

## Microsoft Windows SharePoint Foundation 2010: Levels 1 – 2 Instructor-Led (Classroom) - Two Days Per Level

### Level 1 - Course Description

You will use, create, and edit content in a team website. You will also create and perform basic management of a team site using SharePoint Foundation 2010.

- Upon successful completion of this course, students will be able to:
- Identify basic functions of collaboration technology and Microsoft SharePoint Foundation 2010 team sites.
- Add and modify list items and work with list views.
- Add, edit, and share documents across libraries and wikis.
- Communicate and collaborate with team members.
- Work remotely with SharePoint content.
- Customize your SharePoint environment.
- Create a team site.
- Perform basic site administration.

### Who Needs To Attend

This course is designed for individuals who will need to access information on a Microsoft SharePoint team site or for individuals who may need to create and manage a team website.

### Prerequisites

To ensure your success, we recommend that you first:

- Take any or all courses in the Microsoft Office 2010 curriculum and possess power-user familiarity with at least one of the applications.
- Experience accessing information via a web browser.

### Course Fee

\$1085

### Level 2 - Course Description

You will manage site collections and site components as a site collection administrator and as a site administrator.

Upon successful completion of this course, students will be able to:

- Brand a site collection.
- Manage lists in a site collection.
- Manage document libraries.
- Manage form libraries.
- Manage content structures in a site collection.



## Level 2 - Course Description (Continued)

- Manage a workflow.
- Manage indexing and searching options.
- Enable offline work with SharePoint sites using SharePoint Workspace 2010.
- Manage a SharePoint application using Central Administration.
- Manage user access.
- Manage security options in Microsoft SharePoint Foundation 2010.
- Manage site usage.

## Who Needs To Attend

This course is designed for individual contributors or departmental staff in a variety of job roles, such as administrative assistants, functional or operations managers, with basic SharePoint skills, and who have the responsibility for managing SharePoint sites as an enabling technology within their workgroups, not necessarily IT tech professionals.

## Prerequisites

The following course or equivalent experience is required:

- *Microsoft SharePoint Foundation 2010: Level 1*

Some familiarity with basic Windows server concepts such as Windows 2003 and Windows 2003 concepts, PowerShell, basic concepts of coding and scripting, and Internet Information Server (IIS) is recommended but not required.

## Course Fee

\$1085

For more information contact Karen Stewart at (702) 697-2242 or [KStewart@DatanamicsInc.com](mailto:KStewart@DatanamicsInc.com).