

SharePoint Foundation Basics Online Training Series!

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 Modules:

Module 01 – Getting Started

(Duration: 20m)

1. Workbook (Pdf)
2. Topic A: SharePoint Foundation Sites
3. SharePoint 2010
4. SharePoint Foundation
5. SharePoint Site
6. SharePoint Hierarchy
7. Navigation Tools
8. Navigate to a SharePoint Site
9. Demo – A-1: Navigating SharePoint Sites
10. SharePoint Elements
11. The Ribbon

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12. Demo – A-2: Examining the Content of a SharePoint Site
13. Unit 01 Review
14. Review Quiz (Number of attempts allowed: Unlimited)

Module 02 – Lists

(Duration: 1h 7m)

1. Workbook (Pdf)
2. Topic A: Announcements
3. SharePoint List
4. A Discussion List
5. Create a List Item
6. Announcement Lists
7. Demo – A-1: Creating an Announcement
8. Open Announcement for Editing
9. Demo – A-2: Editing an Announcement
10. Topic B: Events
11. Calendar
12. Creating a Calendar Item
13. Demo – B-1: Creating a Calendar Item
14. Edit an Event
15. Demo – B-2: Editing an Event
16. Topic C: Link Lists
17. Links
18. Demo – C-1: Creating a Link
19. Change the Order of Links
20. Demo – C-2: Changing the Order of Links
21. Topic D: Task Lists
22. Tasks
23. Demo – D-1: Creating a Task
24. Demo – D-2: Creating a Task with a Predecessor
25. Edit a Task
26. Demo – D-3: Editing a Task
27. Topic E: Contacts

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28. Contacts
29. Creating a Contact Item
30. Demo – E-1: Creating a Contact
31. Edit a Contact
32. Demo – E-2: Editing a Contact
33. Exporting Contacts
34. Demo – E-3: Exporting Contact Information to Outlook
35. Topic F: Deleting List Items
36. Delete List Items
37. Demo – F-1: Deleting a List Item
38. Restoring Deleted Objects
39. Restore Items from Recycle Bin
40. Permanently Delete Items
41. Demo – F-2: Restoring Deleted List Items
42. Unit 02 Review
43. Review Quiz (**Number of attempts allowed: Unlimited**)

Module 03 – Libraries

(Duration: 1h 20m)

1. Workbook (Pdf)
2. Topic A: Document Libraries
3. Libraries
4. Adding Documents
5. Demo – A-1: Adding a Document to a Library
6. Uploading Multiple Documents
7. Demo – A-2: Adding Multiple Documents to a Library
8. Working with Documents
9. Document Tasks
10. Demo – A-3: Working with a Document
11. Creating Documents
12. Demo – A-4: Creating a Document from within a Document Library
13. Delete and Restore Documents
14. Demo – A-5: Deleting and Restoring a Document

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15. Topic B: Picture Libraries
16. Picture Library
17. Picture Library Tasks
18. Demo – B-1: Creating a Folder in a Picture Library
19. Uploading a Picture
20. Uploading Multiple Pictures
21. Demo – B-2: Uploading Pictures to a Picture Library
22. Viewing Pictures as a Slide Show
23. Demo – B-3: Viewing Pictures as a Slide Show
24. Working with Picture Files
25. Demo – B-4: Working with Pictures in a Picture Library
26. Delete a Picture Library Folder
27. Demo – B-5: Deleting a Picture File and a Folder
28. Topic C: Wiki Pages
29. Wiki Library
30. Demo – C-1: Viewing a Wiki Library and Pages
31. Create a Wiki Page
32. Demo – C-2: Creating a Wiki Page
33. Text Layout Options
34. Adding Content
35. Demo – C-3: Adding Content to a Wiki Page
36. Go to a Wiki Page
37. Topic D: Asset Libraries
38. Asset Library
39. Demo – D-1: Viewing the Asset Library for a Wiki Library
40. Topic E: Form Libraries
41. Form Library
42. Filling Out a Form
43. Demo – E-1: Filling Out and Saving a Form
44. Working with Completed Forms
45. Review Quiz (**Number of attempts allowed: Unlimited**)

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Module 04 – Lists

(Duration: 40m)

1. Workbook (Pdf)
2. Topic A: Discussion Boards
3. Discussion Board
4. Starting a New Discussion
5. Demo – A-1: Starting a Discussion
6. Discussion Thread
7. Demo – A-2: Viewing a Discussion Thread
8. Respond to a Discussion
9. Demo – A-3: Responding to Discussion Topics or Replies
10. Edit a Reply
11. Demo – A-4: Editing a Discussion Reply
12. Delete a Reply
13. Demo – A-5: Deleting a Discussion Reply
14. Delete a Discussion Topic
15. Demo – A-6: Deleting a Discussion Topic
16. Topic B: Surveys
17. Survey
18. Question Types
19. Demo – B-1: Responding to a Survey
20. Graphical Summary
21. All Responses
22. Demo – B-2: Viewing Survey Responses
23. Topic C: Blog Pages
24. Blogs
25. A SharePoint Blog
26. Commenting on a Blog Post
27. Demo – C-1: Commenting on a Blog Post
28. Edit or Delete a Comment
29. Demo – C-2: Editing and Deleting a Comment
30. Create a Blog Post
31. Demo – C-3: Creating a Blog Post

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32. Create a Blog Post in Word
33. Manage Blog Posts
34. Unit 04 Review
35. Review Quiz (**Number of attempts allowed: Unlimited**)

Module 05 – Views

(Duration: 25m)

1. Workbook (Pdf)
2. Topic A: Page Views
3. View
4. Standard View
5. Datasheet View
6. Calendar View
7. Demo – A-2: Changing the Scope of Calendar Views
8. Gantt View
9. Demo – A-3: Observing a Project Task List in Gantt View
10. Sorting
11. Demo – A-4: Sorting Items in a View
12. Filtering
13. Demo – A-5: Filtering Items in a View
14. Topic B: Personal Views
15. Personal Views
16. View Options
17. Demo – B-1: Creating a Personal View
18. Unit 05 Review
19. Review Quiz (**Number of attempts allowed: Unlimited**)

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Module 06 – Account Information and Notifications

(Duration: 45m)

1. Workbook (Pdf)
2. Topic A: Personal and Regional Settings
3. Personal Settings
4. Editing Personal Settings
5. Demo – A-1: Editing Your User Account's Personal Settings
6. Regional Settings
7. Demo – A-2: Specifying Regional Settings
8. Topic B: Alerts
9. Configuring an Item Alert
10. Demo – B-1: Creating an Alert on a List Item
11. Configuring a Library Alert
12. Demo – B-3: Creating an Alert on a Library
13. Managing Alerts
14. Demo – B-5: Managing Alerts
15. Topic C: RSS Feeds
16. RSS Feeds
17. Demo – C-1: Viewing Available Feeds
18. Subscribing to RSS Feeds
19. Demo – C-2: Subscribing to an RSS Feed in Internet Explorer
20. Refreshing an RSS Feed
21. RSS Feed Properties
22. Feed and Web Slice Settings
23. Demo – C-4: Modifying the Properties of an RSS Feed
24. Unsubscribing
25. Demo – C-5: Unsubscribing from an RSS Feed
26. Unit 06 Review
27. Course Closure
28. Review Quiz (**Number of attempts allowed: Unlimited**)

This course includes

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