



## **Microsoft SharePoint 2010**

### Overview:

The skills and knowledge acquired on the course are sufficient to be able to navigate and use the features of a SharePoint site and to understand how user permissions affect what features are available to them on a site.

### Learning Outcomes:

At the completion of this course you should be able to:

- understand what **SharePoint** is and have an understanding of **SharePoint** sites and their components
- work with documents and lists
- find information by working with views and the search facility
- create a default team site and switch on versioning and required check out
- create and manage documents
- create and manage list items
- create, modify and delete views for lists and libraries
- edit pages and create wiki pages
- create custom list and document libraries
- create and work with a picture library
- work with the contacts and announcements lists
- create web part pages
- create, initiate and track the progress of workflows
- create various types of sites and delete unwanted sites
- customise a site
- manage security

### Target Audience:

This course is designed to introduce the student to the features of Microsoft SharePoint 2010 both as a user of a SharePoint site and as an owner of a site.

### Prerequisites:

The course assumes little or no knowledge of SharePoint. However, it would be useful to have some experience in using the standard Microsoft Office applications Word, Excel, PowerPoint and Outlook while a general understanding of personal computers and the Windows operating system environment would be beneficial.

### Duration:

2 Days

### Courseware:

High quality learning materials are available for purchase by participants. Participants will also be presented with a certificate of achievement upon completion of the course.

## Computer Training Options

Sydney • Melbourne • Brisbane • Gold Coast • Canberra • Adelaide • Perth • Darwin • Hobart  
Ph: 1300 667 660      Email: [training@cto.com.au](mailto:training@cto.com.au)      Web: [www.cto.com.au](http://www.cto.com.au)

## Microsoft SharePoint 2010

### Getting started with SharePoint 2010

- What Is SharePoint?
- Course User Accounts
- Starting SharePoint
- Core Elements Of A SharePoint Site
- Navigating A SharePoint Site
- SharePoint Sites
- Lists
- Libraries
- Views
- Using The Ribbon
- Checking The Regional Settings

### Documents And Lists

- Selecting Items
- Reading A Document
- Downloading A Copy Of A Document
- Emailing A Link To A Document
- Exporting Lists To Excel
- Viewing Version History
- Viewing Properties
- Creating An Alert On A Document Or List Item
- Creating An Alert On A Library Or List
- Managing Your Alerts

### Working With Views

- Changing Views In Lists And Libraries
- Sorting And Filtering Views
- Searching For Documents And List Items

### Preparing Your Training Site

- Creating A Training Sub-site
- Preparing A Document Library

### Managing Documents

- Uploading A File
- Uploading Multiple Files
- Uploading A File From An Office Application
- Uploading Files Using Web Folders
- Creating A New Document In A Library
- Using Check In And Check Out
- Editing A Document

- Co-authoring Word Documents
- Comparing Versions
- Publishing A Document
- Creating A New Folder In A Document Library
- Using SharePoint Workspace

### Managing List Items

- Creating A New Item In A List
- Creating A New Calendar Event
- Creating A New List Item Using Datasheet View
- Editing A List Item
- Deleting List Items And Files
- Recovering Deleted List Items And Files
- Connecting SharePoint And Outlook Calendars
- Connecting SharePoint And Outlook Task Lists

### Creating Views

- Creating A View
- Selecting The Columns
- Specifying Sort Criteria
- Specifying Filter Criteria
- Specifying Grouping Criteria
- Specifying Other Criteria
- Deleting A View

### Creating And Editing Pages

- Placing A Page In Edit Mode
- Inserting And Formatting Text
- Inserting Tables
- Inserting Pictures
- Inserting Links
- Inserting List And Library Web Parts
- Creating A New Wiki Page
- Linking To An Existing Wiki Page
- Linking To A New Wiki Page
- Deleting A Wiki Page

### Creating Lists And Libraries

- The Create Dialog Box
- Creating A Document Library
- Creating A List
- Column Types
- Adding A Column To A List Or Library
- The List And Library Settings Page

- Modifying A Column In A List Or Library
- Reordering Columns In A List Or Library
- Renaming A List Or Library
- Changing The Versioning Settings

### Picture Libraries

- Creating A Picture Library
- Uploading A Picture
- Uploading Multiple Pictures
- Viewing Pictures
- Editing A Picture
- Deleting A Picture
- Downloading And Sending Pictures

### Contacts And Announcements Lists

- Creating A Contacts List
- Adding A Contact
- Editing A Contact
- Opening The Announcements List
- Adding An Announcement
- Editing An Announcement

### Creating Web Part Pages

- New Page Templates
- Creating A Web Part Page
- Adding A Content Editor Web Part
- Adding A List View Web Part
- Adding An Image Viewer Web Part
- Linking To An Image In An Image Viewer Web Part
- Modifying Web Parts
- Moving Web Parts

### Working With Workflows

- What Is A Workflow?
- Creating A Workflow
- Customising The Workflow Settings
- Initiating A Workflow
- Working With Tasks In A Workflow
- Tracking A Workflow

### Creating Subsites

- The Create New Site Dialog Box
- Creating A Team Site
- Creating A Blog Site
- Working With A Blog Site

## Computer Training Options



## computer training options

- Creating A Document Workspace
- Creating A Meeting Workspace
- Deleting A Site

### **Customising Sites**

- Changing The Title Or Description
- Changing The Logo
- Adding A Link To The Top Navigation Bar
- Adding A Link To The Quick Launch Bar
- Modifying Links In A Navigation

- Bar
- Deleting Links From A Navigation Bar
- Applying A Theme
- Changing The Home Page Product Information

### **Managing Security**

- Understanding Permissions
- Checking User Permissions
- Adding Users To A Security Group
- Granting Permissions To

- Individuals
- Removing Users From A Site
- Creating A New Security Group
- Creating Customised Permission Levels
- Checking Permissions On Libraries And Files
- Granting Permissions On A List Or Library
- Granting Permissions On A List Item Or File

## Computer Training Options

Sydney • Melbourne • Brisbane • Gold Coast • Canberra • Adelaide • Perth • Darwin • Hobart  
Ph: 1300 667 660      Email: [training@cto.com.au](mailto:training@cto.com.au)      Web: [www.cto.com.au](http://www.cto.com.au)