



Microsoft SharePoint 2010 - Introduction

Two-Day Course

Windows

Course Overview:

In this course you will create and edit SharePoint content in a Microsoft Office SharePoint Services Website which allows you to communicate information and collaborate on projects efficiently and cost-effectively. You will learn to develop and manage your own SharePoint site.

Course Content:

- The SharePoint environment
- The new SharePoint 2010 ribbon interfaced
- Creating and editing content
- Working with lists
- Using libraries
- Communicating with team members: sharing information and collaborating on projects
- Creating a team site
- Customizing the SharePoint environment
- Using the new SharePoint social features
- Connecting SharePoint lists and libraries with Outlook