

## SharePoint 2010 Introduction

**Length:** 1 Day

**Course Overview:** This course provides students with the knowledge about the SharePoint application, how to add data, create and configure libraries, lists, security, web parts, sub sites, content types, site columns, workflows, and Information management policies.

### COURSE CONTENT

#### INTRODUCTION TO SHAREPOINT

- SharePoint Overview
- SharePoint Products
- SharePoint Uses
- Home Page Components
- SharePoint Architecture
- Work with SharePoint Data
- Review of Module 1 Introduction to SharePoint Server

#### USE LIST DATA

- Lists Overview
- Use Announcements
- Use a Calendar List
- Use a Tasks List
- Use a Project Task List
- Discussion Boards
- Use an InfoPath Form
- Use List Views
- Use the Datasheet View
- Copy and Paste from a Spreadsheet
- Review of Module 2 Use List Data

#### USE DOCUMENT LIBRARIES

- SharePoint Library Overview
- Add Files to a library
- Use Document Meta Data
- Edit a Document
- Work with Versions
- Use Document Workflows
- Use a Content Types and Document Sets

#### OFFICE INTEGRATION

- Subscribe to Alerts
- Use SharePoint Data in MS Office
- User SharePoint Workspace for Offline Access
- Review of Module 4 Office Integration

#### BUSINESS INTELLIGENCE

- Excel and Visio Services
- Access Services
- Use an External List for Database Access
- Use a Status List
- Review of Module 5 Business Intelligence

#### MY SITES

- My Site Overview
- Use Tags and Notes
- Use My Content
- Use My Profile
- Review of Module 6 My Sites

#### USE SEARCH

- Search Overview
- Use Search
- People Search
- Search Refinements
- Search Questions
- Review of Module 7 Search