



SharePoint 2010 Collaboration for Site Contributors

Who should attend?

This course is intended for users who want to learn how to use collaboration sites in 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. Users should also be familiar with Microsoft Office.

Course Duration

1 Day

Course Content:

- Introductions
- Overview of SharePoint Server 2010
- Using Lists
- Using and Creating Views
- Setting Alerts
- Wikis
- Document Libraries
- Versioning
- Approvals and Workflows
- On-line Resources