

Microsoft Windows SharePoint Foundation 2010: Level 1

Course length: 2.0 day(s)

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:

- 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

Describe Microsoft SharePoint Foundation 2010

Describe the Microsoft SharePoint Foundation Team Site

Lesson 2: Working with Lists

Add List Items

Modify List Items

Change List Views

Lesson 3: Working with Libraries

Add Documents to a Library

Edit Library Documents

Share Documents Across Libraries

Create Wiki Pages

Request Access to SharePoint Content

Lesson 4: Communicating with Team Members

Participate in a Discussion Board

Contribute to Blogs

Collaborate via the People and Groups List

Lesson 5: Working Remotely with SharePoint Content

Access SharePoint Content from Mobile Devices

Work Offline with SharePoint Content in Microsoft Office 2010

Work Offline with Shared Calendars

Lesson 6: Customizing Your SharePoint Environment

Customize Personal and Regional Settings

Personalizing the Page View with Web Parts

Create an Alert

Subscribe to an RSS Feed

Lesson 7: Creating a Team Site

Create a Site

Create a Workspace

Create a List

Create a Library

Create a Discussion Board

Create Views

Create a Survey

Lesson 8: Performing Basic Site Administration

Manage Users and Groups

Manage Site Look and Feel