Microsoft® Windows® SharePoint® Foundation 2010: Level 1

Course Specifications

Course length: 2.0 day(s)

Course Description

Course Objective: You will use, create, and edit content in a team website. You will also create and perform basic management of a team site using SharePoint Foundation 2010.

Target Student: This course is designed for individuals who will need to access information on a Microsoft SharePoint team site or for individuals who may need to create and manage a team website.

Prerequisites: To ensure your success, we recommend that you first:

- Take any or all of Element K's courses in the Microsoft Office 2010 curriculum and possess power-user familiarity with at least one of the applications.
- Experience accessing information via a web browser.

Course Objectives

Upon successful completion of this course, students will be able to:

- Identify basic functions of collaboration technology and Microsoft SharePoint Foundation 2010 team sites.
- Add and modify list items and work with list views.
- Add, edit, and share documents across libraries and wikis.
- Communicate and collaborate with team members.
- Work remotely with SharePoint content.
- Customize your SharePoint environment.
- Create a team site.
- Perform basic site administration.

Course Content

Lesson 1: Introducing Microsoft® SharePoint® Foundation 2010
  Topic 1A: Describe Microsoft SharePoint Foundation 2010
  Topic 1B: Describe the Microsoft SharePoint Foundation Team Site

Lesson 2: Working with Lists
  Topic 2A: Add List Items
  Topic 2B: Modify List Items
  Topic 2C: Change List Views

Lesson 3: Working with Libraries
  Topic 3A: Add Documents to a Library
  Topic 3B: Edit Library Documents
  Topic 3C: Share Documents Across Libraries
  Topic 3D: Create Wiki Pages
  Topic 3E: Request Access to SharePoint Content

Lesson 4: Communicating with Team Members
  Topic 4A: Participate in a Discussion Board
  Topic 4B: Contribute to Blogs
  Topic 4C: Collaborate via the People and Groups List

Lesson 5: Working Remotely with SharePoint Content
  Topic 5A: Access SharePoint Content from Mobile Devices
  Topic 5B: Work Offline with SharePoint Content in Microsoft Office 2010
  Topic 5C: Work Offline with Shared Calendars

Lesson 6: Customizing Your SharePoint Environment
  Topic 6A: Customize Personal and Regional Settings
  Topic 6B: Personalizing the Page View with Web Parts
  Topic 6C: Create an Alert
  Topic 6D: Subscribe to an RSS Feed

Lesson 7: Creating a Team Site
  Topic 7A: Create a Site
  Topic 7B: Create a Workspace
  Topic 7C: Create a List
  Topic 7D: Create a Library
  Topic 7E: Create a Discussion Board
  Topic 7F: Create Views
  Topic 7G: Create a Survey

Lesson 8: Performing Basic Site Administration
  Topic 8A: Manage Users and Groups
  Topic 8B: Manage Site Look and Feel