

Microsoft SharePoint 2010 for End Users Upgrade

Course length

½ day

Why come on this course?

This course will provide you with an overview of the new features in the latest release of Microsoft SharePoint. You will receive hands-on experience of the new ribbon interface, the new features of SharePoint Foundation 2010 and SharePoint Server 2010 and identify the enhanced features incorporated into the SharePoint tools.

Who is it for?

You should be a SharePoint 2003 or SharePoint 2007 end user, have a good understanding of Windows and web browsing, and a basic understanding of Office applications such as Word, Excel, and Outlook. Experience using Microsoft Visio useful but not required for one of the topics.

What will I learn?

By the end of this course you will:

- Discover the new user interface
- Get acquainted with SharePoint Ribbon
- Learn how to use the improved search system
- Identify the new List and Library features
- Use SharePoint Workspace to work offline
- Experience the enhanced SharePoint Editing tools

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

SharePoint 2010: First Look

- Navigating Sites
- The SharePoint Ribbon
- Ribbon Tabs and Contextual Tabs
- Quick Launch Pane
- Fast Index Searching

ALPHA TRAINING

DEVELOPING YOUR PEOPLE, TO GROW YOUR BUSINESS

List and Library Features

- Uploading files
- Item Control and Views
- Library Settings
- Relational List data

Office Workspaces

- Site Configuration
- Site Settings
- Look and Feel
- User Permissions

How do I book?



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