



## Microsoft SharePoint Designer 2010

Course ISI-1234    3 Days

Instructor-led, Hands on

### Course Information

Students will then learn how to create and customize content using SharePoint Designer 2010.

Microsoft has dramatically improved SharePoint Designer 2010 so power users can create robust and interactive pages using things like the new XSLT List View Web Part, improved editing controls for the powerful Data View Web Part and improved workflow authoring capabilities. Students will learn how to create robust solutions using these new capabilities.

Students will also learn how to create content-centric solutions using SharePoint Server's Web Content Management (WCM) and Enterprise Content Management (ECM) capabilities as well as consume and interact with data that resides in external systems using the new Business Connectivity Services (BCS) capacities.

### At Course Completion

Upon successful completion of this course, students will be able to:

- Design solutions to meet your business scenario—without code
- Customize lists, libraries and SharePoint site pages
- Use Web Parts to display, edit and modify list item data
- Access data from a variety of external sources
- Create workflows to automate business processes
- Use master pages and CSS to control how sites work

### Prerequisites

Attendees should have experience with the SharePoint 2010, CSS and HTML prior to attending this class. It is recommended that students attend the following courses prior to ISI-1234:

ISI-1259 – SharePoint for Power Users

ISI-1372 – Introduction to HTML5, CSS3 for Web Designers & Developer

### Course Outline

#### Module 1: Getting Started with Microsoft SharePoint Designer 2010

- Exploring SharePoint Designer 2010
- Working with SharePoint sites

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## **Module 2: Working with SharePoint Sites**

- Changing the title, description and theme of a site
- Managing site users and permissions
- Creating a site hierarchy
- Deleting a SharePoint site
- Resetting a site template
- Exploring a SharePoint site
- Navigating a site's components
- Saving and using a site template

## **Module 3: Working with Lists and Libraries**

- Creating lists and libraries
- Creating an issue tracking list
- Importing data into SharePoint
- Working with list columns
- Using calculated columns
- Using column validation
- Creating an XSLT list view web part
- Customizing an XSLT list view web part
- Securing a list or a library
- Adding custom actions
- Creating server ribbon custom actions
- Creating site columns
- Creating content types
- Adding a site column to a content type
- Adding a document template to a content type
- Associating content types with lists and libraries
- Deleting SharePoint objects

## **Module 4: Creating and Modifying Web Pages**

- Inserting text, screen tips, hyperlinks and images
- Working with web parts
- Changing the home page for a web site
- Modifying a list view page
- Creating list view pages
- Creating and modifying a list form page
- Creating an ASP.NET page
- Inserting a web part zone
- Attaching a master page
- Managing web pages

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## **Module 5: Working with Data Views**

- Creating a data view
- Customizing data views
- Inline editing
- Applying conditional formatting
- Showing and hiding content
- Using XSLT
- Using formula columns
- Working with XPath expressions
- Deploying web parts

## **Module 6: Working with Data Sources**

- Using data sources
- Working with XML data
- Connecting to an RSS feed XML file
- Connecting to an RSS feed server-side script
- Connecting to SOAP services
- Connecting to REST services
- Connecting to a database
- Using linked sources
- Connecting web parts

## **Module 7: Understanding Workflows**

- Working with workflows
- Creating workflows with SharePoint Designer
- Using actions and conditions
- Modifying a workflow
- Deploying workflows
- Creating a multistep workflow
- Creating a site workflow
- Using Visio to map a workflow
- Importing a workflow from Visio
- Exporting a workflow to a Visio drawing
- Removing and deleting workflows

## **Module 8: Using Reusable Workflows and Workflow Forms**

- Creating and using reusable workflows
- Creating association columns
- Using workflow templates
- Reusing globally reusable workflows
- Creating globally reusable workflows

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- Creating invitation and association forms
- Retrieving values from initiation forms
- Modifying an InfoPath forms
- Publishing an InfoPath form
- Modifying initiation form parameters
- Modifying an association form
- Adding association fields to initiation forms
- Modifying task forms

## **Module 9: Branding SharePoint Sites**

- Setting the CSS and color coding page editor options
- Identifying styles in cascading style sheets
- Identifying styles on content pages
- Creating and attaching CSS files
- Creating a functional HTML page
- Creating styles
- Modifying and deleting styles
- Using the style application group commands
- Understanding SharePoint's CSS inheritance
- Using IntelliSense to add CSS
- Using CSS reports

## **Module 10: Working with Master Pages**

- Understanding master pages
- Copying and saving a master page
- Customizing a master page
- Changing the default master page
- Managing content placeholders
- Creating a web page from a master page
- Exporting master pages
- Resetting a master page to the site definition

## **Module 11: Managing Web Content in the SharePoint Server Environment**

- Creating a publishing site
- Understanding web content management in SharePoint Server 2010
- Understanding the page model
- Creating a page layout
- Modifying a page layout
- Allowing users to rate web content
- Approving a page layout
- Restoring an earlier version of a page layout
- Detaching and reattaching a page layout

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## **Module 12: Using Controls in Web Pages**

- Working with the Ribbon and Tag properties
- Task parse
- Using a standard ASP.NET server control
- Validating user data entry
- Using ASP.NET validation controls
- Testing an ASP.NET form
- Using SharePoint server controls