

ShowMe for SharePoint 2.0 – Content List

The videos in the ShowMe for SharePoint 2.0 application cover the following topics:

Working with Lists and List Items

- ❖ How To: Create List Items in a List
- ❖ How To: Use the Ribbon to Edit Items
- ❖ How To: Edit Items in a List
- ❖ How To: Edit Items by Using the Edit Control Block
- ❖ How To: Use the Ribbon to Delete Items in a List
- ❖ How To: Delete Items in a List
- ❖ How To: Delete Items by Using the Edit Control Block
- ❖ How To: Restore Items from the Recycle Bin
- ❖ How To: Subscribe to an RSS Feed for a List
- ❖ How To: Email Links to Items and Lists

Working with Libraries and Documents

- ❖ How To: Add Documents to a Library by Using the Ribbon
- ❖ How To: Add Documents to a Library
- ❖ How To: Add Multiple Documents to a Library by Using Drag and Drop
- ❖ How To: Add Multiple Documents to a Library by Browsing for Files
- ❖ How To: Check Out and Check In Documents
- ❖ How To: Check Out Documents to the Drafts Folder

Creating Lists

- ❖ How To: Create Issue Lists
- ❖ How To: Create Contact Lists
- ❖ How To: Create Custom Lists in Datasheet View
- ❖ How To: Create Discussion Boards
- ❖ How To: Create Lists by Importing an Excel Spreadsheet
- ❖ How To: Create Link Lists
- ❖ How To: Create Project Task Lists
- ❖ How To: Create Status Lists
- ❖ How To: Create Calendars
- ❖ How To: Create Calendar Overlays

Working with List Settings

- ❖ How To: Set List Titles
- ❖ How To: Set List Descriptions
- ❖ How To: Set List Navigation Links
- ❖ How To: Enable Content Types for Lists
- ❖ How To: Enable Folders for Lists
- ❖ How To: Configure Offline Settings for Lists
- ❖ How To: Configure List Dialogs
- ❖ How To: Configure Ratings for Lists
- ❖ How To: Configure Audiences for Lists
- ❖ How To: Configure Metadata Navigation for Lists
- ❖ How To: Configure Per-Location Views for Lists
- ❖ How To: Add Columns to Lists
- ❖ How To: Create Views for Lists
- ❖ How To: Delete Lists

Creating Libraries

- ❖ How To: Create Document Libraries
- ❖ How To: Create Asset Libraries
- ❖ How To: Create Picture Libraries
- ❖ How To: Create Slide Libraries

Working with Library Settings

- ❖ How To: Set Library Titles
- ❖ How To: Set Library Descriptions
- ❖ How To: Set Library Navigation Links
- ❖ How To: Enable Content Types for Libraries
- ❖ How To: Manage How Documents Are Opened in Libraries
- ❖ How To: Configure Library Dialogs
- ❖ How To: Configure Validation Settings for Libraries
- ❖ How To: Configure Default Column Values for Libraries
- ❖ How To: Configure Ratings for Libraries
- ❖ How To: Configure Audiences for Libraries
- ❖ How To: Configure Metadata Navigation for Libraries
- ❖ How To: Configure Per-Location Views for Libraries
- ❖ How To: Add Columns to Libraries
- ❖ How To: Create Views for Libraries
- ❖ How To: Delete Libraries

Working with Web Pages

- ❖ How To: Create Web Pages
- ❖ How To: Edit Web Pages
- ❖ How To: Add Links to Web Pages
- ❖ How To: Add Lists to Web Pages
- ❖ How To: Create and Edit Blogs
- ❖ How To: Delete Web Pages
- ❖ How To: Create Web Part Pages
- ❖ How To: Personalize Web Parts Pages
- ❖ How To: Customize Web Part Pages

Using Workflows

- ❖ How To: Configure Built-In Workflows for a Library
- ❖ How To: Use Built-In Workflows in a Library
- ❖ How To: Review Workflow Instances Using SharePoint Workspace 2010
- ❖ How To: Configure Download Settings for SharePoint Workspace 2010
- ❖ How To: Edit Content in SharePoint Workspace 2010
- ❖ How To: Synchronize Changes from SharePoint Workspace 2010

Connecting to Office 2010 Applications

- ❖ How To: Export SharePoint Data to Microsoft Outlook
- ❖ How To: Export SharePoint Data to Microsoft Access
- ❖ How To: Export SharePoint Data to Microsoft Excel
- ❖ Using SharePoint Designer 2010
- ❖ How To: Create Lists by using SharePoint Designer 2010
- ❖ How To: Create Document Libraries by Using SharePoint Designer 2010
- ❖ How To: Add Columns to Lists and Libraries by Using SharePoint Designer 2010
- ❖ How To: Add Views to a List by Using SharePoint Designer 2010
- ❖ How To: Delete Lists by Using SharePoint Designer 2010
- ❖ How To: Delete Libraries by Using SharePoint Designer 2010
- ❖ How To: Associate Workflows with Lists and Libraries by Using SharePoint 2010
- ❖ Customizing and Publishing SharePoint Sites
- ❖ How To: Create Themes by Using the Browser
- ❖ How To: Enable the Publishing Infrastructure and Features
- ❖ How To: Create Publishing Web Sites
- ❖ How To: Configure Site Structures by Using the Browser
- ❖ Site Administration Operations
- ❖ How To: Recover Deleted Content as an Administrator
- ❖ How To: Configure Site Columns
- ❖ How To: Manage User Alerts
- ❖ How To: Manage User Alerts as an Administrator
- ❖ How To: Configure RSS Settings for a Site
- ❖ How To: Configure the Quick Launch Menu
- ❖ How To: Configure the Tree View Menu
- ❖ How To: Configure the Top Link Bar
- ❖ How To: Manage Content by using the Content Organizer
- ❖ How To: Delete Sites by Using the Browser
- ❖ How To: View Summaries of Site Traffic