

Microsoft SharePoint Server 2010 Introduction (EK)

Duration: 1 Day

Course Description

You will collaborate with team members and share information with them using Microsoft SharePoint Server 2010.

Audience

This course is intended for Microsoft SharePoint Server 2010 users who will need to collaborate with team members, organize documents, manage lists, and integrate SharePoint 2010 with Microsoft Office 2010.

Prerequisites:

To ensure success in this course, familiarity with the Office 2010 interface and navigational tools is highly recommended.

Topics

INTRODUCING SHAREPOINT SERVER 2010

- Describe SharePoint Server 2010
- Describe SharePoint Server 2010 Interface Elements

ORGANIZING INFORMATION IN SHAREPOINT SERVER 2010

- Add List Items
- Modify Lists
- Change List Views

STORING DOCUMENTS IN A SHAREPOINT SITE

- Add Documents to a Library
- Edit Documents in a Library
- Share Documents Across Libraries
- Collect Information Using Forms

COLLABORATING WITH TEAM MEMBERS

- Share Information Using Wikis
- Communicate Using Blogs
- Participate in Discussion Boards

CREATING A PERSONALIZED SITE

- Create the My Site
- Customize the My Site

ADMINISTERING A SHAREPOINT SITE

- Create a Subsite
- Manage User and Group Access to Sites

MANAGING CONTENT IN SHAREPOINT SERVER 2010

- Categorize Content Using Content Types
- Validate Content Using Workflows

APPENDIX A: CUSTOMIZING A SHAREPOINT SITE

APPENDIX B: IMPLEMENTING SEARCH USING SHAREPOINT

APPENDIX C: ACCESSING EXTERNAL DATA USING SHAREPOINT