

# Microsoft® SharePoint Foundation - Level 1

## Course Overview

SharePoint is a versatile technology that enables organizations and business units of all sizes to increase the efficiency of their business processes, improve team productivity and work collaboratively. With tools for collaboration that help people stay connected across organizational and geographic boundaries, SharePoint Foundation gives access to documents and information needed.

In this two-day course, you will learn how to use, create, and edit content in a team site. You will also create and perform basic management of a team site using SharePoint Foundation.

## 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.

## Course Objectives

Upon successful completion of this course, students will be able to:

- identify basic functions of collaboration technology and Microsoft SharePoint Foundation 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

## Skills Taught

### Lesson 1: Introducing Microsoft® SharePoint Foundation

- Describe Microsoft SharePoint Foundation 2010
- Describe the Team Site Interface Elements

### 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
- 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
- Create a Survey

### Lesson 8: Performing Basic Site Administration

- Manage Users and Groups
- Manage Site Look and Feel