

Find and Track Content Stored in SharePoint

Overview

The goal of this 4-hour course is to explain how you can efficiently and effectively find content stored in SharePoint sites. This course also shows how to use SharePoint tools to let you know when content changes that is of interest to you.

Student Prerequisites

Have experience with Internet Explorer or an equivalent tool and be familiar with SharePoint Products and Technologies. If you are new to SharePoint, Combined Knowledge's Short Course "Introduction to SharePoint" should be taken prior to attendance in this course or have equivalent knowledge.

Topics Discussed

- Find content in a SharePoint site using:
 - Navigational aids to browse through sites
 - Search tools
- Stay informed of changing content using:
 - Alerts
 - RSS feeds
 - Outlook 2007 integration features to connect lists to Outlook
 - My Site tools such as SharePoint Sites Web Part and My Links
- Personalize views and Web Part Pages to display important content

Ideal Student

End users who want to learn to better leverage SharePoint tools as they contribute and use content store in SharePoint sites.