

Microsoft SharePoint 2010 for End Users – Advanced

Course length

1 day

Why come on this course?

This course is designed to provide you with the knowledge to use the more advanced tools of Microsoft SharePoint 2010 and SharePoint Foundation 2010. You will discover how to create custom lists as well as how to change the settings of common list and library tools to suit the requirements of the users. You will also learn how to use the Office Workspace tools in conjunction with SharePoint to collaborate and organise Microsoft Office content.

Who is it for?

This course is intended for people who will be Power Users or Super Users. You need to have a good understanding of Windows and web browsing, have attended the Introduction to SharePoint 2010 for End-Users course or have equivalent experience, and have a good knowledge of Microsoft Office 2010 applications such as Word, Excel, and Outlook.

What will I learn?

By the end of this course you will:

- Create and manage Document and Meeting Workspaces
- Create and work with a Blog Site
- Create and manage advanced and custom Lists
- Import data from an Excel worksheet into a custom List
- Customise List and Library settings such as e-mail and versioning settings, to apply wider policies and procedures
- Create custom Workflows
- Customise web pages using Web Parts

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

Sites and Workspaces

- The SharePoint Structure
- Top-Level Sites and Sub-Sites
- Blog Sites
- Workspaces
- User Permissions

Advanced Lists

- Custom Lists
- Project Tasks
- Discussion Boards
- Status Lists
- Surveys

Advanced Columns

- Lookup Columns
- Calculated Columns

Workflows

- Understanding Workflows
- Workflow Administration

Content Administration

- List and Library Settings
- Versioning Settings
- Incoming E-mail settings

Editing Web Pages

- Content Pages
- Editing Web Pages
- Web Parts

How do I book?



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