



# Microsoft SharePoint 2010

## Module 1



INFOCUS COURSEWARE

Module Series

Order Code: INF1090 ISBN: 978-1-921939-27-3

### ❖ General Description

The skills and knowledge acquired on the course are sufficient to be able to navigate and use the features of a SharePoint site and to understand how user permissions affect what features are available to them on a site.

### ❖ Learning Outcomes

At the completion of this course you should be able to:

- understand what **SharePoint** is and have an understanding of **SharePoint** sites and their components
- work with documents and lists
- find information by working with views and the search facility
- create a default team site and switch on versioning and required check out
- create and manage documents
- create and manage list items
- create, modify and delete views for lists and libraries
- edit pages and create wiki pages
- create custom list and document libraries
- create and work with a picture library
- work with the contacts and announcements lists
- create web part pages
- create, initiate and track the progress of workflows
- create various types of sites and delete unwanted sites
- customise a site
- manage security

### ❖ Target Audience

This course is designed to introduce the student to the features of Microsoft SharePoint 2010 both as a user of a SharePoint site and as an owner of a site.

### ❖ Prerequisites

The course assumes little or no knowledge of SharePoint. However, it would be useful to have some experience in using the standard Microsoft Office applications Word, Excel, PowerPoint and Outlook while a general understanding of personal computers and the Windows operating system environment would be beneficial.

### ❖ Pages

164 pages

### ❖ Nominal Duration\*

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

### ❖ Student Files

Many of the topics in the publication require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at [www.watsoniapublishing.com](http://www.watsoniapublishing.com). Simply follow the student files link on the home page. You will need the product code for this course which is **INF1090**

### ❖ Methodology

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

### ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence

\* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Thursday, September 22, 2011 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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Product Information



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### ➤ Getting To Know SharePoint 2010

- ✓ What Is SharePoint?
- ✓ Course User Accounts
- ✓ Starting SharePoint
- ✓ Core Elements Of A SharePoint Site
- ✓ Navigating A SharePoint Site
- ✓ SharePoint Sites
- ✓ Lists
- ✓ Libraries
- ✓ Views
- ✓ Using The Ribbon
- ✓ Checking The Regional Settings

### ➤ Documents And Lists

- ✓ Selecting Items
- ✓ Reading A Document
- ✓ Downloading A Copy Of A Document
- ✓ Emailing A Link To A Document
- ✓ Exporting Lists To Excel
- ✓ Viewing Version History
- ✓ Viewing Properties
- ✓ Creating An Alert On A Document Or List Item
- ✓ Creating An Alert On A Library Or List
- ✓ Managing Your Alerts

### ➤ Working With Views

- ✓ Changing Views In Lists And Libraries
- ✓ Sorting And Filtering Views
- ✓ Searching For Documents And List Items

### ➤ Preparing Your Training Site

- ✓ Creating A Training Sub-site
- ✓ Preparing A Document Library

### ➤ Managing Documents

- ✓ Uploading A File
- ✓ Uploading Multiple Files
- ✓ Uploading A File From An Office Application
- ✓ Uploading Files Using Web Folders
- ✓ Creating A New Document In A Library
- ✓ Using Check In And Check Out
- ✓ Editing A Document
- ✓ Co-authoring Word Documents
- ✓ Comparing Versions
- ✓ Publishing A Document
- ✓ Creating A New Folder In A Document Library

- ✓ Using SharePoint Workspace

### ➤ Managing List Items

- ✓ Creating A New Item In A List
- ✓ Creating A New Calendar Event
- ✓ Creating A New List Item Using Datasheet View
- ✓ Editing A List Item
- ✓ Deleting List Items And Files
- ✓ Recovering Deleted List Items And Files
- ✓ Connecting SharePoint And Outlook Calendars
- ✓ Connecting SharePoint And Outlook Task Lists

### ➤ Creating Views

- ✓ Creating A View
- ✓ Selecting The Columns
- ✓ Specifying Sort Criteria
- ✓ Specifying Filter Criteria
- ✓ Specifying Grouping Criteria
- ✓ Specifying Other Criteria
- ✓ Deleting A View

### ➤ Creating And Editing Pages

- ✓ Placing A Page In Edit Mode
- ✓ Inserting And Formatting Text
- ✓ Inserting Tables
- ✓ Inserting Pictures
- ✓ Inserting Links
- ✓ Inserting List And Library Web Parts
- ✓ Creating A New Wiki Page
- ✓ Linking To An Existing Wiki Page
- ✓ Linking To A New Wiki Page
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### ➤ Creating Lists And Libraries

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- ✓ Creating A Document Library
- ✓ Creating A List
- ✓ Column Types
- ✓ Adding A Column To A List Or Library
- ✓ The List And Library Settings Page
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- ✓ Creating A Picture Library
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- ✓ Viewing Pictures
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- ✓ Downloading And Sending Pictures

### ➤ Contacts And Announcements Lists

- ✓ Creating A Contacts List
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- ✓ Adding An Announcement
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### ➤ Creating Web Part Pages

- ✓ New Page Templates
- ✓ Creating A Web Part Page
- ✓ Adding A Content Editor Web Part
- ✓ Adding A List View Web Part
- ✓ Adding An Image Viewer Web Part
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- ✓ Modifying Web Parts
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### ➤ Working With Workflows

- ✓ What Is A Workflow?
- ✓ Creating A Workflow
- ✓ Customising The Workflow Settings
- ✓ Initiating A Workflow
- ✓ Working With Tasks In A Workflow
- ✓ Tracking A Workflow

### ➤ Creating Subsites

- ✓ The Create New Site Dialog Box
- ✓ Creating A Team Site
- ✓ Creating A Blog Site
- ✓ Working With A Blog Site
- ✓ Creating A Document Workspace
- ✓ Creating A Meeting Workspace
- ✓ Deleting A Site

### ➤ Customising Sites

- ✓ Changing The Title Or Description
- ✓ Changing The Logo
- ✓ Adding A Link To The Top Navigation Bar
- ✓ Adding A Link To The Quick Launch Bar
- ✓ Modifying Links In A Navigation Bar
- ✓ Deleting Links From A Navigation Bar
- ✓ Applying A Theme
- ✓ Changing The Home Page





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### ➤ **Managing Security**

- ✓ Understanding Permissions
- ✓ Checking User Permissions
- ✓ Adding Users To A Security Group
- ✓ Granting Permissions To Individuals
- ✓ Removing Users From A Site
- ✓ Creating A New Security Group
- ✓ Creating Customised Permission Levels
- ✓ Checking Permissions On Libraries And Files
- ✓ Granting Permissions On A List Or Library
- ✓ Granting Permissions On A List Item Or File

### ➤ **Concluding Remarks**



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