



SharePoint Designer 2007 Introduction / Intermediate – 2 Days

Course Objectives

Microsoft Office SharePoint Designer 2007 is a powerful Web editing tool that you can use to create and customise any standards-compliant site

Prerequisites:

Familiarity with creating and modifying SharePoint sites in a browser

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Working in SharePoint Designer

- Exploring the workspace
- Using Toolbars
- Using Task Panes

Customising a Web Page

- Exploring a Web Page
- Inserting text, screen Tips and Hyperlinks
- Inserting Web Components
- Inserting Images

Creating and Modifying Web Pages

- Creating a Basic Meeting Workspace Site
- Attaching a Master Page

Working with Lists and Libraries

- Creating a list
- Modifying a Built-in List View Page
- Creating a List View Page

Working with Data Views

- Creating Data Views
- Customising Data Views

Working with Data Sources

- Using the Data Source Library
- Working with XML data
- Connecting to an RSS Feed
- Using Linked Sources

Working with Master Pages

- Customising a Master Page
- Managing Content Placeholders and Content Regions
- Resetting a Master Page to the Site Definition

Understanding CSS

Understanding Workflows

- Working with Workflows
- Creating a Workflow
- Creating a Multi-Step Workflow

Building a Windows SharePoint Services Application

- Customising a Site
- Creating a Site Template

Managing SharePoint Sites

- Configuring Contributor Settings
- Creating Reports
- Exporting and Importing Sites