

SHAREPOINT 2010 END USER COURSE CONTENT

❖ **SHAREPOINT 2010 END USER TRAINING OBJECTIVES:**

ALL STUDENTS WILL LEARN TO:

- Collaborate within a team using SharePoint 2010.
- Use list and library templates while understanding the difference between a list and its corresponding web part.
- Manage individual items in a library and become proficient with item check out, version control, and the approval processes.
- Publish a finished document from its workspace to a SharePoint site.
- Post to a blog and add pages to a wiki.
- Customize SharePoint to best benefit individual work and productivity styles.

❖ **OVERVIEW:**

❖ **INTRODUCING SHAREPOINT 2010:**

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

❖ **LISTS AND LIBRARIES:**

- Lists, list metadata and 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

❖ **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

❖ **DOCUMENT AND MEETING WORKSPACES:**

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

❖ **SOCIAL NETWORKING: BLOGS AND WIKIS:**

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

❖ **PERSONALIZING SHAREPOINT:**

- Staying informed with alerts and RSS
- Personalizing the Web interface
- Understanding search and people search

- Working with SharePoint offline

❖ **CONCLUSION:**

END USER TRAINING PREREQUISITES

❖ **SOFTWARE NEEDED ON EACH STUDENT PC:**

THIS SHAREPOINT 2010 TRAINING COURSE REQUIRES EITHER OF TWO SETUPS:

- A central SharePoint 2010 server with a site collection set up for each user. In this scenario, the student PCs needs only Internet Explorer 7 or later and Office 2007 or 2010, with http/https access to the SharePoint server.

OR

- A Windows Server 2008 R2 virtual machine, configured per Accelebrate's spec, running in VMware Player or Workstation on each student PC. The host PC would need:
 - 64-bit Windows 7
 - VMware Player 3.1 or later or VMware Workstation 7.1 or later
 - At least 6GB physical RAM (the VM will run in 4GB physical RAM, but very slowly)
 - 30 GB free hard drive space.

