

SharePoint® 2010

Introduction & Overview

1 Day Course

OVERVIEW

This is a formidable Microsoft application with sophisticated abilities. This course provides the information and guidelines necessary for successfully creating SharePoint site pages, document libraries & lists. Delegates will acquire fundamental knowledge across this application and the skills to deploy & utilise SharePoint to support team collaboration and information management.

Key features:

Working with Document Libraries:

Organise and store files; create folders; use columns, views & filters; connect to Office; use co-authoring & version history

Working with Lists:

Using different types of lists; organise & editing lists; import spread sheets and clean up imported lists; use grouping & Excel functions

Creating Calendars:

Add multiple day & recurring events; set alerts; overlay SharePoint & Exchange calendars

Working with Pages:

Navigating team sites; create a Wiki & Web Part from scratch; editing Wiki & Web Part pages, using links

Working with My Site:

Managing creating a workspace; using notes & status messages; working with colleagues.

Working with Blogs:

Setting up, changing & customising; using Blogs & adding comments.

AUDIENCE

This course gives a wide view of the scope and breadth of Microsoft SharePoint. Ideal for managers, decision makers and users who wish to understand what is possible and how it can be utilised.

OBJECTIVES

After completion of this course, delegates should be able to:

- Use SharePoint® 2010 technologies to recognise its capability
- Create & revise Wiki, My Site, Blog & Web Part pages
- Create & revise Lists
- Create & revise a Document Library

PREREQUISITES

A working knowledge of Microsoft Windows, Office & the Internet.

LEVEL: Introduction

COURSE FEE: £300 per person (includes a manual, exercise book & refreshments)

To make a booking and for all enquiries:

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