



## **Microsoft SharePoint Foundation 2010- Level 1**

**Course Length:** 2 Days

### **Overview**

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.

### **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.

### **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.

### **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 Content**

Lesson 1: Introducing Microsoft SharePoint Foundation 2010

Topic 1A: Describe Microsoft SharePoint Foundation 2010

Topic 1B: Describe the Team Site Interface Elements

Lesson 2: Working with Lists

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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: Personalize 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 List  
Topic 7C: Create a Library  
Topic 7D: Create a Discussion Board  
Topic 7E: Create a Survey  
Lesson 8: Performing Basic Site Administration  
Topic 8A: Manage Users and Groups  
Topic 8B: Manage Site Look and Feel

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