

Microsoft SharePoint 2010 Web Publishing

Course length

1 day

Why come on this course?

This course will provide you with the knowledge and skills to modify a SharePoint 2010 Web Publishing site. You will discover how to create Web Publishing sites, as well as plan and develop the content. You will also experience the Web Publishing Workflows and see how to correctly use them to maintain web publishing sites correctly.

Who is it for?

This course is aimed at people who need to create Intranet or Internet based web content, but either do not have the experience to work with web designers or are restricted from using them in the business. This course also acts as a good foundation course for beginners who later wish to attend the SharePoint 2010 Designer courses or use the product.

What will I learn?

By the end of this course you will know how to:

- Create and maintain web publishing sites and content
- Add web parts to content pages and bind them to SharePoint information
- Format web content using font formatting, styles and HTML
- Create/manage workflows to enforce policy and procedure to web publishing
- Use site analytics reports to view and analyse the usage and effectiveness of your sites

Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section.

Course materials

Course manuals are provided to support the topics covered. Certificates of attendance will be presented to each delegate after the training has been completed.

Course contents

Configuring a Web Site

- Web Site Design
- Site Permissions
- Site Content Environment

Web Page Authoring

- Working with Web Pages
- Web Parts
- Content Regions

Content Administration

- Check Out/In
- Managing Versions
- Workflows
- Workflow Administration




Content Editing

- Editing Content
- Hyperlinks
- Wiki Links
- Inserting Pictures
- Inserting Multimedia
- Office Application Content
- Smart Client Authoring (SCA)

Web Analytics

- Analytics Reports
- Custom Web Analytics Reports
- Web Analytics Workflows
- Web Analytics Web Part
- Best Bets Suggestions

How do I book?

-  Call us now on 020 8658 6994
-  Email us at admin@alphatraining.com
-  Find more courses at www.alphatraining.com