

## Microsoft SharePoint Designer 2010 Introduction

### Course length

2 days

### Why come on this course?

You will learn use the many tools and features of SharePoint Designer 2010 to create and customise SharePoint sites, customise site pages, add and customise list and library content, create and format web pages and forms, customise forms and create links.

### Who is it for?

This course is intended for experienced SharePoint power users or site administrators who want to learn to enhance SharePoint sites by customising lists, libraries and form pages. You should first attend the Introduction to SharePoint 2010 for End users or have equivalent experience. Knowledge of HTML or CSS is advantageous but not essential.

### What will I learn?

By the end of this course you will:

- Use the SharePoint Designer interface
- Create and customise SharePoint sites and add site content
- Create site pages and understand HTML code and use cascading style sheets (CSS)
- Create SharePoint content such as lists and libraries and format views
- Add links to pages and customise the Quick Launch and Top Link bars

### Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section.

### Course materials

Course manuals are provided to support the topics covered. Certificates of attendance will be presented to each delegate after the training has been completed.

### Course contents

#### Getting Started With SharePoint Designer 2010

- What is SharePoint Designer?
- Understanding SharePoint from a Designer's Perspective
- Working with SharePoint Designer
- The SharePoint Designer 2010 Interface
- Customising the Ribbon and Quick Access Toolbar

## Customising SharePoint Site Properties and Adding Site Content

- Customising Site Properties Using SharePoint Designer
- Adding Lists and Libraries
- Adding and Editing List Columns
- Site Columns

## Creating Site Pages

- Opening an Existing Web Page
- Creating a New Web Page
- Understanding HTML
- Adding HTML Content to the Page View
- Adding Content to the Code View
- Page Properties
- Saving Pages
- Version Control

## Cascading Style Sheets

- What are Cascading Style Sheets?
- CSS Syntax
- Types of CSS Style
- The CSS Cascade
- Using CSS in SharePoint Designer
- Linking Master Pages to Custom Pages

## Create and Format List and Library Views

- Working with Views in the Browser
- Working with Views in SharePoint Designer
- Customising a List or Library View

## Working with Web Part Pages

- What are Web Parts?
- Working with Web Parts in the Browser
- Working with Web Parts Pages in SharePoint Designer

## Publishing Pages

- Web Content Management Overview
- Creating Publishing Pages

## Working With Master Pages

- How Master Pages Work
- Creating a Basic Master Page
- Add a Content Region To The Master Page
- Attaching Custom Master Pages
- SharePoint Master Pages
- Customising the v4.master Page
- Creating a New SharePoint Master Page

## Styling Master Pages Using the Corev4.css

- What is the Corev4.css?
- Opening the Corev4.css
- Working with Corev4.css code
- Understanding the Corev4.CSS
- SharePoint Themes

## Customising Site Navigation

- Working with Links for a Collaboration Site
- Working with Links in Publishing Sites

### How do I book?



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