

WC-SEU2010 - SharePoint 2010 for End Users Webcast

New to SharePoint? Know how to use a Web browser like Internet Explorer or FireFox? Then this class is for you! It is designed for people with little or zero SharePoint experience who need to get up to speed with SharePoint sites.

Audience: End User

Format: Live Webcast

Length: 2 Days (3hrs/day)

Registration: \$495

Attendees will first start out learning the basics and getting an overview of the entire landscape of a SharePoint site. This begins with a tour of the Web-based interface and exploring the various types of lists and libraries available for collaboration such as Contacts, Tasks, Links, Calendar and document libraries.

Next users will dive into working with the Document Workspace and Meeting Workspace template as well as how to publish from each of these types of sites. Microsoft significantly improved the social networking capabilities in SharePoint 2010 specifically around the areas of blogs and wikis. Attendees will see how they can leverage these types of sites and lists as well as how to take advantage of the new tagging infrastructure.

Finally, attendees will learn how to personalize SharePoint so they can work in an environment that enables them to be the most efficient and productive. To this point the course covers how to leverage alerts, RSS feeds customizing search, personalizing the search experience and taking SharePoint content offline using SharePoint 2010 Workspace.

Student Audience / Prerequisites

Attendees should have experience using a Web browser and interacting with Web-based systems. Some experience with Microsoft Office (any version) as well as experience with a previous version of SharePoint is a plus, but not required. Microsoft Office is necessary to complete several of the labs in the class.

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WC-SEU2010 - SharePoint 2010 for End Users Webcast - Modules List

Module 1 - Introducing SharePoint 2010

Understanding the purpose of community-based systems
Navigating the Web interface of SharePoint
Becoming familiar with the SharePoint ribbon
Features available in SharePoint for the information worker

Module 2 - Lists and Libraries

Lists, list metadata & item metadata
Understanding of the out-of-the-box lists and libraries
How views can change the way you interact with lists
Adding items to a list vs. adding items to a library
Recovering deleted content with the recycle bin
Working with relational lists

Module 3 - Document Libraries and Form Libraries

Document management and form management
Managing individual items in libraries
Item versioning, check-in and check-out
Item content approval process
Working with document sets

Module 4 - Document and Meeting Workspaces

Difference between document workspace and meeting workspace
Understanding the default document and meeting workspaces
Publishing from workspaces

Module 5 - Social Networking: Blogs & Wikis

Understanding blogs and wikis
Creating and managing content in blogs
Creating and managing content in wikis
Tagging and rating content

Module 6 - Personalizing SharePoint

Staying informed with alerts and RSS
Personalizing the Web interface
Understanding search and people search
Working with SharePoint offline

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