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Education and Support

End User SharePoint 2010 Videos List

Screencast Name	Number	Abstract	Category
Creating a subsite	10001	A subsite (or simply referred to as site) is created as an interface for hosting pages, lists, libraries and web parts. This video shows how to create a new subsite.	Site Administration
Working with Quick Launch menu	10002	Quick launch menu provides links to items (lists, documents, pages etc.) within a site. This video shows how to configure the quick launch menu.	Lists and List Items
Creating a list Item	10003	A list item in a SharePoint list is a row of information (such as a person in a contact list). This video shows how to create a new list item.	Lists and List Items
Editing an item in a list	10004	A list item in a SharePoint list is a row of information (such as a person in a contact list). This video shows how to edit an existing list item.	Lists and List Items
Deleting items from a list	10005	A list item in a SharePoint list is a row of information (such as a person in a contact list). This video shows how to delete an existing list item sending it to the recycle bin.	Lists and List Items
Restoring items from the Recycle Bin	10006	Recycle bin holds items that have been deleted by site members. This video shows how to restore items from the recycle bin.	Lists and List Items
Subscribing to RSS feeds of lists	10007	A site member can receive notification of new items in a list by subscribing to RSS (Real Simple Syndication) feeds of the list. This video shows how you can subscribe to a RSS feed using Internet Explorer.	Lists and List Items
Email a link to a document or a library	10008	The easiest way to point someone to a document is to send them a link to it. This video shows how you can send a link to a document.	Libraries and Documents
Upload a document to a library	10009	A document library can hold multiple documents. This video shows how to upload a document to a library.	Libraries and Documents
Upload multiple documents to a library using drag and drop	10010	A document library can hold multiple documents. This video shows how to upload multiple documents to a library by using the drag and drop functionality.	Libraries and Documents
Upload multiple documents to a library by browsing to the documents	10011	A document library can hold multiple documents. This video shows how to upload multiple documents to a library by browing to the documents.	Libraries and Documents
Checking out a document from the library	10012	A document can be locked by checking it out from a document library. This video shows how the checking out process works.	Libraries and Documents
Checking in a document to the library	10013	A document can be locked by checking it out from a document library. This video shows how to check in an already checked out document.	Libraries and Documents
Creating an Issues list	10014	SharePoint lists can hold rows of items and their associated properties (metadata). This video shows how to create an issues list which can be used to manage a set	Lists and List Items

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Creating a Contacts list	10015	SharePoint lists can hold rows of items and their associated properties (metadata). This video shows how to create a contacts list which can be used to hold contact	Lists and List Items
Creating a Custom list	10016	SharePoint lists can hold rows of items and their associated properties (metadata). This video shows how to create a custom list. A custom list is used to create a list from scratch when no other out-of-the-box list template would work for your present need.	Lists and List Items
Connecting the Contacts list to Outlook	10017	Some SharePoint lists can be connected to Outlook. This data is synchronized both ways and the data can be managed in both Outlook and the SharePoint list. This video shows how to connect the contacts list to appear in	Lists and List Items
Creating a Discussion Board	10018	SharePoint lists can hold rows of items and their associated properties (metadata). This video shows how to create a discussion board type of list which can be used to hold discussion threads among colleagues.	Lists and List Items
Creating a list by importing a spreadsheet	10019	SharePoint lists can hold rows of items and their associated properties (metadata). This video shows how to create a list based on data in a spreadsheet.	Lists and List Items
Creating a Links list	10020	SharePoint lists can hold rows of items and their associated properties (metadata). This video shows how to create a links list that can hold links to internal and	Lists and List Items
Creating a Project Tasks list	10021	SharePoint lists can hold rows of items and their associated properties (metadata). This video shows how to create a project tasks list that can hold project related	Lists and List Items
Creating a Status list	10022	SharePoint lists can hold rows of items and their associated properties (metadata). This video shows how to create a status list that can be used to track status of items using indicators.	Lists and List Items
Creating a Calendar list	10023	SharePoint lists can hold rows of items and their associated properties (metadata). This video shows how to create a calendar list that can be used to store events. It can be shown in a calendar view or events list view.	Lists and List Items
Overlaying multiple calendars	10024	SharePoint 2010 calendars contain the functionality to overlay multiple calendars which provides a unified view of events from different locations.	Lists and List Items
Creating a Document library	10025	SharePoint libraries can hold rows of artifacts and their associated properties (metadata). This video shows how to create a documents library that is used to store	Libraries and Documents
Creating an Asset library	10026	SharePoint libraries can hold rows of artifacts and their associated properties (metadata). This video shows how to create an asset library that is used to store site assets such as system pictures.	Libraries and Documents
Creating a Picture library	10027	SharePoint libraries can hold rows of artifacts and their associated properties (metadata). This video shows how to create a picture library that is used to store pictures uploaded by site members.	Libraries and Documents

Creating a Slide library	10028	SharePoint libraries can hold rows of artifacts and their associated properties (metadata). This video shows how to create a slide library that is used to store PowerPoint slides. In addition, slide library can be used to create new PowerPoint decks from existing slides.	Libraries and Documents
Setting titles and descriptions of lists	10029	SharePoint lists can hold rows of items and their associated properties (metadata). This video shows how to set titles and descriptions of lists.	List Settings
Enable management of content types for lists	10030	Content types enable organizations to organize, manage, and handle content in a consistent way across a site collection. This video shows how to manage content types in a SharePoint list.	List Settings
Enable creating folders in a list	10031	Creation of folders in a SharePoint list is disabled by default. This video shows how to enable creating folders in	List Settings
Disabling the list dialog pop-up	10032	The list dialog is the pop-up that appears when creating, editing or displaying a list item. This video shows how to disable it and instead show the list form in a new page within the browser window.	List Settings
Enabling ratings for lists	10033	SharePoint lists can hold rows of items and their associated properties (metadata). This video shows how to setup a rating system so each item in a list can be rated	List Settings
Navigating between SharePoint sites	10034	Multiple sites can exist under one site collection. This video shows how you can navigate from one site to	List Settings
Configuring Metadata navigation for lists	10035	SharePoint lists can hold rows of items and their associated properties (metadata). This video shows how to configure navigation based on metadata of items in the	List Settings
Configuring visible views for a list	10036	SharePoint lists can hold rows of items and their associated properties (metadata). A view of a list shows the list content in a certain pre-configured way. This video shows how to configure which views of a list are visible.	List Settings
Adding a column to a list	10037	SharePoint lists can hold rows of items and their associated properties (metadata) in columns. This video shows how to create a new column in a list.	List Settings
Deleting a list	10038	SharePoint lists can hold rows of items and their associated properties (metadata). This video shows how to delete a list and send it to the recycle bin.	List Settings
Creating a new view for a list	10039	SharePoint lists can hold rows of items and their associated properties (metadata). A view of a list shows the list content in a certain pre-configured way. This video shows how to create a new view for a list.	List Settings
Setting library title and description	10040	SharePoint libraries can hold rows of artifacts and their associated properties (metadata). This video shows how to set title and description for a library.	Library Settings
Adding a library to the Quick Launch	10041	Quick launch menu provides links to items (lists, documents, pages etc.) within a site. This video shows how to add a link to a library on the quick launch menu.	Library Settings
Enabling content types for a library	10042	Content types enable organizations to organize, manage, and handle content in a consistent way across a site collection. This video shows how to enable management of content types in a library.	Library Settings

Opening documents in the browser	10043	SharePoint libraries can hold rows of artifacts and their associated properties (metadata). This video shows how to open a document in a library within the browser.	Library Settings
Disabling the library dialog pop-up	10044	The library dialog is the pop-up that appears when uploading, editing or displaying a library item. This video shows how to disable it and instead show the library form in a new page within the browser window.	Library Settings
Set validation settings for a library	10045	SharePoint libraries can hold rows of artifacts and their associated properties (metadata). A validation check can be applied against a column to check for certain rules. This video shows how to setup validation settings for a library.	Library Settings
Configuring a default value for a column in library	10046	SharePoint libraries can hold rows of artifacts and their associated properties (metadata). This video shows how a default value can be set for a column in a library.	Library Settings
Configuring ratings for documents in library	10047	SharePoint libraries can hold rows of artifacts and their associated properties (metadata). This video shows how to setup a rating system so each item in a library can be rated by the user.	Library Settings
Configuring Metadata navigation for libraries	10048	SharePoint libraries can hold rows of artifacts and their associated properties (metadata). This video shows how to configure navigation based on metadata of items in the library.	Library Settings
Configuring visible views for a library	10049	SharePoint libraries can hold rows of artifacts and their associated properties (metadata). A view of a library shows the library content in a certain pre-configured way. This video shows how to configure which views of a library	Library Settings
Adding a column to a library	10050	SharePoint libraries can hold rows of artifacts and their associated properties (metadata). This video shows how to create a new column in a library.	Library Settings
Creating a new view for a library	10051	SharePoint libraries can hold rows of artifacts and their associated properties (metadata). A view of a library shows the library content in a certain pre-configured way. This video shows how to create a new view for a library.	Library Settings
Deleting a library	10052	SharePoint libraries can hold rows of artifacts and their associated properties (metadata). This video shows how to delete a library and send it to the recycle bin.	Library Settings
Creating a web page	10053	SharePoint web pages is how you expose information to site users. This video shows how to create a web page.	SharePoint Web Pages
Editing a web page	10054	SharePoint web pages is how you expose information to site users. This video shows how to edit an existing web	SharePoint Web Pages
Checking out a web page for editing	10055	SharePoint web pages is how you expose information to site users. This video shows how to check out a web page for editing.	SharePoint Web Pages
Working with images on web pages	10056	Site members can upload and configure images on SharePoint web pages. This video shows how to work with images on a web page.	SharePoint Web Pages
Working with tables on web pages	10057	Site members can create tables in SharePoint web pages. This video shows how to work with tables on a web page.	SharePoint Web Pages

Linking to other site content	10058	Dynamic links can be created to link to other content on the SharePoint site. This video shows how you can make a link in a web page to link to other content on the site.	SharePoint Web Pages
Adding a video to a web page	10059	Site members can upload and add video files to show on SharePoint web pages. This video shows how to add video content to the web page.	SharePoint Web Pages
Restoring an older version of the web page	10060	Each SharePoint web page is versioned automatically. This video shows how to restore an older version of the page.	SharePoint Web Pages
Change the layout of a web page	10061	SharePoint web pages is how you expose information to site users. This video shows how to check out a web page for editing.	SharePoint Web Pages
Changing permissions for a web page	10062	SharePoint web pages is how you expose information to site users. This video shows how you can change security permissions for a web page.	SharePoint Web Pages
Make a page the home page of the site	10063	SharePoint web pages is how you expose information to site users. This video shows how you can make a web page the default home page for the site.	SharePoint Web Pages
Adding lists and libraries to web pages	10064	SharePoint web pages is how you expose information to site users. This video shows how you can add lists and libraries on a web page.	SharePoint Web Pages
Deleting a web page	10065	SharePoint web pages is how you expose information to site users. This video shows how to delete a web page.	SharePoint Web Pages
Recovering a deleted web page	10066	SharePoint web pages is how you expose information to site users. This video shows how to restore a deleted web page from the recycle bin.	SharePoint Web Pages
Creating a web part page	10067	SharePoint web pages is how you expose information to site users. This video shows how you can create a web	SharePoint Web Pages
Personalizing a web part page	10068	SharePoint web pages is how you expose information to site users. This video shows how to personalize a web part	SharePoint Web Pages
Customizing a web part page	10069	SharePoint web pages is how you expose information to site users. This video shows how to customize a web part	SharePoint Web Pages
Configuring the mobile view of a page	10070	SharePoint web pages is how you expose information to site users. This video shows how to configure viewing the web page on a mobile device.	SharePoint Web Pages
Navigating the mobile view of a site	10071	SharePoint sites are viewable on mobile devices. This video shows how to navigate the mobile web pages of a SharePoint site.	SharePoint Web Pages
Setting up alert notifications for pages	10072	SharePoint web pages is how you expose information to site users. This video shows how to configure alert notifications so you get an email when information on a web page changes.	SharePoint Web Pages
Email a link to a web page	10073	SharePoint web pages is how you expose information to site users. This video shows how to send a link to a web page via email.	SharePoint Web Pages
Open a web page in maintenance view	10074	SharePoint web pages is how you expose information to site users. This video shows how open the web page in maintenance view through which you can see the internal content of the page and make any changes as needed.	SharePoint Web Pages

Insert text on web part pages using Content Editor web part	10075	SharePoint web pages is how you expose information to site users. This video demonstrates how to show text on web pages using content editor web part.	SharePoint Web Pages
Configuring the Approval workflow in a library	10076	SharePoint server comes with a built in workflow template called Approval. This workflow sets up an approval process on a document or list item. This video shows how to configure the approval workflow for documents.	Libraries and Documents
Using the approval workflow in a library	10077	SharePoint server comes with a built in workflow template called Approval. This workflow sets up an approval process on a document or list item. This video shows how to use the approval workflow in a library.	Libraries and Documents
Export SharePoint list data to Excel	10078	SharePoint lists can hold rows of items and their associated properties (metadata) in columns. This video shows how to export list data to Excel spreadsheet.	Connecting to Office Applications
Open SharePoint list data with Access	10079	SharePoint lists can hold rows of items and their associated properties (metadata) in columns. This video shows how to open a SharePoint list in Access.	Connecting to Office Applications
Connecting a task list to Microsoft Outlook	10080	Some SharePoint lists can be connected to Outlook. This data is synchronized both ways and the data can be managed in both Outlook and the SharePoint list. This video shows how to connect the task list to appear in	Connecting to Office Applications
Connecting a discussion list to Microsoft Outlook	10081	Some SharePoint lists can be connected to Outlook. This data is synchronized both ways and the data can be managed in both Outlook and the SharePoint list. This video shows how to connect the discussion list to appear	Connecting to Office Applications
Connecting a document library to Microsoft Outlook	10082	Some SharePoint lists can be connected to Outlook. This data is synchronized both ways and the data can be managed in both Outlook and the SharePoint list. This video shows how to connect the document library to	Connecting to Office Applications
Creating a SharePoint theme using the browser	10083	The look and feel of SharePoint sites can be changed using the built-in themes. This video shows how to create a SharePoint theme using the browser.	Site Administration
Creating a publishing site	10084	In a Publishing Site, users create pages by working in the browser. Unlike Team Sites, these pages are based on available page layouts with predefined content areas called Field Controls. This video shows how to create a publishing site using the browser.	SharePoint Web Pages
Changing the page layout of a publishing page	10085	In a Publishing Site, users create pages by working in the browser. Unlike Team Sites, these pages are based on available page layouts with predefined content areas called Field Controls. This video shows how to change the page layout of a publishing page.	SharePoint Web Pages
Configuring site columns	10086	A site column is a reusable column definition, or template, that you can assign to multiple lists across multiple SharePoint sites. This video shows how to configure site columns.	Site Administration
Managing user alerts	10087	Alerts can be setup on any list or library to receive email notifications of events such as a new item or change to an existing item. This video shows how to manage user alerts.	Site Administration

Configuring RSS for a site	10088	A site member can receive notification of new items in a list or library by subscribing to RSS (Real Simple Syndication) feeds. This video shows how you can configure RSS settings for a site.	Site Administration
Configuring the tree view for a site	10089	Site navigation pane can show the Quick Launch or Tree View. This video show how to configure tree view navigation for the site.	Site Administration
Configuring the top link bar	10090	The top link bar can be configure to provide navigation links to subsites or pages. This video shows how to configure the top link bar.	Site Administration
Deleting a site	10091	A site is created as an interface for hosting pages, lists, libraries and web parts. This video shows how to delete a site.	Site Administration
Viewing usage statistics of a site	10092	A site is created as an interface for hosting pages, lists, libraries and web parts. This video shows how to view usage statistics for a site.	Site Administration
Adding users to a site	10093	A site is created as an interface for hosting pages, lists, libraries and web parts. This video shows how to add users to a site.	Site Administration
Remove users from a site	10094	A site is created as an interface for hosting pages, lists, libraries and web parts. This video shows how to remove users from a site.	Site Administration
Editing permissions for a user group	10095	SharePoint user groups are used to provide various levels of access to the site. This video shows how to edit the permission level for a user group.	Site Administration
Create a new SharePoint user group	10096	SharePoint user groups are used to provide various levels of access to the site. This video shows how to create a new user group.	Site Administration
Save a site as a template	10097	A site is created as an interface for hosting pages, lists, libraries and web parts. This video shows how to save a site as a template. This template can then be used to create a new site.	Site Administration
Create a new site using a site template	10098	A site is created as an interface for hosting pages, lists, libraries and web parts. This video shows how to use a site template to create a new site.	Site Administration
Change a site logo	10099	A site is created as an interface for hosting pages, lists, libraries and web parts. This video shows how to change a site's logo.	Site Administration
Copy a document from one library to another	10100	SharePoint libraries can hold rows of artifacts and their associated properties (metadata). This video shows how copy a document from one library to another on the site.	Libraries and Documents
Creating an Announcements list	10101	SharePoint lists can hold rows of items and their associated properties (metadata). This video shows how to create an announcements list to hold site based	Lists and List Items
Setting up the versioning settings in a library	10102	SharePoint libraries can hold rows of artifacts and their associated properties (metadata). This video shows how to setup versioning for documents in a library.	Library Settings
Creating a new version of a document	10103	SharePoint libraries can hold rows of artifacts and their associated properties (metadata). This video shows how to create a new version of a document in a library.	Libraries and Documents

Viewing all site content	10104	A site is created as an interface for hosting pages, lists, libraries and web parts. This video shows how to view all of the content for a site.	Lists and List Items
Signing in as a different user	10105	A site is created as an interface for hosting pages, lists, libraries and web parts. This video shows how to sign-in to the site as a user other than the one that's signed onto the computer.	Site Administration