

# 55016-A: Introduction to SharePoint® 2010

Duration: 1 Day

Method: Instructor-Led

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## Course Description

This class is designed for SharePoint® team members who need to know how to use the team collaboration and document management features of a Microsoft® SharePoint® 2010 Team Site.

## Target Audience

This course is intended for:

- SharePoint® End Users
- SharePoint® Site Owners
- SharePoint® Administrators and Developers
- Power Users who will be attending Course 50470 or equivalent

## Prerequisites

Before attending this course, participants must have:

- Basic Microsoft® Office skills

## Course Objectives

After completing this course, participants will be able to:

- Navigate SharePoint® site
- Manage content in lists and libraries
- Create and edit Alerts
- Collaborate using Tasks lists and Discussion Boards
- Work with libraries, including upload, download, editing, check out/in and versioning
- Use the SharePoint® social features

## Course Outline

### Module 1: SharePoint® Overview

- What is SharePoint®?
- Document Management
- Team Collaboration

### Module 2: Accessing SharePoint®

- Logon
- SharePoint® Navigation
- Regional Settings

### Module 3: SharePoint® Libraries

- Document Libraries
- Library Navigation
- Opening Documents
- Checking Out Documents
- Creating Alerts
- Uploading Documents
- Blocked File Types
- Creating Folders
- Creating New Documents
- Views
- Picture and Asset Libraries

### Module 4: Search

- Search Features
- Advanced Search

### Module 5: Using SharePoint® Task Lists

- Adding and Updating Tasks
- Using Task Views
- Synchronizing Tasks Lists with Outlook

### Module 6: Working with Calendars

- Calendar Navigation and Views
- Adding Calendar Events
- Dealing with Long Lists of Events
- Synchronizing SharePoint® Calendars with Outlook

### Module 7: SharePoint® Wikis

- Creating a Knowledgebase with a Wiki
- Editing a Wiki
- Wiki Versioning
- Incoming Links
- Wiki Views

### Module 8: Discussion Boards

- Create New Discussions
- Read and Reply to Discussions
- Flat and Threaded Views

### Module 9: SharePoint® Social Features

- Blogs
- Tagging Content
- My Sites

## LABS INCLUDED