



# Microsoft® Windows® SharePoint® Designer 2007: Level 1 – 1 day

Course number: 084721

Software: Microsoft Windows SharePoint Services

## Course Description

You've created intranet sites using Microsoft® Windows® SharePoint® Services. There will be times when you would want to build sites that lay emphasis on your company's unique requirements and sites that align themselves with the company's unique brand identity. In this course, you will use Microsoft® SharePoint® Designer 2007 to customize your SharePoint sites and build a new subsite on the SharePoint services platform.

**Course Objective:** You will use Microsoft® SharePoint® Designer 2007 to create and modify a SharePoint site.

**Target Student:** This course is intended for SharePoint web designers and SharePoint solution developers, who want to learn to customize SharePoint sites by enhancing the look and feel of a SharePoint site and also to create dynamic pages using Web Parts and workflows.

**Prerequisites:** Students should have taken the Microsoft® Windows® SharePoint® Services 3.0: Level 1 course from Element K or have an equivalent knowledge.

Recommended, though not required, are the following courses:

- Microsoft® Windows® SharePoint® Services 3.0: Level 2
- Cascading Style Sheets (Third Edition)

**Delivery Method:** Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

## Hardware Requirements

You will need two servers for a class and one client computer for each person in the class, plus one computer for the instructor. For each of these machines, the following hardware requirements are the minimum suggested for this course:

- Pentium 4 2.0 GHz.
- 1 GB of RAM for the SharePoint Services 3.0 server, and 512 MB of RAM for all other machines.
- 4 GB of hard disk space.
- CD-ROM or DVD drive.
- VGA or higher video.
- Keyboard and mouse.
- A display system to project the instructor's computer screen.
- Internet access for all computers.

## Software Requirements

- Microsoft® Windows Server® 2003, Standard or Enterprise Edition
- Windows® Server 2003 Service Pack 2
- Microsoft® Windows XP Professional
- Windows XP Service Pack 2
- Microsoft® Windows® SharePoint Services® 3.0

- Microsoft® .NET Framework 3.0
- Microsoft® Office SharePoint® Designer 2007
- Microsoft® Office 2007 Professional or Professional Plus

## Performance-Based Objectives

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

- familiarize yourself with the SharePoint Designer environment.
- create a new subsite.
- add content to a web page.
- use Cascading Style Sheets to format a SharePoint site.
- add basic functionality to 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: Explore the SharePoint Designer Interface
- Topic 1B: Customize the SharePoint Designer Interface
- Topic 1C: Get Help in SharePoint Designer

### **Lesson 2: Creating a Subsite**

- Topic 2A: Create a Page Layout
- Topic 2B: Create a Master Page
- Topic 2C: Modify a Page Layout

### **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: Working with Cascading Style Sheets**

- Topic 4A: Introduction to CSS
- Topic 4B: Create an External Style Sheet
- Topic 4C: Create Internal Styles
- Topic 4D: Modify External Style Sheets

### **Lesson 5: Adding Basic Functionality to Web Pages**

- Topic 5A: Add Hyperlinks
- Topic 5B: Create a Hotspot
- Topic 5C: Add Bookmark Links
- Topic 5D: Add an Interactive Button
- Topic 5E: Open a Page in a New Browser Window

### **Lesson 6: Adding SharePoint Components to the Site**

- Topic 6A: Add Lists and Libraries to a Site
- Topic 6B: Work with Web Parts
- Topic 6C: Add a Link Bar
- Topic 6D: Enhance the Navigation Structure

### **Lesson 7: Automating Business Processes with Workflows**

- Topic 7A: Create a Workflow
- Topic 7B: Modify a Workflow