

Microsoft®

SharePoint 2010 Level I End User Basics

Duration:

Traditional Instructor Led Learning -1.00 Day(s)

Software Assurance Vouchers Not Accepted

Introduction

In almost every office around the world, people communicate and share ideas to create products and services. This information sharing often requires multiple software and web applications that do not necessarily work together perfectly. In contrast, SharePoint combines familiar office tools, adds the latest technology, and extends the functionality of applications and the web into a single environment to share information and collaborate with colleagues, no matter where you are or how you access the information. In this course, you will create and edit content in a SharePoint team website and explore tools to help you keep track of the content.



Target Audience: This course is designed for individuals who need to be able to access, read, add, and edit data on a SharePoint team site.

Prerequisites: Familiarity with Microsoft Office

Outline

What Is SharePoint?

- Defining SharePoint
- Different Versions Of SharePoint

Posting Content On Basic Lists

- Posting Announcements
- Posting Calendar Items
- Creating Links
- Creating Tasks
- Editing Content
- Using the Datasheet View

Working With Document Libraries

- Purpose of Document Libraries
- Creating a Document In a Library
- Uploading Existing Files
- Using Windows Explorer to Upload Files
- The Check-Out and Check-In Process

Picture Libraries And Wikis

- Working with Picture Libraries
- Exploring Picture Library Views
- Creating a Wiki Page
- Controlling Wiki Page Navigation
- Looking at Wiki Page History

Collaboration Through Discussions

- Using Discussion Boards
- Posting to Blogs

Alerts and Synchronization

- Creating Alerts
- Editing Alerts
- Synchronizing with Outlook

Personalizing SharePoint

- Requesting Access to a Site Area
- Creating Personal Views
- Exploring Mobile Views
- Adjusting Web Parts
- Adjusting Personal Settings

To register or for more information call our office **(208) 898-9036** or email register@leapfoxlearning.com



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