

Microsoft SharePoint 2010 Content Editor

This course is designed for those who will have responsibility for creating, editing and contributing to their own SharePoint site. It aims to develop good practice and get individuals within your organisation working effectively and independently with Microsoft SharePoint, to achieve your organisational goals for your SharePoint site. During this course delegates will build a SharePoint site, and add and modify content.

The course can be run as one or two days depending on the components you wish to include.

1 Introduction to SharePoint

Aims of this session

This session will introduce you to the Intranet environment within SharePoint, and demonstrate the concepts and terminology in use.

On completing this session you will be able to

- Understand good practice in establishing SharePoint roles
- Use good practice in site construction – using the right tools for the job
- Describe the main components available in SharePoint including:
 - Document Libraries
 - Picture Libraries
 - Lists
 - Calendar
 - Announcements
 - Tasks
 - Alerts
 - Sites and sub-sites
 - Web Parts
- Detail the types of data for which each component is useful

2 Sites, sub-sites and permissions

Aims of this session

Gain an understanding of how sites and sub-sites form the major building blocks of your SharePoint intranet, and how to control user access to these sites.

On completing this session you will be able to

- Decide when a new site is required
- Create a site
- Set navigation
- Grant permissions
- Create and link new pages

3 Library management

Aims of this session

Understand the how to create SharePoint libraries, manage library contents, and manage user access to the contents using views.

On completing this session you will be able to

- Create a Document Library
- Upload documents

- Manage Documents (check-in / check-out)
- Create and modify library views
- Email links to documents

4 Lists

Aims of this session

Understand the built-in list types SharePoint offers for storing the data within your site.

On completing this session you will be able to

- Create new lists from the components available
- Modify list views
- Import a list of data from Excel
- Link from one list to another
- Customise a list of data

5 Alerts

Aims of this session

To understand how SharePoint alerts can keep you abreast of changes to site content, and how to subscribe to alerts.

On completing this session you will be able to

- Use alerts to be notified of changes to content
- Set alerts to be delivered as you wish to receive them
- Control permissions regarding alerts

6 Web parts

Aims of this session

To understand the use of web-parts to enhance the functionality of your SharePoint site.

On completing this session you will

- Add web-parts to your home page
- Select appropriate web-parts for your content
- Use Content Editor web parts
- Delete web parts

7 Document and Meeting Workspaces

Aims of this session

To make use of collaboration tools offered by SharePoint to facilitate meetings and teamwork on documents.

On completing this session you will be able to

- Understand the purpose of a workspace
- Create document and meeting workspaces
- Assign permissions to your workspace
- Upload a revised document back to a library

8 Tags, Notes and Searching

Aims

Locate material in your SharePoint site effectively, and develop a discipline of adding useful keywords and descriptions to material. Be able to mark information that is of interest to you with your own markers and notes.

On completing this session you will be able to

- Understand the importance of adding descriptions, keywords and tags to your SharePoint content
- Tag content with your own tags
- Be able to use the search effectively

9 Topics for discussion

Integration with Microsoft Office

Team discussions and wikis

Recycle Bin