

Microsoft - Introduction to SharePoint 2010

Code: 55016
Length: 1 days
URL: [View Online](#)

This to full day class is designed for SharePoint team members who need to know how to use the team collaboration and document management features of a Microsoft SharePoint 2010 Team Site.

Skills Gained

- Navigate SharePoint sites.
- Manage content in lists and libraries.
- Create and edit Alerts.
- Collaborate using Tasks lists and Discussion Boards.
- Work with libraries, including upload, download, editing, check out/in and versioning.
- Use the SharePoint social features.

Who Can Benefit

This course is intended for SharePoint end users, SharePoint Site Owners and Power Users who will be attending 50470 or equivalent and SharePoint administrators and developers.

Prerequisites

- Have basic Microsoft Office skills.

Course Details

Outline

Module 1: SharePoint Overview

This module provides an introduction to the topics covered in the class and introduces SharePoint terminology.

Lessons

- What is SharePoint?
- Team Collaboration
- Document Management

Lab 1: SharePoint Overview

- Hands-on practice is delivered as part of the instructors presentation. The students will use the features of the module in an instructor led collaboration experience.

After completing this module, students will be able to:

- Will have an understanding of what SharePoint is.

Module 2: Accessing SharePoint

This module covers the SharePoint user interface and basic site navigation.

Lessons

- Logon
- SharePoint Navigation
- Regional Settings

Lab 1: Accessing SharePoint

- Hands-on practice is delivered as part of the instructors presentation. The students will use the features of the module in an instructor led collaboration experience.

After completing this module, students will be able to:

- Use a browser to navigate to a SharePoint site, and logon if needed.
- Navigate a site using the Ribbon, Quick Launch, Top Link bar, Search and the Crumb Trail.
- Work with web part content and links.
- Set personal Regional Settings.

Module 3: SharePoint Libraries

This module covers the use of SharePoint libraries.

Lessons

- Document Libraries
- Library Navigation
- Opening Documents
- Checking Out Documents
- Creating Alerts
- Uploading Documents
- Blocked File Types
- Creating Folders
- Creating New Documents
- Views
- Picture and Asset Libraries

Lab 1: SharePoint Libraries

- Hands-on practice is delivered as part of the instructors presentation. The students will use the features of the module in an instructor led collaboration experience.

After completing this module, students will be able to:

- Navigate library pages and web parts.

- Navigate a library using the Ribbon, document dropdown menus and the Crumb Trail.
- Open and edit documents in Word and other applications.
- Open and edit documents using Office Web Apps.
- Check out and check in documents using browser and Office features.
- Delete documents and recover them from the Recycle Bin.
- Create and manage alerts.
- Upload a single file, multiple files and use Windows Explorer view.
- Understand that certain file types are blocked and cannot be uploaded.
- Work with folders.
- Create new documents from within SharePoint.
- Work with document versioning.
- Display libraries using views.

Module 4: Search

This module covers searching SharePoint content.

Lessons

- Search Features
- Advanced Search

Lab 1: Search

- Hands-on practice is delivered as part of the instructors presentation. The students will use the features of the module in an instructor led collaboration experience.

After completing this module, students will be able to:

- Identify what content can be searched.
- Use basic search and search scopes.
- Use Advanced search.
- Use search tools such as metadata tags, include and exclude options and wild cards.

Module 5: Using SharePoint Task Lists

This module covers team collaboration using Task lists.

Lessons

- Adding and Updating Tasks
- Using Task Views
- Synchronizing Tasks lists with Outlook

Lab 1: Using SharePoint Task Lists

- Hands-on practice is delivered as part of the instructors presentation. The students will use the features of the module in an instructor led collaboration experience.

After completing this module, students will be able to:

- Create, update and view tasks.
- Work with SharePoint tasks from Microsoft Outlook.

Module 6: Working with Calendars

This module covers the use of team calendars.

Lessons

- Calendar Navigation and Views
- Adding Calendar Events
- Dealing with long lists of events
- Synchronizing SharePoint Calendars with Outlook

Lab 1: Working with Calendars

- Hands-on practice is delivered as part of the instructors presentation. The students will use the features of the module in an instructor led collaboration experience.

After completing this module, students will be able to:

- Navigate SharePoint Calendars.
- Add and edit calendar events.
- Work with calendar views.
- Synchronize SharePoint Calendars with Outlook.

Module 7: SharePoint Wikis

This module covers the use of Wiki libraries.

Lessons

- Creating a knowledgebase with a Wiki
- Editing a Wiki
- Wiki Versioning
- Incoming Links
- Wiki Views

Lab 1: SharePoint Wikis

- Hands-on practice is delivered as part of the instructors presentation. The students will use the features of the module in an instructor led collaboration experience.

After completing this module, students will be able to:

- Add and edit Wiki pages.
- View versions of Wiki pages.
- Work with incoming links and views.

Module 8: Discussion Boards

This module covers the use of Discussion Boards.

Lessons

- Create new discussions
- Read and Reply to discussions
- Flat and Threaded Views

Lab 1: Discussion Boards

- Hands-on practice is delivered as part of the instructors presentation. The students will use the features of the module in an instructor led collaboration experience.

After completing this module, students will be able to:

- Create new discussions.
- Read and reply to discussions.
- Choose between Flat and Threaded Views.

Module 9: SharePoint Social Features

This module covers the use of Blogs, Social Tagging and My Site.

Lessons

- Blogs
- Tagging Content
- My Sites

Lab 1: SharePoint Social Features

- Hands-on practice is delivered as part of the instructors presentation. The students will use the features of the module in an instructor led collaboration experience.

After completing this module, students will be able to:

- Create and edit blog content.
 - Use the SharePoint social tagging features.
 - Use the SharePoint My Site features.
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