

50207A - Microsoft Office SharePoint Designer 2007 Step by Step, Level 1 1 day course

This one day course provides participants with an overview of the basic functionality of Microsoft Office SharePoint Designer 2007.

Outcomes

- Understand the relationship between Windows SharePoint Services and SharePoint Server 2007
- Understand the SharePoint Designer workspace
- Create SharePoint site hierarchy
- Insert text, screen-tips, hyperlinks, web components and images
- Add client-side interactivity
- Create basic meeting space sites
- Create a Web Part page by using a browser and create an ASP.NET page
- Create lists and modify built-in List View page
- Modify a built-in List Form page
- Add a Web Part and modify Web Part properties

Prerequisites

- A working knowledge of SharePoint 2007 and basic SharePoint site and list navigation
- Basic Word and Excel skills as well as file management skills
- It would be advantageous to have basic site management / owner knowledge.

Audience

This course is designed for the Information Worker who wants to learn beginning-level SharePoint Designer 2007 skills to create and modify SharePoint site content. Participants will work with HTML pages, Web Part pages and ASP.NET pages. Participants will also learn how to create content based on existing master pages.

Location

Crimson Innovations
Unit 3
6 Catterthun Street
Winnellie

(see www.crimson.com.au/contact_us.htm for details)

Outline

Introduction to SharePoint Designer

- Understand the basic functionality of SharePoint Designer, Windows SharePoint Services and SharePoint Server

- Navigate in a SharePoint site

SharePoint Designer Workspace

- Understand the different workspace elements

- Work with toolbars and task panes

SharePoint Sites

- Create sites by using templates and edit site content

- Delete sites that are no longer necessary

Web Page Content

- 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

Web Pages

- Create and work with a basic meeting workspace

- Use a browser to create different components of Web Part pages

- Delete and restore web pages

Lists and Libraries

- Create and edit libraries and lists

- Change the create list views

- Create and work with custom list forms

Web Parts

- Insert Web Part zones

- Add, edit and delete Web Parts

- Create and customise Web Parts