



Microsoft SharePoint 2010

Learn how to best use the superb functionality of MS SharePoint 2010 to efficiently manage the day to day running of your organisation.



Topics Covered:

Introducing SharePoint 2010

SharePoint Server 2010
SharePoint Server 2010 Interface
Elements

Organizing Information in SharePoint 2010

Add List Items
Modify Lists
Change List Views

Storing Documents in a SharePoint Site

Add Documents to a Library
Edit Documents in a Library
Share Documents Across Libraries
Collect Information Using Forms

Collaborating with Team Members

Share Information Using Wikis
Communicate Using Blogs
Participate in Discussion Boards

Creating a Personalized Site

Creating the My Site
Customising the My Site

Administering a SharePoint Site

Create a Subsite
Manage User and Group Access to Sites

Managing Content in SharePoint 2010

Categorize Content Using Content Types
Setup Workflows within the SharePoint
Environment
Customizing a SharePoint Site
Implementing Search Using SharePoint



Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Customised Courses



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Duration:

1 Full Day

Who should attend:

Ideal for a person who is interested in getting more out of using SharePoint Services in their organisation. Also ideal for a person who is interested in setting up and managing a SharePoint site for their work or home group.

Course Pre-requisites:

Participants should be familiar with working in a Windows environment and have a general computer working knowledge.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of Microsoft applications. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Office
- Professional Development
- Adobe Dreamweaver