

SharePoint 2010 Web Content Management



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Who should attend?

This course is intended for users who want to learn how to create and manage web content using Microsoft SharePoint 2010.

Prerequisites

Participants should be familiar with Windows and Internet Explorer as well as have fundamental computer skills including basic text formatting, and file management. Prior experience creating web pages or web sites is not required.

Course Duration

1 Day

Course Content:

INTRODUCTION

- WHAT IS SHAREPOINT?
- ABOUT THIS GUIDE
- SITE ARCHITECTURE
- NAVIGATING THE SITE CONTENT

PAGE AUTHORIZING

- INTRODUCTION TO WEB PAGES
- VERSIONING, SCHEDULING AND MODERATION
- THE RIBBON
- CREATING PAGES
- ENTERING CONTENT

SAVING, CHECK IN AND CHECK OUT

- FINDING YOUR WEB PAGES
- CHECKING OUT AND EDITING AN EXISTING PAGE
- SAVING AND CHECKING IN CHANGES

FORMATTING AND SPELLING

- FONT AND PARAGRAPH FORMATTING
- STYLES AND MARKUP STYLES
- SELECT AND EDIT HTML
- CHECK SPELLING

INSERTING TABLES

- INSERT TABLES INTO A PAGE
- EDIT TABLE LAYOUT AND DESIGN

INSERTING PICTURES

- INTRODUCTION
- ADDING IMAGES TO AN IMAGES LIBRARY
- INSERTING PICTURES ONTO A PAGE
- CHANGE IMAGE DESIGN OPTIONS
- IMAGE POSITION

DOCUMENT LIBRARIES

- INTRODUCTION
- UPLOADING DOCUMENTS

INSERTING LINKS

- INTRODUCTION
- INSERTING LINKS FROM SHAREPOINT OR ADDRESSES

PAGE ACTIONS

- PREVIEW A PAGE
- CHANGE PAGE LAYOUT
- MAKE HOMEPAGE
- INCOMING LINKS

MANAGE PAGES

- PAGE HISTORY
- DELETE A PAGE
- EDIT PAGE PROPERTIES

CHECKING FOR UNPUBLISHED ITEMS

- INTRODUCTION

PUBLISHING PAGES

- INTRODUCTION
- PAGE SCHEDULING
- PUBLISHING A PAGE
- APPROVING PAGES
- VIEWING WORKFLOW STATUS AND HISTORY

PUBLISHING IMAGES AND DOCUMENTS

- ITEM STATUS
- PUBLISHING ITEMS
- NOTES ON APPROVALS AND WORKFLOWS

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NAVIGATION

INTRODUCTION
MODIFY NAVIGATION

SHARE AND TRACK

E-MAIL A LINK
ALERT ME

REUSABLE CONTENT

INTRODUCTION
CREATING AND USING REUSABLE CONTENT

MANAGE CONTENT AND STRUCTURE

INTRODUCTION
CONTENT AND STRUCTURE REPORTS
CONTENT AND STRUCTURE COMMANDS
SHOW RELATED RESOURCES