



LPS Integration

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Microsoft

Technical Training

Duration: 1 day

Pre-requisites

- Basic computer knowledge
- Basic file management skills
- Basic knowledge of SharePoint site concepts and design principles

Additional course recommendations :

- SharePoint 2007 Designer II and III

Location:

All classes taught at our Metro Center facility in Nashville .

Hours:

Class hours: 9:00-5:00 unless otherwise noted

Microsoft Software Assurance Vouchers

MS SharePoint Designer I

(50207A)

About this Course

This one-day instructor-led course provides students with an overview of the basic functionality of Microsoft Office SharePoint Designer 2007.

Audience Profile

This course is intended for novice information workers who want to learn beginning-level SharePoint Designer 2007 skills.

At Course Completion students will be able to: (Course objectives)

- Understand SharePoint Designer.
- Use SharePoint Designer to carry out common tasks.
- Understand Windows SharePoint Services.
- Explore a SharePoint site.
- Understand the relationship between Windows SharePoint Services and SharePoint Server 2007.
- Consider complications of upgrading customized SharePoint sites.
- Explore the SharePoint Designer workspace.
- Use toolbars.
- Use task panes.
- Create a SharePoint site hierarchy.
- Delete a SharePoint site.
- Explore a Web page.
- Insert text, ScreenTips, hyperlinks, Web components, and images.
- Add client-side interactivity.
- Create a table layout.
- Change the default page for a Web site.
- Reset a page to the site definitions.
- Create a Basic Meeting Workspace site.
- Create a Web Part page by using a browser.
- Create an ASP.NET page.
- Delete a Web page.
- Create a list.

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Metro Center

Course Outline

Module 1: Introduction to SharePoint Designer

This module provides an overview of SharePoint Designer and common tasks you can perform with it. It also provides an explanation of the relationship between Windows SharePoint Services 3.0 and Microsoft Office SharePoint Server 2007.

Lessons

- Understanding SharePoint Designer
- Using SharePoint Designer to Carry Out Common Tasks
- Understanding Windows SharePoint Services
- Exploring a SharePoint Site
- Understanding the Relationship Between Windows SharePoint Services and SharePoint Server 2007
- Considering Complications of Upgrading Customized SharePoint Sites
- Explore a SharePoint site in SharePoint Designer.
- Explore a SharePoint Server site in SharePoint Designer.

After completing this module, students will be able to:

- Understand the basic functionality of SharePoint Designer, Windows SharePoint Services, and SharePoint Server.
- Move around in a SharePoint site.
- Understand possible problems when upgrading customized SharePoint sites.

Module 2: The SharePoint Designer Workspace

This module explains how to work with the SharePoint Designer workspace, toolbars, and task panes.

Lessons

- Exploring the SharePoint Designer Workspace
- Using Toolbars
- Using Task Panes
- Explore the SharePoint Designer workspace, and view startup options.
- Customize the Common toolbar.
- View and manage task panes.

After completing this module, students will be able to:

- Understand the different workspace elements.
- Work with toolbars and task panes.

Module 3: SharePoint Sites

This module explains how to create site hierarchies and delete sites.

Lessons

- Creating a SharePoint Site Hierarchy
- Deleting a SharePoint Site
- Create a site and a child site based on templates, and change a site title.
- Delete a child site.

After completing this module, students will be able to:

- Create sites by using templates and edit site content.
- Delete sites that are no longer necessary.

Module 4: Web Page Content

This module explains how to work with Web pages by inserting text, ScreenTips, hyperlinks, Web components, and images. It also explains how to add client-side interactivity, create and edit tables, change the default page for a Web site, and reset a page to the site definition.

Lessons

- Exploring a Web Page
- Inserting Text, ScreenTips, and Hyperlinks
- Inserting Web Components
- Inserting Images
- Adding Client-Side Interactivity
- Creating a Table Layout
- Changing the Default Page for a Web Site
- Resetting a Page to the Site Definition
- Explore a content page in SharePoint Designer.
- Create, edit, and format a page, and add and configure a hyperlink.
- Add a Web component to a page.
- Insert and resize an image.
- Add an action to an image.
- Create, format, and add content to a table.
- Change the home page of a site.
- Reset a customized page to the site definition.

After completing this module, students will be able to:

- Create, edit, format, and add content and other elements to Web pages.
- Work with images.
- Create, format, and edit tables.
- Change the default home page.
- Reset a page to the site definition.

Module 5: Web Pages

This module explains how to create Basic Meeting Workspace sites, Web Part pages, and ASP.NET pages. It also explains how to delete Web pages

Lessons

- Creating a Basic Meeting Workspace Site
- Creating a Web Part Page by Using a Browser
- Creating an ASP.NET Page
- Deleting a Web Page
- Create and explore a Basic Meeting Workspace site in SharePoint Designer.
- Create a document library, and create and modify a Web Part page.
- Create an ASP.NET page with a table layout.
- Delete and restore a Web page.

After completing this module, students will be able to:

- Create and work with a Basic Meeting Workspace.
- Use a browser to create different components of Web Part pages.
- Delete and restore Web pages.

Module 6: Lists and Libraries

This module explains how to work with lists and list view pages.

Lessons

- Creating a List
- Modifying a Built-In List View Page
- Creating a List View Page
- Modifying a Built-In List Form Page
- Create, modify, and view a library and a list.

- Change a built-in list view.
- Create a view for a library, and make it the default view.
- Explore and create a Custom List Form.

After completing this module, students will be able to:

- Create and edit libraries and lists.
- Change and create list views.
- Create and work with Custom List Forms.

Module 7: Web Parts

This module explains how to add Web Part zones and Web Parts, and modify Web Part properties. It also explains how to create and customize Web Parts.

Lessons

- Inserting a Web Part Zone
- Adding a Web Part and Modifying Web Part Properties
- Creating a List View Web Part
- Customizing a List View Web Part
- Insert two Web Part zones.
- Add, modify, and delete a Web Part.
- Create an Announcements LVWP.
- Modify the Announcements LVWP.

After completing this module, students will be able to:

- Insert Web Part zones.
- Add, edit, and delete Web Parts.
- Create and customize Web Parts.