

Course Length -----2 Days  
Course Format ----- Instructor –Led  
Course Hours -----9:00 a.m. – 5:00 p.m.



## Microsoft® SharePoint® Foundation 2010 Introduction

### 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

- ☑ 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

Course Content (continued on next page)

## Course Content (continued)

### 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