



## Course Outline

### SharePoint Designer Boot Camp

**Course Number:** SHR0702

**Length:** 2 days

**Audience:** Web designers and Microsoft Office power users who intend to create or enhance SharePoint web sites using SharePoint Designer's graphical user interface, which reduces the need for programming code. Business analysis professionals with the need to extract data from a database to display dynamically on web pages.

**Note:** Programmer/developers who want to use code should take course SPDV, Advanced SharePoint Development.

**Prerequisites:** Proficiency in Windows file management, Internet Explorer (or comparable web browser), and Microsoft Office programs such as Word, Excel and Outlook. Experience with web authoring and databases is helpful. SharePoint 2007 for Information Workers (or equivalent knowledge) is recommended.

### Course Content:

#### Getting Started

- An Overview
- The SharePoint Designer Interface
- Working With Files
- Getting Help in SharePoint Designer

#### Creating and Populating Site with SharePoint Functionality

- Creating a New SharePoint Site
- Creating a List or Library

#### Working with Web Parts and Web Zones

- Adding SharePoint Web Zones
- Modifying Web Zone Properties
- Adding and Modifying Web Parts

#### Working with Data Views and Forms

- Using Data Sources
- Creating and Modifying Data Views
- Linking Data Sources

#### Configuring Workflows for Business Processes

- Planning a Custom Workflow for a List or Library
- Designing the Workflow
- Testing the Workflow



## Course Outline

### Creating Pages and Sites

- Creating a Basic Page
- A Quick Study in Text and Graphics
- Planning and Creating Basic Web Sites
- Managing the Site

### Working with Hyperlinks

#### Inserting Hyperlinks to Pages and Files

- Modifying Link Behavior
- Linking to an E-mail Address
- Working with Bookmarks and Links
- Displaying a Hyperlink Report

### Arranging Content in Tables and Layers

- Presenting Data in Tables
- Laying Out Page Content in Tables
- Modifying Table Design
- Using Layers

### Formatting Web Page Elements with Styles

- Styles: The Key to Consistent Text Formatting
- Creating and Using Styles
- Managing Text Styles
- Using External Cascading Style Sheets
- Creating a CSS Style Sheet
- Linking a Cascading Style Sheet

### Working with Pictures

- Preparing Pictures for Use in a Web Site
- Changing Picture Properties
- Resizing and Resampling Pictures
- Using Pictures as Links



## Course Outline

### Working with Dynamic Web Templates

- Creating a Dynamic Web Template
- Using a Dynamic Web Page Template
- Applying a Dynamic Web Template to a Web Page
- Applying a Dynamic Web Template to a Web site
- Modifying a Template

### Publishing a Site to a SharePoint Server

- Editing, Publishing, and Backing Up SharePoint
- System Requirements
- Publishing to a SharePoint Site
- Excluding a File from Being Published
- Editing a Site Remotely
- Backing Up your SharePoint Site

### Customizing a SharePoint Site

- Branding your Site
- Customizing the Quick Launch Bar

### Controlling Permissions to Edit in the Site

- Understanding Contributor Settings
- Specifying Contributor Settings
- Using Region Types
- Working as a Contributor

### Appendix: SharePoint Designer's Options and Settings

- Page Editor Options
- Setting SharePoint Options