

## SharePoint 2010

### Objective Domain

#### 1. Creating and Formatting Content

##### 1.1. Navigate the SharePoint hierarchy.

This objective may include but is not limited to: using Quick Launch, All Site Content, and breadcrumb trails, adding content to Quick Launch, and using content and structure for navigation

##### 1.2. Manage lists and libraries.

This objective may include but is not limited to: creating lists or libraries, editing properties for new items, enabling email notifications on a library or list, providing a shortcut to a mobile site URL, managing document templates, managing list views, creating an alert on a list or library, enabling rating, adding a column, adding content validation, managing column properties for various column types, and managing workflows

##### 1.3. Manage list items.

This objective may include but is not limited to: creating a new item, editing content, deleting a list item or a document, versioning items, publishing assets, managing workflows, and uploading documents

##### 1.4. Manage document sets.

This objective may include but is not limited to: creating a document set and adding a document to a document set

#### 2. Managing SharePoint Sites

##### 2.1. Manage pages.

This objective may include but is not limited to: creating, editing, and deleting pages

##### 2.2. Administer a site.

This objective may include but is not limited to: creating a new site, configuring the site structure, configuring the Content Organizer, displaying a list of all user alerts, modifying the Look and Feel of a site, and recovering a list, library, document or list item

##### 2.3. Manage Web Parts on a page.

This objective may include but is not limited to: adding a Web Part, configuring a Web Part, hiding or removing a Web Part, and exporting or importing a Web Part

#### 2.4. Manage content types.

This objective may include but is not limited to: associating a content type to a list and extending the columns of a content type

#### 2.5. Manage users and groups.

This objective may include but is not limited to: managing user access, groups, and group permissions

#### 2.6. Create SharePoint workspace sites.

This objective may include but is not limited to: using document and meeting workspaces

#### 2.7. Analyze site activity.

This objective may include but is not limited to: viewing site web analytics and viewing detailed reports

### **3. Participating in User Communities**

#### 3.1. Configure My Site.

This objective may include but is not limited to: adding keywords, adding colleagues, selecting a theme, configuring the Colleague Tracker Web Part, configuring RSS feeds, and configuring profiles

#### 3.2. Collaborate through My Site.

This objective may include but is not limited to: updating profile status, sharing pictures in My Site, managing personal documents, sharing documents in My Site, browsing the organization hierarchy, and adding Web Parts to My Site

#### 3.3. Tag and note content.

This objective may include but is not limited to: adding notes on the Note Board for a list or a library, adding tags for a list or a library, rating an item, using tag clouds, and reviewing tags on My Site

### **4. Configuring and Consuming Site Search Results**

#### 4.1. Administer search at the site level.

This objective may include but is not limited to: configuring searchable columns, configuring list search, and configuring site search visibility

#### 4.2. Search SharePoint for content.

This objective may include but is not limited to: performing search by using Windows Internet Explorer, Windows Explorer, Office Word 2010 Research Pane, or SharePoint Workspace 2010

#### 4.3. View search results.

This objective may include but is not limited to: browsing search results, using best bet results, using the refinement panel, using alerts and RSS feeds, and viewing document previews

4.4. Perform advanced searches.

This objective may include but is not limited to: using boolean operators in searches, using wild cards in searches, running property searches, and running phonetic searches

4.5. Search for people.

This objective may use but is not limited to: using People Search, refining people searches, and using advanced searches

**5. Integrating SharePoint 2010 Services and Microsoft Office 2010 applications**

5.1. Configure SharePoint 2010 Services.

This objective may include but is not limited to: using Form Services, Excel Services, Access Services, and Visio Services

5.2. Run Microsoft Office 2010 applications with SharePoint 2010 services.

This objective may use but is not limited to: integrating with Microsoft Outlook, accessing content with SharePoint Workspace 2010, and integrating with Office Web applications

5.3. Create dashboards.

This objective may include but is not limited to: creating a dashboard page, adding and configuring the Key Performance Indicators (KPI) Web Part, KPI Details Web Part, Chart Web Part, Current User Filter Web Part, and Excel Web Access Web Part, displaying business data actions, and creating KPI lists