

SharePoint Foundation 2010: Basic

Introduction

During this **one-day** course, you'll learn how to navigate and contribute to a Team Web site.

Audience Profile

This course is designed for the user who has been assigned contribute permissions to a SharePoint Foundation Team Web site and needs to learn how to navigate and add content to the site.

Pre-requisites

This course assumes you are familiar with personal computers and have experience using Windows 7. Helpful, but not required: Word 2010: Basic, Excel 2010: Basic, or Outlook 2010: Basic or equivalent experience

Duration

- 1 day
- Includes lunch, refreshments and manuals

Level: 100

Course Outline

Unit 1: Getting started

- SharePoint Foundation sites

Unit 2: Lists

- Announcements
- Events
- Link lists
- Task lists
- Contacts
- Deleting list items

Unit 3: Libraries

- Document libraries
- Picture libraries
- Wiki pages
- Asset libraries
- Form libraries

Unit 4: Team communication

- Discussion boards
- Surveys
- Blog pages

Unit 5: Views

- Page views
- Personal views

Unit 6: Account information and notifications

- Personal and regional settings
- Alerts
- RSS feeds



Learning Solutions

