

SharePoint 2010 Collaboration for End Users

2 day course

Prerequisites

This course is aimed at delegates that have had no previous exposure to SharePoint 2010 or delegates that are very new to SharePoint 2010. No previous experience is necessary.

Introduction to SharePoint 2010

This module highlights the uses and benefits of SharePoint 2010. Navigational components, alerts, and personalization are reviewed and demonstrated. In addition, terminology used throughout the course is defined in this module. The following topics are also covered:

- Overview of SharePoint 2010
- Get Started Using SharePoint 2010
- Search for Content
- Use Alerts
- Welcome User Links
- Personalise SharePoint 2010 Page

Finding Content

SharePoint provides the ability to store vast amounts of content in a variety of locations. This module covers a set of tools which help users efficiently locate the information they need.

- Navigation
- Search
- Search Index
- Refinements
- Best Bets

List Basics

Lists serve as the structure for calendars, discussion boards, contacts, and tasks in SharePoint 2010. This module explains the concept of lists, and then reviews popular out-of-the-box options. The operative differences of each option are highlighted through Instructor-led demonstrations. Students learn effective ways to use and contribute to lists. Demonstrations of filters and views highlight usability and efficiency. The following topics are also covered:

- How to Add and Modify Content
- Overview of Default Lists and List Templates
- Add, Modify, and Delete Content in SharePoint 2010 Lists
- Sort and Filter Content
- Advanced List Features
- Use Default and Custom Views
- Connect a List to Microsoft Outlook

Library Basics

A **document library** is a location on a site where you can create, collect, update, and share files with other people. This module explains the benefits of using a library and teaches the student how best to work with documents in a library. The following topics are covered:

- Introduction to document libraries
- Uploading, creating and deleting documents
- Working with folders and document sets
- Working with documents in a library
- Working with document properties
- Document Management Features
- Using document workflows

Office integration Features

To take full advantage of many features which SharePoint 2010 has to offer, we need to understand SharePoint's relationship with other Microsoft Office applications. This module provides an essential overview of the Microsoft products which are most commonly used in conjunction with SharePoint 2010 and discusses at an overview level the advantages of each program when combined with SharePoint, including:

- Access 2010
- Excel 2010
- PowerPoint 2010
- InfoPath 2010
- Outlook 2010
- SharePoint Designer 2010
- SharePoint Workspace 2010

Advanced Document Library features

This module covers a selection of topics which are new to SharePoint 2010 and provide facilities to help users find, organise and store content. Document IDs provide a method for referencing documents to make them easier to find and share. Document Sets enable users to group related documents in a similar way to folders but with several additional benefits. The Content Organizer is a system which can automatically route content to the correct location within SharePoint dependant on preset rules. The following topics are covered:

- Introduction to Document IDs
- Configuring Document IDs
- Introduction to Document Sets
- Configuring Document Sets
- Creating Rules