

# Microsoft SharePoint Designer 2007: Level 1

Course length: 2 day(s)

## 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.

## 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

Explore the SharePoint Designer Interface  
Customize the SharePoint Designer Interface  
Get Help in SharePoint Designer

### Lesson 2: Creating a Subsite

Create a Page Layout  
Create a Master Page  
Modify a Page Layout

### Lesson 3: Adding Content to the Site

Add and Format Text  
Work with Tables  
Work with Images

#### **Lesson 4: Working with Cascading Style Sheets**

Introduction to CSS

Create an External Style Sheet

Create Internal Styles

Modify External Style Sheets

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

Add Hyperlinks

Create a Hotspot

Add Bookmark Links

Add an Interactive Button

Open a Page in a New Browser Window

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

Add Lists and Libraries to a Site

Work with Web Parts

Add a Link Bar

Enhance the Navigation Structure

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

Create a Workflow

Modify a Workflow