MICROSOFT SHAREPOINT 2010 ESSENTIALS TRAINING

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MS SharePoint 2010
Essentials

COURSE LENGTH: 1.0 DAYS

Microsoft SharePoint 2010 is a collaboration platform that allows multiple users to share documents, exchange ideas, and work together for a variety of common goals. As the name suggests, it's a centralised location that is used to share information.

The PD Training Microsoft Sharepoint 2010 Essentials Training Course provides participants with a deep understanding on how Sharepoint Server works, its basic functions including the main elements of the Sharepoint interface.

Attend a 1-day Microsoft Sharepoint 2010 Training Class, or have one of our professional trainers come to your workplace in Brisbane, Sydney, Parramatta, Melbourne, Canberra, Adelaide or Perth.

MICROSOFT SHAREPOINT 2010 ESSENTIALS TRAINING COURSE OUTLINE

FOREWORD

Welcome to the Microsoft SharePoint Server 2010 course from PD Training. This technical training will teach you the essentials for working with the latest installment of Microsoft's collaboration platform. Let's get started right away by discussing what SharePoint is, what it does, and how it works.

OUTCOMES

In this section you will learn about:
- What SharePoint Server is used for
- How SharePoint Server came to be
- How SharePoint Server works
- SharePoint Server's user requirements
- Types of SharePoint Server user accounts
- Recognise the main elements of the SharePoint interface
- Use the Quick Launch pane and the Site Actions menu
- Navigate SharePoint
- Use your profile menu
- Search SharePoint users and content
- Recognise different SharePoint objects
- Use Check In/Check Out
- Work with file versioning
- View and edit your profile information
- Log out of SharePoint
- Open the SharePoint Help file
- Browse for help
- Search for a particular Help topic
- Print help information

MODULES

Lesson 1: Getting Started
- Lesson 1.1: Introducing SharePoint Server 2010
  - What is SharePoint 2010?
  - A Brief History of SharePoint
  - How SharePoint Works
  - System Requirements
  - Types of SharePoint Users
  - Step-By-Step
  - Skill Sharpener
- Lesson 1.2: Navigating Through SharePoint

Lesson 2: Creating and Managing Content
- Lesson 2.1:Creating and Managing Pages
  - What are Pages?
  - Creating a New Page
  - The Editing Tools Tabs
  - Editing New and Existing Pages
  - Saving Pages
  - Managing Existing Pages
  - The Page Tab
  - Step-By-Step
  - Skill Sharpener

Lesson 3: Specialised SharePoint Content

Lesson 4: Advanced SharePoint Tasks

- Checking in Files
- Using File Versioning
- Advanced Library Settings
- Step-By-Step
- Skill Sharpener
- Lesson 3.2: Working with Blogs
  - What are Blogs?
  - Creating a New Blog
  - Exploring a Blog
  - Writing and Managing Blog Entries
  - The Editing Tools Tab
  - Step-By-Step
  - Skill Sharpener
- Lesson 3.3: Working with Wikis
  - What are Wikis?
  - Creating a New Wiki
  - Working with Wiki Content
  - Wiki Link Syntax
  - Step-By-Step
  - Skill Sharpener
- Lesson 3.4: Working with Workspaces
  - What are Workspaces?
  - Types of Workspaces
  - Creating a New Workspace
  - Editing Workspace Content
  - Step-By-Step
  - Skill Sharpener
- Lesson 3.5: Working with Calendars
  - What are Calendars?
  - Creating a New Calendar
  - The Calendar Tools Tabs
  - Adding and Editing Events
  - Using Multiple Calendars
  - Using Calendar Views
  - Step-By-Step
  - Skill Sharpener
- Lesson 3.6: Workflows
  - What are Workflows?
  - Creating a New Workflow
  - Assigning Workflows to Files
  - Managing Workflows
  - Working with Assigned Workflows
  - Step-By-Step
  - Skill Sharpener
- Section 3: Case Study
- Section 3: Review Questions

- Project Management 101
- Creating a Project Tasks List
- Creating New Tasks
- Working with Project Data
- Step-By-Stepwww.pdtrainingglobal.com
- Skill Sharpener
- Lesson 4.2: Using SharePoint Workspace
  - What is SharePoint Workspace 2010?
  - Configuring SharePoint Workspace
  - Synchronising Data with SharePoint Workspace
  - Interface Overview
  - Step-By-Step
  - Skill Sharpener
- Lesson 4.3: Using SharePoint Designer
  - What is SharePoint Designer 2010?
  - Installing SharePoint Designer
  - Basics of SharePoint Designer
  - Exploring the Interface
  - Step-By-Step
  - Skill Sharpener
- Lesson 4.4: Modifying Site Administration Settings
  - Users and Permissions
  - Galleries
  - Site Administration
  - Site Collection Administration
  - Look and Feel
  - Site Actions
  - Reporting Services
  - Step-By-Step
  - Skill Sharpener
- Section 4: Case Study
- Section 4: Review Questions

WEB LINKS

- ➢ View this course online
- ➢ In-house Training Instant Quote