

SharePoint 2010 Training – Content Editors

Our SharePoint training course for Content Editors is intended for those new to SharePoint or for those having recently taken on the role of maintaining content in SharePoint. A one day course it covers the fundamentals of a SharePoint site and then using practical examples focuses on the role of the content editor. After attending this course you should have the following knowledge (see below), further courses are available in other areas of content management and site administration.

Familiarisation with SharePoint

- Navigating
- Ribbon Toolbar
- Different modes
- Search Facility
- Recycle Bin

Web Parts - Summary

- What are Web Parts
 - Document Libraries
 - Announcements
 - Calendars
 - Discussion Forums
 - Surveys

Document Libraries

- Creating
- Uploading/Uploading multiple documents
- Creating from Document Menu
- Deleting documents/multiple documents
- Checking Out
- Editing
- Version Control

Site Pages

- Creating
- Deleting
- Layout options
- Navigation
- Editing
 - Adding/Moving web parts
 - Content Editor
 - Hiding header
 - Adding content
 - Image placement
- Saving

Views

- Creating/modifying views
- Types of view
- Filtering data
- Grouping data
- Private views