

<b>Course Name: SharePoint 101</b>	
<b>Area of Study</b>	<b>Classroom Hours:</b>
<b>Project Management Software</b>	<b>7</b>
<b>Description:</b>	
<p>Information in this course provides the solid foundation of knowledge that is necessary to become proficient in the basic use of collaborative site functions. In this course, students reinforce their new knowledge through numerous Instructor-led demonstrations and hands-on labs.</p>	
<p><b>Module 1: Collaborate on Projects</b></p> <ul style="list-style-type: none"> <li>• Create a Place for Teams to Work</li> <li>• Add New Users to a Team Site</li> <li>• Create a New Group</li> <li>• Assign Users to a Group</li> <li>• Remove Users from a Group</li> <li>• Edit Group Settings</li> <li>• Create a Group Work Site</li> <li>• Remove a Group</li> </ul> <p><b>Module 2: Discussing and Communicating Ideas</b></p> <ul style="list-style-type: none"> <li>• Create a Discussion</li> <li>• Start a New Discussion</li> <li>• Reply to a Discussion</li> <li>• Edit Discussions</li> <li>• Delete Discussions</li> <li>• Remove a Discussion Board</li> <li>• Create a Blog in SharePoint</li> <li>• Register a Blog in Word</li> <li>• Write a Blog Entry with Word</li> </ul> <p><b>Module 3: Conduct Effective Meetings</b></p> <ul style="list-style-type: none"> <li>• Create an Event</li> <li>• Create a Recurring Event</li> <li>• Create a Meeting Workspace</li> <li>• Create Meeting Objectives</li> <li>• Create a Meeting Agenda</li> <li>• Invite Attendees</li> <li>• Create a Things to Bring List</li> <li>• Create an Issue Tracking Page</li> <li>• Create a Decisions List</li> </ul>	<p><b>Module 4: Work Together on Content</b></p> <ul style="list-style-type: none"> <li>• Create a Document Workspace in Office 2007</li> <li>• Create a Document Workspace in SharePoint</li> <li>• Connect to a Document Workspace in SharePoint Workspace</li> <li>• Open and Save Documents from Office 2010</li> <li>• Open and Save Documents from Office 2007</li> <li>• Open and Save Documents from SharePoint</li> <li>• Open and Save Documents from SharePoint Workspace</li> <li>• Add Document Collaborators in Office 2007</li> <li>• Changing Document Permissions on SharePoint</li> <li>• Check Out a Document in Office 2010</li> <li>• Check Out a Document in Office 2007</li> <li>• Check Out Documents in SharePoint</li> <li>• Check Out Documents in SharePoint Workspace</li> <li>• Check In a Document in Office 2010</li> <li>• Check In a Document in Office 2007</li> <li>• Check In Documents in SharePoint</li> <li>• Check In Documents in SharePoint Workspace</li> <li>• Sync Documents in SharePoint Workspace</li> <li>• Edit SharePoint Workspace Synchronization Settings</li> <li>• Remove a Document Workspace</li> <li>• Create an Approval Workflow Association</li> <li>• Save a Site as a Template</li> </ul> <p><b>Module 5: Manage Lists</b></p> <ul style="list-style-type: none"> <li>• Create a Custom List</li> <li>• Import a Spreadsheet to Create a List</li> <li>• Create a New List Item</li> <li>• Add New List Columns</li> <li>• Editing Existing List Columns</li> <li>• Delete List Columns</li> <li>• Edit a List in Datasheet View</li> <li>• Subscribe to a List RSS Feed</li> <li>• View List Item Properties</li> <li>• Edit List Item Properties</li> <li>• Manage List Item Permissions</li> <li>• Edit a List View</li> <li>• Add a List View</li> <li>• Delete a List Item</li> </ul>
<b>Students enrolled for this course should have the following:</b>	
Comfortable in a Windows environment and have basic experience with Microsoft Office suite products	