

# SharePoint Foundation 2010 Team Site Users

<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>■ Set up web discussions</li><li>■ Create surveys for a team site</li><li>■ Add libraries, including picture libraries to a team site</li></ul>
<b>Length</b>	½ day

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<b>I. Introduction to SharePoint Foundation</b>	E. Adding an Event to the Calendar
A. Understanding SharePoint Foundation	F. Creating Repeating Calendar Events
B. Recognizing the Terminology	G. Editing and Deleting an Existing Event
C. Getting Started	H. Working with the Links List
1. Technical Setup	I. Using Contacts
2. Planning	J. Linking to Outlook
<b>II. Creating Lists</b>	K. Setting Up Custom Lists
A. What is a List?	L. Adding Columns to Custom Lists
B. Adding an Item to a List (Announcement)	M. Creating Custom Views
C. Editing an Item in a List	N. Importing and Exporting List Data
D. Deleting an Item in a List	



- O. Editing Views
- P. Saving a List as a Template (OPTIONAL)

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

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

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

- A. Setting up Web Discussions
- B. Creating Surveys
- C. Modifying the Survey
- D. Changing Survey Questions and Settings
- E. Deleting a Survey or Survey Question