

Course Overview

In this 2-day course you will learn the concepts of SharePoint 2010 for collaborating with others on your work team, learn how to access a SharePoint site as a member and contributor, and learn how to perform essential functions as a site owner. You will learn how to work with lists, libraries, discussion threads, blogs, wikis, and surveys. You will learn how to create a SharePoint site. You will learn how to grant permissions to a site, create a workspace on a site, and work with web parts. You will also learn how to create, modify and manage lists, and apply permissions to a list. You will learn how to create a document library, create a picture library, create templates, and apply permissions to libraries. You will also learn how to create a blog, manage blog pages, create a wiki library, manage a wiki library, and apply permissions to wikis and blogs. You will learn how to create custom groups, add users to custom groups, manage access requests and manage alerts.

Course Preparation

Prerequisite Course: Any or all of the courses in the Microsoft Office 2010 or 2007 curriculum and power user experience with at least one. Also, experience accessing information via a web browser.

Course Topics

About SharePoint 2010

- Introduction to SharePoint 2010
- SharePoint Hierarchy
- Exploring a SharePoint Site

Working with Lists

- Introduction to Lists
- Adding Items to Lists
- Editing Items in a List
- Changing List Views
- Exporting List Items to Excel
- Working with Discussion Boards
- Deleting List Items

Working with Libraries

- Working with Libraries
- Populating Document Libraries
- Populating Picture Libraries
- Organizing Library Documents
- Editing Library Documents

Working with SharePoint Content in Microsoft Outlook

- Connecting SharePoint Calendars to Outlook
- Working with SharePoint Contacts in Outlook
- Working with SharePoint Tasks in Outlook
- Working with SharePoint Libraries in Outlook
- Connecting SharePoint Discussion Boards and Outlook
- Sending SharePoint Content Links to Others
- Creating Alerts
- Viewing List Items in an RSS Feed

Customizing Your SharePoint Environment

- Using My Site Features
- Using My Profile
- Creating Tags and Notes
- Uploading a Personal Document
- Editing Pages

Creating a SharePoint Site

- Reviewing SharePoint Site Hierarchy
- About Permissions on a SharePoint Site
- Creating a SharePoint Site
- Granting Permissions to a Site
- Customizing the Look and Feel of a Site
- Designing a SharePoint Site Home Page
- Creating a Workspace
- Deleting a Site

Working with Lists

- About Creating a List
- Creating a List from a Template
- Creating a Custom List
- Managing Content Approval
- Working with List Permissions
- Public List Views

Working with Libraries

- Creating a Library
- Customizing a Library
- Creating and using a Library Template
- Working with Library Permissions

SharePoint Site Communication Methods

- Using Workflows
- Using Blogs
- Using Wiki Pages
- Working with Surveys