browsing the web. Attendees should also have exposure to Office 2007 or 2010.

## Course Overview

### Introduction to SharePoint

In this module we will discuss the basic functionality of SharePoint and guide the students through an introduction to the ways they can navigate and search SharePoint. We will also discuss in-depth the new Ribbon interface which is one of the major enhancements for SharePoint 2010.

### Introduction to Lists

SharePoint lists provide a flexible way of sharing information, such as Tasks, Contacts and Appointments. In this module we will explore the various lists that SharePoint provides and how the students can use these lists in practical applications to collaborate and share information with their colleagues.

### Document Management

SharePoint provides a rich document management infrastructure which is surprisingly simple to use. In this module we will walk the students through the practical management of document versions and document management. Once the students understand the document management functionality provided by SharePoint they will be empowered to manage their own documents and can even retrieve previous versions of documents without the assistance of an IT Support Specialist. During the labs we will explore some of the new innovative features that are available in SharePoint 2010 such as Concurrent Authoring.

### Working with Workflow

An integral part of managing content in SharePoint is the ability to initiate workflows to handle the approval of documents and other business processes. In this module we will guide the students through the process of initiating a workflow and monitoring the progress of the workflow. During the labs we will spend time role playing as the participants of an approval workflow. This will provide the students with valuable insight into how workflows can be used to streamline everyday business processes such as document reviews and approvals.

### Microsoft Office Integration

The Integration between Microsoft Office 2010 and SharePoint 2010 enables you to manage, interact and view your content in a way which takes content management to another level. During this module we will explore some of the techniques which will help you manage your information in a seamless manner whereby Office and SharePoint will blend together to provide a totally integrated platform for your information management.

### Wiki Pages and Web Parts

SharePoint 2010 provides Wiki Pages straight out of the box. During this module we will explore how SharePoint Wiki Pages can be combined together with Web Parts, Images and lists to help create a rich and dynamic web site. This will help you share information with your colleagues.

## Day 2: SharePoint 2010 Owners

Myriad Technologies Training  
1 Day—Level 200 Introduction

### Course Outline

This one day course has been designed to provide an introduction to SharePoint 2010. This course has been designed to provide a balance of theory and class room discussion and hands on lab time. This enables the students to discuss new concepts and then put them into practical applications during the labs.

### Skills Gained

After completing this course the attendees will :

- Understand how to Navigate and search SharePoint Sites
- Understand the benefits of Lists and Libraries in SharePoint
- Have gained practical experience with document management
- Monitor and Participated in a SharePoint Workflow
- Know how to find and connect to information in SharePoint
- Understand how to share information with their colleagues
- Manage and customise content in their Team Site

### Target Audience

This course has been designed for anyone who is new to SharePoint 2010 and needs to get up to speed on how they can use SharePoint to collaborate and share information with their colleagues.

### Prerequisites

This course has been developed to ensure attendees require minimal prerequisites to participate in this course. Course participants should be comfortable using a computer for basic tasks, such as managing files and browsing the web. Attendees should also have exposure to Office 2007 or 2010.

## Course Overview

### Creating SharePoint Sites

In this module we will discuss the basic functionality of SharePoint and guide the students through an introduction to the ways they can navigate and search SharePoint. We will also discuss in-depth the new Ribbon interface which is one of the major enhancements for SharePoint 2010.

### Security

SharePoint lists provide a flexible way of sharing information, such as Tasks, Contacts and Appointments. In this module we will explore the various lists that SharePoint provides and how the students can use these lists in practical applications to collaborate and share information with their colleagues.

### Creating Lists and Libraries

SharePoint provides a rich document management infrastructure which is surprisingly simple to use. In this module we will walk the students through the practical management of document versions and document management. Once the students understand the document management functionality provided by SharePoint they will be empowered to manage their own documents and can even retrieve previous versions of documents without the assistance of an IT Support Specialist. During the labs we will explore some of the new innovative features that are available in SharePoint 2010 such as Concurrent Authoring.

### Content Types and Metadata

An integral part of managing content in SharePoint is the ability to initiate workflows to handle the approval of documents and other business processes. In this module we will guide the students through the process of initiating a workflow and monitoring the progress of the workflow. During the labs we will spend time role playing as the participants of an approval workflow. This will provide the students with valuable insight into how workflows can be used to streamline everyday business processes such as document reviews and approvals.

### Content Management and Workflow

The Integration between Microsoft Office 2010 and SharePoint 2010 enables you to manage, interact and view your content in a way which takes content management to another level. During this module we will explore some of the techniques which will help you manage your information in a seamless manner whereby Office and SharePoint will blend together to provide a totally integrated platform for your information management.

### Information Management Policies

SharePoint 2010 provides Wiki Pages straight out of the box. During this module we will explore how SharePoint Wiki Pages can be combined together with Web Parts, Images and lists to help create a rich and dynamic web site. This will help you share information with your colleagues.

### Customising your Site

SharePoint 2010 provides Wiki Pages straight out of the box. During this module we will explore how SharePoint Wiki Pages can be combined together with Web Parts, Images and lists to help create a rich and dynamic web site. This will help you share information with your colleagues.

### Site Administration

SharePoint 2010 provides Wiki Pages straight out of the box. During this module we will explore how SharePoint Wiki Pages can be combined together with Web Parts, Images and lists to help create a rich and dynamic web site. This will help you share information with your colleagues.

## Day 3: Introduction to InfoPath 2010

Myriad Technologies Training

1 Day—Level 200 Introduction

### Course Outline

This one day course has been designed to provide an introduction to InfoPath 2010. This course has been developed to provide a balance of theory, class room discussion and hands on lab time. This enables the students to discuss new concepts and then put them into practical applications during the labs.

### Skills Gained

After completing this course the attendees will:

- Understand the various solutions provided by InfoPath
- Understanding of the design principles for creating forms
- Understand the benefits InfoPath and Form Services
- Have gained practical experience with creating electronic forms
- Working knowledge of creating validation rules
- Introduction to performing calculations within your forms
- Understanding of the benefits of deploying forms to SharePoint

### Target Audience

This course has been designed for SharePoint Power Users who have already attended the Site Members and Site Owners courses. If you are ready to take your SharePoint skills to the next level then this course is for you. This course will enable you to create and deploy rich electronic forms that can help you automate your business processes.

### Prerequisites

This course has been developed to build upon the concepts presented in the Site Members and Site Owners courses. Students attending this course should have already completed the **Site Members** and **Site Owners** course. These prerequisite courses provide the base knowledge of SharePoint and Security which are critical before you attempt this course to empower you to build electronic forms with InfoPath.

## Course Overview

### Working with Forms

In this module we will explore the basic functionality of InfoPath forms that have been deployed to SharePoint. During the demonstrations we will provide you with working examples of how to extract meaningful Business Intelligence from your InfoPath forms and how this process can be simplified. We will also discuss in-depth the various advantages of using InfoPath Filler Client over InfoPath Forms Services.

### Designing your Form

There are a number of methods to designing your InfoPath form. In this module we will explore some of these methods and discuss the 'best practices' and some of the common 'gotchas' that are faced when designing your forms.

### Layouts and Controls

The presentation and layout of your InfoPath forms is commonly overlooked during the form development lifecycle. In this module we will walk you through the simple methods that InfoPath provides to make your form visually appealing.

### Rules and Calculations

An integral part of creating rich interactive forms is understanding what validation rules you have at your disposal to ensure your forms contain valid information before they are submitted. You can also utilise various calculations on your form data to help streamline the processing of your forms.

### Creating Views

During the creation of sophisticated forms you can choose to employ multiple views to help present the right information to the right person at the right time. Views also provide a method of locking data down so it can no longer be modified. During this module we will explore various techniques that can use Views to create highly interactive forms.

### Publishing your Form

Once you are happy with your form you can choose to publish the form to SharePoint. In this module we will walk you through the process of publishing your form to your SharePoint environment so you can take full advantage of all the features that SharePoint provides.

### Adding Workflow

The final piece of the puzzle is to use SharePoint Workflow to process the form. In this module we will be utilising Visio 2010 to create the workflow process diagram and then leveraging SharePoint Designer 2010 to deploy the workflow to SharePoint. This module will provide you with an introduction to what is possible with the new workflow features available in SharePoint 2010.