

# Microsoft SharePoint 2010

## Level 1 (for Business Users)

### Course Overview

This 2-day course is intended for new or self-taught SharePoint users, new site owners, and anyone who wants to experience SharePoint from the business user's perspective. You will learn the concepts of SharePoint 2010 for collaborating with others on your work team, learn how to access content in SharePoint sites, and learn how to perform essential functions as a site owner. You will learn how to contribute to SharePoint lists and libraries, manage content, leverage views, and integrate SharePoint with Microsoft Office. You will learn how to set up site navigation, customize a homepage to include meaningful content and web parts, and manage user permissions. You will also learn how to create, modify, and manage lists and sites. Course preparation: Experience using a web browser as well as Microsoft 2010 applications.

### SharePoint Course Series:



### Course Topics

#### Getting Started with SharePoint 2010

- Introducing SharePoint
- Understanding the Facets of SharePoint
- Navigating the SharePoint Interface
- Finding SharePoint Content

#### Working with Lists

- Introducing SharePoint Lists
- Getting Started with Lists
- Contributing to Common SharePoint Lists
- Using Discussion Boards
- Editing Lists in Datasheet View

#### Working with Libraries

- Introducing SharePoint Libraries
- Populating Document Libraries
- Opening Documents in a Document Library
- Working with Document Properties
- Checking Files Out and Back In
- Working with Document Versions
- Co-Authoring in Office 2010 Files
- Organizing Library Documents
- Working with a Asset Libraries
- Working with Picture Libraries (Legacy)
- Working with Wiki Libraries

#### Using Views

- Using Default Views
- Working with Personal Views
- Exploring More Custom View Formats
- Exploring More Custom View Options
- Recognizing Web Parts as Views

#### Connecting SharePoint to Microsoft Office

- Working with SharePoint Calendars in Outlook
- Connecting More SharePoint Lists to Outlook
- Saving Attachments to SharePoint Libraries
- Emailing Links to SharePoint Items
- Creating Alerts
- Exporting Lists to Other Microsoft Products

#### Becoming a Site Owner

- Before You Start
- Checking Initial Site Settings
- Setting Up Site Navigation
- Customizing the Homepage
- Inserting List Web Parts
- Adding Site Pages

#### Working with Permissions, Users, and Groups

- Introducing SharePoint Permissions
- Exploring Site Permissions
- Granting Site Access
- Reviewing Permissions
- Owning Groups
- Modifying Site Access
- Working with List Permissions
- Working with Item Permissions
- Being Smart About Permissions
- Protecting Webpages

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## Creating and Managing Lists and Libraries

- About Creating Lists and Libraries
- Creating Lists and Libraries
- Creating and Managing Columns
- Creating Custom Lists
- Displaying External Links in New Tabs
- Managing List and Library Settings
- Managing Site Content and Structure

## Appendix: Using Social Computing and Business Networking

- Using My Site Features
- Updating My Profile
- Working with Colleagues
- Adding Tags and Notes
- Working with My Site Content