



Microsoft® SharePoint® Server 2010: Introduction

Course Specifications

Course length: 1.0 day(s)

Course Description

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

Target Student: 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.

Course Objectives

Upon successful completion of this course, students will be able to:

- Describe the collaborative technology in Microsoft SharePoint Server 2010 and identify the interface elements of a SharePoint site.
- Organize information in SharePoint Server 2010 by using lists.
- Store and share documents in a SharePoint site using libraries.
- Collaborate with team members.
- Create a personalized site using the My Site feature.
- Administer a SharePoint site.
- Manage content in SharePoint Server 2010.

Course Content

Lesson 1: Introducing SharePoint Server 2010

Topic 1A: Describe SharePoint Server 2010

Topic 1B: Describe SharePoint Server 2010 Interface Elements

Lesson 2: Organizing Information in SharePoint Server 2010

Topic 2A: Add List Items

Topic 2B: Modify Lists

Topic 2C: Change List Views

Lesson 3: Storing Documents in a SharePoint Site

Topic 3A: Add Documents to a Library

Topic 3B: Edit Documents in a Library

Topic 3C: Share Documents Across Libraries

Topic 3D: Collect Information Using Forms

Lesson 4: Collaborating with Team Members

Topic 4A: Share Information Using Wikis

Topic 4B: Communicate Using Blogs

Topic 4C: Participate in Discussion Boards

Lesson 5: Creating a Personalized Site

Topic 5A: Create the My Site

Topic 5B: Customize the My Site

Lesson 6: Administering a SharePoint Site

Topic 6A: Create a Subsite

Topic 6B: Manage User and Group Access to Sites

Lesson 7: Managing Content in SharePoint Server 2010

Topic 7A: Categorize Content Using Content Types

Topic 7B: Validate Content Using Workflows

Appendix A: Customizing a SharePoint Site

Appendix B: Implementing Search Using SharePoint

Appendix C: Accessing External Data Using SharePoint