

# SharePoint Foundation 2010

## Team Site Users - Online

<b>Audience</b>	This course is intended for persons familiar with webs, browsers, and the general purpose of SharePoint. They should be very familiar with Office applications and how to contribute to a workspace through Office applications. Students should be familiar with the <b>concept</b> of creating and managing a web site. Ideally, they should already be charged with developing a site, but will only be users, not administrators on the SharePoint site.
<b>Description</b>	The course uses a combination of lecture, hands-on practice, and independent exercises to teach how to use a SharePoint web site. Topics include the core things people need to know to use the team site and add and edit information on the team site. The approach is to show them the <b>why</b> , as well as the <b>how</b> in using the SharePoint tool. There is a scenario used to change items in a site through the class..
<b>Objectives</b>	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none"><li>■ Discuss what features SharePoint Foundation provides in creating a team site</li><li>■ Create and edit lists including announcements, events, contacts, issues, and custom lists</li><li>■ Create links on a team site</li><li>■ Add libraries, including picture libraries to a team site</li><li>■ Set up web discussions</li><li>■ Create surveys for a team site</li></ul>
<b>Length</b>	3 hours – login 20 minutes before class start time.

- 
- |   |   |
|---|---|
| <b>I. Introduction to Windows SharePoint Foundation</b> | E. Adding an Event to the Calendar        |
| A. Understanding Windows SharePoint Foundation          | F. Creating Repeating Calendar Events     |
| B. Recognizing the Terminology                          | G. Editing and Deleting an Existing Event |
| C. Getting Started                                      | H. Linking to Outlook                     |
| <b>II. Lists</b>  | I. Using Contacts                         |
| A. What is a List?                                      | J. Creating Custom Views                  |
| B. Adding an Item to a List (Announcement)              | K. Editing Views                          |
| C. Editing an Item in a List                            |   |
| D. Deleting an Item in a List                           |   |



### **III. Document and Picture Libraries**

- A. Creating New Documents
- B. Uploading Documents
- C. Adding a New Folder
- D. Editing/Deleting a Shared Document
- E. Versioning Documents
- F. Checking In/Out Documents
- G. Filtering Documents
- H. Adding Pictures to a Picture Library
- I. Viewing Pictures
- J. Deleting a Library

### **IV. Discussions and Surveys**

- A. Adding a New Discussion
- B. Reply to a Discussion
- C. Respond to a Survey