



SharePoint 2010 Collaboration for Site Owners

Who should attend?

This course is intended for users who want to learn how to create and configure collaboration sites in Microsoft SharePoint 2010.

Prerequisites

Participants should be attend the SharePoint 2010 Collaboration for Contributors course or have equivalent knowledge. Participants should also be familiar with Windows and Internet Explorer, file management principles, as well as Microsoft Office.

Course Duration

1 Day

Course Content:

- Creating Sites
- Creating Lists and Libraries
- Configuring Lists and Libraries
 - Adding Columns
 - Creating Views
 - Approvals
 - Workflows
 - Advanced Settings
- Customize Your Site:
 - Page Editing
 - Web Parts
 - Navigation
- Groups and Permissions
- Office Integration
- Online Resources