

Microsoft SharePoint Designer 2013 Core Essentials

This course will teach students the essentials of working with SharePoint Designer 2013. This 12-module course covers home pages, site pages, versions, lists, libraries, workflows, and site security.

The Basics

This module shows students how to download and install SharePoint Designer 2013, open it, and open a site with it. Students are also shown how to use the Navigation Pane, browse site objects, and close the program.

Working with Site Objects

Next, students will learn how to pin, rename, and delete objects; use the breadcrumb trail; and use object tabs.

Editing Site Objects

The look at objects continues in this module, with information on opening and editing site objects, saving changes to a page, and refreshing and previewing the page.

Modifying the Home Page

Students will delve into the home page in this module. Here, they will learn how to define the parts of a home page, change the title and description of the home page, change the home page itself, change site settings, and change the site's theme.

Creating Site Pages

After students complete this module, they will know how to create HTML and ASPX pages; save a page as a template; and create, attach, detach, and reset master pages.

Using Versions

Here students get a look at working with a page. They will learn how to check out and check in a page, view version history, and restore a past version. The module wraps up with a look at undoing a checkout.

Creating Lists and Libraries

This module is all about lists, including how to create lists, add columns to lists, create libraries, edit the settings page for a list or library, and delete lists and libraries.

Customizing Site Columns

This module covers how to modify site columns, create new columns, rename and delete columns, and push changes to the server.

Creating Workflows

In this module, students will learn about creating workflows, adding conditions and actions, adding steps and impersonation steps, saving a workflow, checking a workflow for errors, and publishing it.

Creating and Modifying Sites

Next, students get a close-up look at sites. Topics include how to reset a site, create a blank site, create a site from a template, create a subsite, and delete a site.

Managing Site Security

This module covers types of roles and permissions, how to use the Permissions tab, how to edit permissions for a site or page, and how to add and delete users.

Customizing the Interface

This final module looks at how to customize the interface. Students are shown how to expand and collapse the ribbon; customize the Quick Access toolbar; hide, show, and create custom ribbon tabs; and reset the interface.