Exam 77-886

SharePoint 2010

Create and format content (25–30%)

- Navigate the SharePoint hierarchy
    - Use Quick Launch, All Site Content, and breadcrumb trails; add content to Quick Launch; and use content and structure for navigation
- Manage lists and libraries
    - Create lists or libraries, edit properties for new items, enable email notifications on a library or list, provide a shortcut to a mobile site URL, manage document templates, manage list views, create an alert on a list or library, enable rating, add a column, add content validation, manage column properties for various column types, and manage workflows
- Manage list items
    - Create a new item, edit content, delete a list item or a document, version items, publish assets, manage workflows, and upload documents
- Manage document sets
    - Create a document set, and add a document to a document set

Manage SharePoint sites (15–20%)

- Manage pages
    - Create, edit, and delete pages
- Administer a site
    - Create a new site, configure the site structure, configure the Content Organizer, display a list of all user alerts, modify the look and feel of a site, and recover a list, library, document, or list item
- Manage Web Parts on a page
    - Add a Web Part, configure a Web Part, hide or remove a Web Part, and export or import a Web Part
- Manage content types
    - Associate a content type to a list, and extend the columns of a content type
- Manage users and groups
    - Manage user access, groups, and group permissions
- Create SharePoint workspace sites
    - Use document and meeting workspaces
- Analyze site activity
    - View site web analytics, and view detailed reports

Participate in user communities (15–20%)

- Configure My Site
  - Add keywords, add colleagues, select a theme, configure the Colleague Tracker Web Part, configure RSS feeds, and configure profiles
- Collaborate through My Site
  - Update profile status, share pictures in My Site, manage personal documents, share documents in My Site, browse the organization hierarchy, and add Web Parts to My Site
- Tag and note content
  - Add notes on the Note Board for a list or a library, add tags for a list or a library, rate an item, use tag clouds, and review tags on My Site

Configure and consume site search results (20–25%)

- Administer search at the site level
  - Configure searchable columns, configure list search, and configure site search visibility
- Search SharePoint for content
  - Perform search by using Windows Internet Explorer, Windows Explorer, Office Word 2010 Research Pane, or SharePoint Workspace 2010
- View search results
  - Browse search results, use best bet results, use the refinement panel, use alerts and RSS feeds, and view document previews
- Perform advanced searches
  - Use Boolean operators in searches, use wild cards in searches, run property searches, and run phonetic searches
- Search for people
  - Use People Search, refine people searches, and use advanced searches

Integrate SharePoint 2010 services and Microsoft Office 2010 applications (15–20%)

- Configure SharePoint 2010 services
  - Use Form Services, Excel Services, Access Services, and Visio Services
- Run Microsoft Office 2010 applications with SharePoint 2010 services
  - Integrate with Microsoft Outlook, access content with SharePoint Workspace 2010, and integrate with Office Web Apps
- Create dashboards
  - Create a dashboard page; add and configure the Key Performance Indicator (KPI) Web Part, KPI Details Web Part, Chart Web Part, Current User Filter Web Part, and Excel Web Access Web Part; display business data actions; and create KPI lists