

MOC 55016 A Introduction to SharePoint 2010

Course Summary

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

Objectives

At the end of this course, students will be able to:

- 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.

Topics

- SharePoint Overview
- Accessing SharePoint
- SharePoint Libraries
- Search
- Using SharePoint Task Lists
- Working with Calendars
- SharePoint Wikis
- Discussion Boards
- SharePoint Social Features

Audience

This course is intended for...

- SharePoint end users
- SharePoint Site Owners and Power Users who will be attending 50470 or equivalent
- SharePoint administrators and developers

Prerequisites

Before attending this course, students must have:

- Basic Microsoft Office skills.

Duration

One day

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Course Outline

I. SharePoint Overview

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

- A. What is SharePoint?
- B. Team Collaboration
- C. Document Management

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

II. Accessing SharePoint

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

- A. Logon
- B. SharePoint Navigation
- C. Regional Settings

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III. SharePoint Libraries

- A. Document Libraries
- B. Library Navigation
- C. Opening Documents
- D. Checking Out Documents
- E. Creating Alerts
- F. Uploading Documents
- G. Blocked File Types
- H. Creating Folders
- I. Creating New Documents
- J. Views
- K. Picture and Asset Libraries

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IV. Search

This module covers searching SharePoint content.

- A. Search Features
- B. Advanced Search

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V. Using SharePoint Task Lists

This module covers team collaboration using Task lists.

- A. Adding and Updating Tasks
- B. Using Task Views

- C. Synchronizing Tasks lists with Outlook

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VI. Working with Calendars

This module covers the use of team calendars.

- A. Calendar Navigation and Views
- B. Adding Calendar Events
- C. Dealing with long lists of events
- D. Synchronizing SharePoint Calendars with Outlook

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VII. SharePoint Wikis

This module covers the use of Wiki libraries.

- A. Creating a knowledgebase with a Wiki
- B. Editing a Wiki
- C. Wiki Versioning
- D. Incoming Links
- E. Wiki Views

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VIII. Discussion Boards

This module covers the use of Discussion Boards.

- A. Create new discussions
- B. Read and Reply to discussions
- C. Flat and Threaded Views

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IX. SharePoint Social Features

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

- A. Blogs
- B. Tagging Content
- C. My Sites

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