



## Microsoft® Office SharePoint 2010: Level 1

### Training Course Content

**Course Objective:** You will use, create, and edit content in a SharePoint site. You will also create and perform essential management of the SharePoint sites.

**Prerequisites:** You should have power-user familiarity with at least one Microsoft Office 2010 Application, and understand how to use others. Applications include Access, Excel, Word and PowerPoint. You should also have experience accessing information via a web browser.

**Delivery Method:** Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

### Lesson 1 - Getting Started with SharePoint 2010

Topic 1A: Understanding SharePoint Products, Features, Benefits  
Topic 1B: Explore SharePoint Environment  
Topic 1C: Describe the Site Interface Elements

### Lesson 2: Working with Lists

Topic 2A: Add List Items  
Topic 2B: Modify List Items  
Topic 2C: Change List Views

### Lesson 3: Creating and Working with Libraries

Topic 3A: Create a Document Library  
Topic 3B: Edit and Delete Library Documents  
Topic 3C: Share Documents Across Libraries

### Lesson 4: Creating and Editing a Page

Topic 4A: Create a Page  
Topic 4B: Edit a Page  
Topic 4C: Delete a Page

### Lesson 5: Create and Modify a Team Site

Topic 5A: Create a Team Site  
Topic 5B: Customize the Look and Feel of a Site  
Topic 5C: Customize Libraries and Lists  
Topic 5D: Customize a Default Calendar  
Topic 5E: Customize Pages using Web Parts

### Lesson 6: Communicating with Team Members

Topic 6A: Participate in a Discussion Board  
Topic 6B: Contribute to a Blog  
Topic 6C: Collaborate via the People and Groups List  
Topic 6D: Create Wiki Pages, Discussion Boards, and Blogs within Team Sites

### Lesson 7: Customizing the SharePoint Environment

Topic 7A: Customize Personal and Regional Settings  
Topic 7B: Personalize Page View with Web Parts  
Topic 7C: Create an Alert  
Topic 7D: Subscribe to an RSS Feed

### Lesson 8: Collaborate with Microsoft Office

Topic 8A: Import from other Microsoft Office Applications (Excel, Access, Word or PowerPoint)  
Topic 8B: Export Data from SharePoint into other Microsoft Office Applications