



## SharePoint 2010 for End Users – Introduction

### Who would benefit?

This course is designed for those who want to use SharePoint to collaborate with others.

### Objective

This course is designed for end users who have SharePoint and who want to understand the business benefits of utilising the software. This course gives an overview of the main features of SharePoint and how delegates can collaborate with other users to produce documents, surveys and more.

### Content

- Understanding SharePoint
  - Working with SharePoint
  - SharePoint Structure
  - Navigating Sites
  - Using the Ribbon
  - Find Information or People
- Managing My Site
  - What is My Site?
  - My Profile
  - Colleague Tracker
  - My Links
- Document Libraries
  - Introduction
  - Manage Documents
  - Work with Documents
  - Document Properties
  - Wiki Libraries
- Lists
  - Creating Lists
  - Calendar Event Lists
  - Contacts Lists
  - Task Lists
- Working with Views
  - Sorting items
  - Filtering items
  - Working with Columns
  - Using Views
- Content Administration
  - Connecting to Microsoft Outlook
  - Using Alerts and RSS Feeds
  - Check Out/In
  - Document Versioning
  - Workflows

### Duration

One day