

## #55016: INTRO TO SHAREPOINT 2010

Available Dates: **Call for Availability**

Class Length: **1 day**

Cost:

[Email Computer Visions about this class](#)

### **Class Outline:**

Description:

This ½ 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.

Course 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

#### Module 2: Accessing SharePoint

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

Lessons

- Logon
- SharePoint Navigation
- Regional Settings

#### Module 3: 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

#### Module 4: Search

This module covers searching SharePoint content.

Lessons

- Search Features
- Advanced Search

#### 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

## 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

## 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

## 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

## Module 9: SharePoint Social Features

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

### Lessons

- Blogs
- Tagging Content
- My Sites