



Microsoft SharePoint Foundation 2010: Introduction

Overview: This course will teach students how to create and edit content in a SharePoint team site and how to create and perform basic management of a team site.

Course Length: 2 Days

Course Content:

Lesson 1: Introducing Microsoft® SharePoint® Foundation 2010

Describe Microsoft SharePoint Foundation 2010
Describe the Team Site Interface Elements

Lesson 2: Working with Lists

Add and 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
Personalize 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 List
Create a Library
Create a Discussion Board Topic
Create a Survey

Lesson 8: Performing Basic Site Administration

Manage Users and Groups
Manage Site Look and Feel