

Microsoft SharePoint 2010 for End Users – Introduction

Course length

1 day

Why come on this course?

You will learn how to access SharePoint 2010 from a browser or from Microsoft Office, use SharePoint 2010 to collaborate within a team, organise and manage documents, events, lists and other items. You will also learn how to create your own site with both public and private areas, and how to search for information in a portal site.

Who is it for?

This course is designed for end-users of Microsoft SharePoint 2010 Foundation/Microsoft SharePoint 2010. You should have a basic understanding of Windows and web browsing, and experience of Office 2010 applications such as Word, Excel, and Outlook.

What will I learn?

By the end of this course you will:

- Understand the concept of using a SharePoint Site
- Collaborate information with other people and Teams
- Create and maintain SharePoint lists and Libraries
- Use various tools to maintain content in a SharePoint Site

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

Understanding SharePoint

- Working with SharePoint
- SharePoint Structure
- Navigating Sites
- Using the Ribbon
- Find Information or People

Managing My Site

- What is My Site?
- My Profile
- Colleague Tracker
- My Links

Document Libraries

- Introduction
- Manage Documents
- Work with Documents
- Document Properties
- Wiki Libraries

Lists

- Creating Lists
- Calendar Event Lists
- Contacts Lists
- Task Lists

Working with Views

- Sorting items
- Filtering items
- Working with Columns
- Using Views

Content Administration

- Connecting to Microsoft Outlook
- Using Alerts and RSS Feeds
- Check Out/In
- Document Versioning
- Workflows

How do I book?



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Email us at admin@alphatraining.com



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