

This one day course introduces business users to SharePoint 2010. During the day end users will learn how to be productive as site members. This course focuses on the collaborative features in SharePoint 2010 and includes hands on labs to reinforce practical skills in these areas.

Audience

This course is designed for business users or end users. The course is valuable for all information workers starting with, or new to SharePoint 2010.

Prerequisites

It is recommended that attendees have previous experience working with Microsoft Office 2007 and should be familiar with web based applications.

Location

Crimson Innovations
Unit 3
6 Catterthun Street
Winnellie
(see www.crimson.com.au/contact_us.htm for details)

Outline

Introduction and overview

- Introduction to SharePoint
- Business challenges addressed by SharePoint
- SharePoint roles and responsibilities

SharePoint 2010 Basics

- Browse to a SharePoint site
- Navigate to sub sites
- Locate content in a SharePoint site
- Search content in a SharePoint site

Lists

- Browse and change list views
- View list item details
- Edit a list item in line
- Edit multiple items using the datasheet view
- Create a list item using the new form
- Delete a list item
- Restore list item from the recycle bin
- Socially bookmark items with tags and notes
- Create personal list views

Libraries

- View document metadata in the document library
- Open a document using the Document ID
- Add documents to SharePoint Library
- Check documents in and out
- Create document set

- Browse documents using Explorer View
- Restore previous version of a document
- Delete a document from a SharePoint document library
- Restore deleted items from the recycle bin
- Open and edit Microsoft Office documents in the browser

Workflows

- Use SharePoint built-in workflows
- Create a new workflow for a document library
- Monitor and participate in a workflow
- Remove a workflow association from a document library

Workspace

- Take content offline by using SharePoint Workspace 2010
- Change and merge content using SharePoint Workspace 2010

Alerts and notifications

- Subscribe to an email alert
- Subscribe to an RSS feed

Microsoft Office and SharePoint 2010

- Open documents in SharePoint 2010 with Word
- Create an Excel pivot table from a SharePoint list
- Publish slides on a SharePoint site using PowerPoint 2010
- How to work with SharePoint calendars and contacts in Outlook
- How to work with SharePoint 2010 lists in Access

Editing pages and modifying site content

- Personalise a wiki page in SharePoint site
- Edit a SharePoint wiki page
- Add web parts to a SharePoint wiki page
- Create a wiki page in a SharePoint site

SharePoint 2010 My Sites

- View the user profile page
- Browse organisation browser
- View tags and notes (social bookmarking)
- Update personal profile details
- Create a My Site