

Microsoft® Office - SharePoint® Designer 2007

Introduction

The smart way to learn Office SharePoint Designer 2007 – one step at a time! Work through the easy numbered steps, practice files on CD, helpful hints, and troubleshooting tips to master the fundamentals of building customized SharePoint sites and applications. You'll learn how to work with Windows® SharePoint Services 3.0 and Office SharePoint Server 2007 to create Web pages complete with Cascading Style Sheets, Lists, Libraries, and customized Web parts. Then, make your site really work for you by adding data sources, including databases, XML data and Web services, and RSS feeds. You'll even learn how to create workflows and applications with custom forms, templates, and dashboards to enhance your team's productivity.

Course Details

Course code: SPD07
Duration: 2 days
Starting time: 9.00 am
Finishing time: 4.30 pm
Lunch and refreshments are provided.

Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.



NATIONALLY RECOGNISED
TRAINING
RTO No. 21932

Microsoft
GOLD CERTIFIED
Partner

Learning Solutions

 **1300 86 87246**

1300 TO TRAIN

Course Outline

➤ **Introducing SharePoint Designer**

- 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 Customised SharePoint Sites

➤ **Working In SharePoint Designer**

- Exploring the SharePoint Designer Workspace
- Using Toolbars
- Using Task Panes
- Creating a SharePoint Site Hierarchy
- Deleting a SharePoint Site

➤ **Customizing a Web Page**

- 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 to a Site Definition

➤ **Creating and Modifying Web Pages**

- Creating a Basic Meeting Workspace Site
- Creating a Web Part Page by Using a Browser
- Creating an ASP.NET Page
- Inserting a Web Part Zone
- Adding a Web Part and Modifying Web Part Properties
- Attaching a Master Page
- Creating a Web Page from a Master Page
- Deleting a Web Page

➤ **Working With Lists and Libraries**

- Creating a List
- Creating a List View Web Part
- Customising a List View Web Part
- Modifying a Built-In List View Page
- Creating a List View Page
- Modifying a Built-In List Form Page

➤ **Working With Data Views**

- Creating Data Views
- Customising Data Views

- Applying Conditional Formatting
- Using XSLT
- Allowing Insertions, Deletions, and Updates
- Using CAML
- Converting a List View Web Part to a Data View Web Part
- Deploying Web Parts

➤ **Using Controls In Web Pages**

- Inserting and Modifying Controls
- Using Standard ASP.NET Controls
- Using ASP.NET Validation Controls
- Using SharePoint Data View Controls
- Using SharePoint Server Controls

➤ **Working With Master Pages**

- Understanding Master Pages
- Customising a Master Page
- Changing The Default Master Page
- Managing Content Placeholders and Content Regions
- Resetting a Master Page to the Site Definition

➤ **Changing the Look and Feel of Pages by Using Cascading Style Sheets**

- Understanding the CSS and Color-Coding Options

Course Outline

- Identifying Styles in Cascading Style Sheets
- Creating, Modifying and Deleting Styles
- Using the Style Application Toolbar
- Creating and Attaching CSS Files
- Understanding CSS Inheritance in SharePoint
- Using CSS Reports
- **Managing Web Content in a SharePoint Server Environment**
 - Understanding Web Content Management Enhancements in SharePoint Server 2007
 - Understanding The Page Model
 - Creating a Page Layout
 - Modifying a Page Layout
 - Restoring an Earlier Version of a Page Layout
 - Detaching and Reattaching a Page Layout
- **Understanding Workflows**
 - Working With Workflows
 - Creating a Workflow
 - Using Conditions and Actions
 - Verifying and Deploying a Workflow
 - Modifying a Workflow
 - Creating a Multi-Step Workflow
- Deleting a Workflow
- **Building a Windows SharePoint Services Application**
 - Customising a Site
 - Creating a Site Template
 - Exploring a Site Template
 - Testing a Site Template Solution
- **Managing SharePoint Sites**
 - Configuring Contributor Settings
 - Identifying Contributor Settings
 - Creating Reports
 - Backing Up and Restoring Sites
 - Exporting and Importing Sites
 - Copying Lists and Libraries Between Sites
 - Copying Documents Between Sites
- **Understanding Usability and Accessibility**
 - Understanding Usability Issues
 - Choosing Color Schemes
 - Understanding Accessibility Standards and Legal Issues
 - Generating Accessibility Reports
 - Generating Other SharePoint Designer Reports