

## SharePoint 2010

### What does this course offer you?

This course will help you become familiar with the basic default functions of SharePoint 2010 and show you how to make good use of SharePoint 2010 in conjunction with Office 2010 in your day-to-day work.

You will learn about the most important items when working with SharePoint 2010 – workspaces, documents and lists. In addition, the work organisation in SharePoint 2010 will be examined in more detail. You will learn how to work with folders and Explorer in SharePoint 2010, and also about the advanced organisation of workspaces using metadata. The basic function of sorting, filtering and working with views will be covered extensively, as will checking in and out, versioning documents and the E-mail Alert function. In addition, you will learn how you can use task and calendar functions and meeting workspaces in SharePoint 2010 for effective collaboration.



### The primary subject matter of the course:

#### Basic information

- SharePoint introduction
- SharePoint interface
- Structural elements
- Navigation
- Editing documents
- Editing lists

#### Organising a workspace

- Sorting and filtering
- Views
- Uploading and downloading documents
- Working with the Explorer view
- Working with folders
- Meta data
- Checking in and checking out
- Versioning
- Alerts
- Search
- Recycle Bin

#### Collaborating in a workspace

- Calendars
- Meeting Workspace
- Tasks
- Workflow

### What do you need to know in advance of this course?

This course only requires basic knowledge of working with mouse and keyboard. Knowledge of standard Office programs is also an advantage.

**Number of lessons: 20    Run time approx. 2 hours**