

Microsoft SharePoint Designer 2010 – Level 1

Course length: 1 day

Course Description

Course Objective: You will use Microsoft® Windows® SharePoint® Designer 2010 to create and modify a SharePoint site.

Target Student: This course is intended for web designers and developers, application developers, SharePoint site owners, and other knowledge workers with SharePoint end-user experience, who want to use SharePoint Designer to create and customize SharePoint sites, enhance the look and feel of a SharePoint site, and create dynamic pages using Web Parts and workflows.

Prerequisites: To benefit from this course, you should have basic end-user skills with SharePoint and be familiar with the general structure and hierarchy of SharePoint sites.

Course Objectives

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

- Identify the basic features of the SharePoint Designer environment.
- Create a new subsite.
- Add content to a web page.
- Use Cascading Style Sheets to format a SharePoint site.
- Link web pages.
- Add SharePoint components to the site.
- Automate business processes with workflows.

Course Content

Lesson 1: Getting Started with the SharePoint Designer Environment

Topic 1A: Identify SharePoint Designer Interface Components

Topic 1B: Get Help in SharePoint Designer

Topic 1C: Customize the SharePoint Designer Interface

Lesson 2: Creating a Subsite

Topic 2A: Create a Blank Subsite

Topic 2B: Create a Page Layout

Topic 2C: Add Content to a Master Page

Lesson 3: Adding Content to the Site

Topic 3A: Add and Format Text

Topic 3B: Work with Tables

Topic 3C: Work with Images

Lesson 4: Formatting a Site with Cascading Style Sheets

Topic 4A: Create an External Style Sheet

Topic 4B: Create Internal Styles

Topic 4C: Modify External Style Sheets



Lesson 5: Linking Web Pages

Topic 5A: Add Hyperlinks

Topic 5B: Create a Hotspot

Topic 5C: Create Bookmark Links

Topic 5D: Open a Linked Page in a New Browser Window

Lesson 6: Adding SharePoint Components to the Site

Topic 6A: Add Lists and Libraries to the Site

Topic 6B: Add Web Parts to a Site

Lesson 7: Automating Business Processes with Workflows

Topic 7A: Create a Workflow

Topic 7B: Modify a Workflow

