



SharePoint® 2010 Lists & Surveys

1 Day Course

OVERVIEW

This course will enable delegates to successfully create and manage SharePoint 2010 lists and surveys.

It provides the fundamental knowledge and skills necessary to deploy and utilise a SharePoint solution for the organisation in order to support team collaboration and information management.

Key Features:

Working with Standard Lists:

Creating, organising lists. Creating, editing, & deleting lists in standard view & datasheet view. Adding & working with columns, creating views

Creating New Lists

Import a List Based on a spread-sheet

Creating Calendars:

Adding multiple day & recurring events, create a contacts list, grouping lists, setting alerts

Overlaying Calendars

Create a Discussion Group:

Posting, responding & setting up alerts

Create & set up a Survey:

Branching logic, using & testing surveys.

AUDIENCE

Ideal for anyone new to SharePoint 2010 and for those managing, developing or working with SharePoint 2010 technologies.

OBJECTIVES

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

- Define what a SharePoint list is
- Add, edit & delete items
- Add columns to your list
- Sort & filter information
- Use & create views
- Create & work with different lists
- Create a list based on a spread-sheet
- Create & work with a calendar, contacts list & discussion group
- Create and set up a Survey

PREREQUISITES

A working knowledge of Microsoft Windows, Office and the Internet is assumed. Access to SharePoint Designer 2010 and a Web browser.

LEVEL: Intermediate

COURSE FEE: £300 per person (includes course notes & refreshments)

To make a booking and for all enquiries:

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