

# SharePoint Foundation 2010: Basic

## Course Overview

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. This course assumes you are familiar with personal computers and have experience using Windows 7. During this course, you'll learn how to navigate and contribute to a Team Web site.

## Course Outline

### **Course Introduction**

2m

Course Introduction

### **Unit 01 – Getting Started**

20m

#### **Topic A: SharePoint Foundation Sites**

SharePoint 2010

SharePoint Foundation

SharePoint Site

SharePoint Hierarchy

Navigation Tools

Navigate to a SharePoint Site

Demo - A-1: Navigating SharePoint Sites

SharePoint Elements

The Ribbon

Demo - A-2: Examining the Content of a SharePoint Site

Unit 01 Review

### **Unit 02 – Lists**

1h 7m

#### **Topic A: Announcements**

SharePoint List

A Discussion List

Create a List Item

Announcement Lists

Demo - A-1: Creating an Announcement

Open Announcement for Editing

Demo - A-2: Editing an Announcement

#### **Topic B: Events**

Calendar

Creating a Calendar Item

Demo - B-1: Creating a Calendar Item

Edit an Event

Demo - B-2: Editing an Event

#### **Topic C: Link Lists**

Links

Demo - C-1: Creating a Link

Change the Order of Links

Demo - C-2: Changing the Order of Links

#### **Topic D: Task Lists**

Tasks

Demo - D-1: Creating a Task

Demo - D-2: Creating a Task with a Predecessor

Edit a Task

Demo - D-3: Editing a Task

**Topic E: Contacts**

Contacts

Creating a Contact Item

Demo - E-1: Creating a Contact

Edit a Contact

Demo - E-2: Editing a Contact

Exporting Contacts

Demo - E-3: Exporting Contact Information to Outlook

**Topic F: Deleting List Items**

Delete List Items

Demo - F-1: Deleting a List Item

Restoring Deleted Objects

Restore Items from Recycle Bin

Permanently Delete Items

Demo - F-2: Restoring Deleted List Items

Unit 02 Review

**Unit 03 - Libraries**

**1h 20m**

**Topic A: Document Libraries**

Libraries

Adding Documents

Demo - A-1: Adding a Document to a Library

Uploading Multiple Documents

Demo - A-2: Adding Multiple Documents to a Library

Working with Documents

Document Tasks

Demo - A-3: Working with a Document

Creating Documents

Demo - A-4: Creating a Document from within a Document Library

Delete and Restore Documents

Demo - A-5: Deleting and Restoring a Document

**Topic B: Picture Libraries**

Picture Library

Picture Library Tasks

Demo - B-1: Creating a Folder in a Picture Library

Uploading a Picture

Uploading Multiple Pictures

Demo - B-2: Uploading Pictures to a Picture Library

Viewing Pictures as a Slide Show

Demo - B-3: Viewing Pictures as a Slide Show

Working with Picture Files

Demo - B-4: Working with Pictures in a Picture Library

Delete a Picture Library Folder

Demo - B-5: Deleting a Picture File and a Folder

**Topic C: Wiki Pages**

Wiki Library

Demo - C-1: Viewing a Wiki Library and Pages

Create a Wiki Page

Demo - C-2: Creating a Wiki Page

Text Layout Options

Adding Content

Demo - C-3: Adding Content to a Wiki Page

Go to a Wiki Page

**Topic D: Asset Libraries**

Asset Library

Demo - D-1: Viewing the Asset Library for a Wiki Library

**Topic E: Form Libraries**

Form Library

Filling Out a Form

Demo - E-1: Filling Out and Saving a Form

Working with Completed Forms

**Unit 04 – Team Communication**

40m

**Topic A: Discussion Boards**

Discussion Board

Starting a New Discussion

Demo - A-1: Starting a Discussion

Discussion Thread

Demo - A-2: Viewing a Discussion Thread

Respond to a Discussion

Demo - A-3: Responding to Discussion Topics or Replies

Edit a Reply

Demo - A-4: Editing a Discussion Reply

Delete a Reply

Demo - A-5: Deleting a Discussion Reply

Delete a Discussion Topic

Demo - A-6: Deleting a Discussion Topic

**Topic B: Surveys**

Survey

Question Types

Demo - B-1: Responding to a Survey

Graphical Summary

All Responses

Demo - B-2: Viewing Survey Responses

**Topic C: Blog Pages**

Blogs

A SharePoint Blog

Commenting on a Blog Post

Demo - C-1: Commenting on a Blog Post

Edit or Delete a Comment

Demo - C-2: Editing and Deleting a Comment

Create a Blog Post

Demo - C-3: Creating a Blog Post

Create a Blog Post in Word

Manage Blog Posts

Unit 04 Review

**Unit 05 - Views**

25m

**Topic A: Page Views**

View

Standard View

Datasheet View

Calendar View

Demo - A-2: Changing the Scope of Calendar Views

Gantt View

Demo - A-3: Observing a Project Task List in Gantt View

Sorting

Demo - A-4: Sorting Items in a View

Filtering

Demo - A-5: Filtering Items in a View

**Topic B: Personal Views**

Personal Views

View Options

Demo - B-1: Creating a Personal View

Unit 05 Review

**Unit 06 – Account Information and Notifications**

45m

**Topic A: Personal and Regional Settings**

Personal Settings

Editing Personal Settings

Demo - A-1: Editing Your User Account's Personal Settings

Regional Settings

Demo - A-2: Specifying Regional Settings

**Topic B: Alerts**

Configuring an Item Alert

Demo - B-1: Creating an Alert on a List Item

Configuring a Library Alert

Demo - B-3: Creating an Alert on a Library

Managing Alerts

Demo - B-5: Managing Alerts

**Topic C: RSS Feeds**

RSS Feeds

Demo - C-1: Viewing Available Feeds

Subscribing to RSS Feeds

Demo - C-2: Subscribing to an RSS Feed in Internet Explorer

Refreshing an RSS Feed

RSS Feed Properties

Feed and Web Slice Settings

Demo - C-4: Modifying the Properties of an RSS Feed

Unsubscribing

Demo - C-5: Unsubscribing from an RSS Feed

Unit 06 Review

Course Closure

**Total Duration: 4h 40m**