



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
Managed Outsourcing • Healthcare Solutions • Security Solutions

7224 Engle Road - Fort Wayne, IN 46804 - Phone: (260) 432-1364 - Fax: (260) 432.3168

Microsoft® SharePoint® Foundation 2010: Level 1

MS-SP-FL1-EK Rev 06.10

2 days

Description

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

Audience

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

- *Basic knowledge of Windows and file management*
- *Basic knowledge of Microsoft Office 2007 or 2010 products*
- *Experience using Internet Explorer*

Course Outline

Lesson 1: Introducing Microsoft SharePoint Foundation 2010

Topic 1A: Describe Microsoft SharePoint Foundation 2010

Topic 1B: Describe the Microsoft SharePoint Foundation Team Site

Lesson 2: Working with Lists

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: Personalizing the Page View with Web Parts

Topic 6C: Create an Alert

Topic 6D: Subscribe to an RSS Feed



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Lesson 7: Creating a Team Site

Topic 7A: Create a Site

Topic 7B: Create a Workspace

Topic 7C: Create a List

Topic 7D: Create a Library

Topic 7E: Create a Discussion Board

Topic 7F: Create Views

Topic 7G: 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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