SharePoint Foundation 2010: Level 1 (Basic)

Course Length: 12hrs (2 Days)

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

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.

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 site.

Course Outline:

For more information, please contact:
Priority Management
613-729-2111   **or**   1-800-725-6668
pmo@prioritymanagement.com

Section 1: Introducing Microsoft SharePoint Foundation 2010	Section 5: Working Remotely with SharePoint Content
Describe Microsoft SharePoint Foundation 2010 Describe the Team Site Interface Elements	Access SharePoint Content from Mobile Devices Work Offline with SharePoint Content in Microsoft Office 2010 Work Offline with Shared Calendars
Section 2: Working with Lists Add List Items Modify List Items Change List Views	**Section 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
Section 3: Working with Libraries Add Documents to a Library Edit Library Documents Share Documents Across Libraries Create Wiki Pages Request Access to SharePoint Content	**Section 7: Creating a Team Site** Create a Site Create a List Create a Library Create a Discussion Board Create a Survey
Section 4: Communicating with Team Members Participate in a Discussion Board Contribute to Blogs Collaborate via the People and Groups List	**Section 8: Performing Basic Site Administration** Manage Users and Groups Manage Site Look and Feel

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