

<b>Course Name:</b>	<b>SharePoint 102</b>
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Area of Study	Classroom Hours:
<b>Project Management Software</b>	<b>7</b>

**Description:**

This course is designed to impart to students a practical understanding of how to create and maintain Microsoft Office SharePoint Server sites. Discussions of core best practices provide students with context for employment of the functionality taught.

**Module 1: Manage Libraries**

- Create a Library
- Add a File to a Document Library
- Create a New Folder in a Library
- Create New Columns in a Library
- Edit Existing Library Columns
- Delete Library Columns
- Upload a Single Library Item
- Upload Multiple Library Items
- Edit a Library in Datasheet View
- Export a Library to an Excel 2010 Spreadsheet
- Export a Library to an Excel 2007 Spreadsheet
- Subscribe to a Library RSS Feed
- View Library Item Properties
- Edit Library Item Properties
- Manage Library Item Permissions
- Edit a Library View
- Add a Library View
- Delete a Library Item
- Edit a Library Item in a Preferred Application
- Download a Library Item to Edit Locally
- Check Out a Library Item
- Check Out a Library Item in Office 2010
- Check Out a Library Item in Office 2007
- Check Out Library Items in SharePoint Workspace
- Check In a Library Item
- Check In a Library Item in Office 2010
- Check In a Library Item with Office 2007
- Check In Documents in SharePoint Workspace
- Send a Copy of an Item to Another Library
- E-Mail a Link to the Item
- Recovering Items from the Recycle Bin
- Edit Library Content Types

**Module 2: Manage Business Data**

- Create a Contacts Web Database
- Add a Contact in the Contacts Web Database
- Edit a Contact in the Contacts Web Database
- Create a Projects Web Database
- Add a New Project to the Projects Web Database
- Create an Assets Web Database
- Add an Asset to the Assets Web Database
- Retire an Asset from the Assets Web Database

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## SharePoint 102 (continued)

### Description (continued):

#### Module 3: Use Outlook for Sharing

- Connect a SharePoint Library to Outlook 2010
- Connect a SharePoint Library to Outlook 2007
- Share SharePoint Content with Outlook 2010
- Share Outlook Content with Outlook 2007
- Connect to SharePoint from a Sharing Message in Outlook 2010
- Connect to SharePoint from a Sharing Message in Outlook 2007
- Edit Document Library Files in Outlook 2010
- Edit Document Library Files in Outlook 2007
- Remove a Connected Document from Outlook 2010
- Remove a Connected Document from Outlook 2007
- View a SharePoint Calendar with Outlook 2010
- View a SharePoint Calendar with Outlook 2007
- Edit a SharePoint Calendar in Outlook 2010
- Edit a SharePoint Calendar in Outlook 2007
- Create a Meeting Workspace with Outlook 2010
- Create a Meeting Workspace with Outlook 2007
- Remove a SharePoint Resource from Outlook 2010
- Remove a SharePoint Resource from Outlook 2007

#### Module 4: Conduct Surveys

- Create a Survey
- Preview Your Survey
- Enable Survey Branching
- Send a Survey Link
- View Survey Results
- Compile Survey Results

#### Module 6: Create and Customize My Site

- Create a My Site
- Edit Your My Site Profile
- Add Colleagues to Your My Site
- Configure a Newsfeed on Your My Site
- Tag SharePoint Content
- Edit Public and Private Views
- Apply a Theme to My Site
- Add a Web Part to My Site
- Add a Silverlight Web Part to My Site
- Add a My Links Web Part to My Site
- Target a Web Part Audience
- Remove a Web Part from My Site
- Add a New Page to My Site
- Upload a Document to My Site

### Students enrolled for this course should have the following:

- Basic knowledge of Microsoft Office 2007 Products
- Familiarity with Internet Explorer
- Comfortable in a Windows environment
- Understand how to perform all the functions included in the SharePoint 101 course