

SharePoint 2010 Site Members

Myriad Technologies Training

1 Day – Level 100 Introduction



Course Outline

This one day course has been designed to provide an introduction to SharePoint 2010. This course has been designed to provide a balance of theory and class room discussion combined with hands on lab time. This enables the students to discuss new concepts and then put them into practical applications during the labs.

Skills Gained

After completing this course the attendees will :

- Understand how to Navigate and search SharePoint Sites
- Understand the benefits of Lists and Libraries in SharePoint
- Have gained practical experience with document management
- Monitor and Participated in a SharePoint Workflow
- Know how to find and connect to information in SharePoint
- Understand how to share information with their colleagues
- Manage and customise content in their Team Site

Target Audience

This course has been designed for anyone who is new to SharePoint 2010 and needs to get up to speed on how they can use SharePoint to collaborate and share information with their colleagues.

Prerequisites

This course has been developed to ensure attendees require minimal prerequisites to participate in this course. Course participants should be comfortable using a computer for basic tasks, such as managing files and browsing the web. Attendees should also have exposure to Office 2007 or 2010.

Course Overview

Introduction to SharePoint

In this module we will discuss the basic functionality of SharePoint and guide the students through an introduction to the ways they can navigate and search SharePoint. We will also discuss in-depth the new Ribbon interface which is one of the major enhancements for SharePoint 2010.

Introduction to Lists

SharePoint lists provide a flexible way of sharing information, such as Tasks, Contacts and Appointments. In this module we will explore the various lists that SharePoint provides and how the students can use these lists in practical applications to collaborate and share information with their colleagues.

Document Management

SharePoint provides a rich document management infrastructure which is surprisingly simple to use. In this module we will walk the students through the practical management of document versions and document management. Once the students understand the document management functionality provided by SharePoint they will be empowered to manage their own documents and can even retrieve previous versions of documents without the assistance of an IT Support Specialist. During the labs we will explore some of the new innovative features that are available in SharePoint 2010 such as Concurrent Authoring.

Working with Workflow

An integral part of managing content in SharePoint is the ability to initiate workflows to handle the approval of documents and other business processes. In this module we will guide the students through the process of initiating a workflow and monitoring the progress of the workflow. During the labs we will spend time role playing as the participants of an approval workflow. This will provide the students with valuable insight into how workflows can be used to streamline everyday business processes such as document reviews and approvals.

Microsoft Office Integration

The Integration between Microsoft Office 2010 and SharePoint 2010 enables you to manage, interact and view your content in a way which takes content management to another level. During this module we will explore some of the techniques which will help you manage your information in a seamless manner whereby Office and SharePoint will blend together to provide a totally integrated platform for your information management.

Wiki Pages and Web Parts

SharePoint 2010 provides Wiki Pages straight out of the box. During this module we will explore how SharePoint Wiki Pages can be combined together with Web Parts, Images and lists to help create a rich and dynamic web site. This will help you share information with your colleagues.