

# Microsoft® Windows® SharePoint® Designer 2010: Level 1

## Course Specifications

**Course length:** 1.0 day(s)

## 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. You can obtain this level of knowledge and skill by taking the following Element K course:

- *Microsoft® Windows® SharePoint® Foundation 2010: Level 1*

Recommended, though not required, are the following courses:

- *Microsoft® Windows® SharePoint® Foundation 2010: Level 2*
- *Web Design with XHTML, HTML, and CSS: Level 1*

## 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