



## **Microsoft® Windows® SharePoint® Designer 2010: Level 1**

### **Course Specifications**

**Course length:** 1.0 day(s)

### **Course Description**

**Course Objective:** You will use Microsoft® Windows® SharePoint® Designer 2010 to create and modify a SharePoint site.

**Target Student:** This course is intended for web designers and developers, application developers, SharePoint site owners, and other knowledge workers with SharePoint end-user experience, who want to use SharePoint Designer to create and customize SharePoint sites, enhance the look and feel of a SharePoint site, and create dynamic pages using Web Parts and workflows.

### **Course Objectives**

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

- Identify the basic features of the SharePoint Designer environment.
- Create a new sub-site.
- Add content to a web page.
- Use Cascading Style Sheets to format a SharePoint site.
- Link web pages.
- Add SharePoint components to the site.
- Automate business processes with workflows.

**Prerequisites:** To benefit from this course, you should have basic end-user skills with SharePoint and be familiar with the general structure and hierarchy of SharePoint sites. You can obtain this level of knowledge and skill by taking the following Element K course:

---

### **Discover ITT, LLC**

3 Riverchase Office Parkway – Suite 114  
Hoover, Alabama 35244  
(205) 989-4944 TEL  
[www.discoveritt.com](http://www.discoveritt.com)



- *Microsoft® Windows® SharePoint® Foundation 2010: Level 1*

## **Course Outline**

### **Module 1: Overview**

A simple introduction module.

After completing this module, students will be able to:

- Understand your course, classroom, classmates, facility and instructor.

### **Module 2: 2010 Changes**

In this module we are going to take a look at some of the major changes between SharePoint Designer 2007 and SharePoint Designer 2010.

#### **Lessons**

- Changes

After completing this module, students will be able to:

- Describe the changes to SharePoint Designer 2010

### **Module 3: User Interface**

In this module we take a look at common features of the basic team site.

Throughout this course we will create and manage several different pieces of content and the team site will be our site of choice for doing this! Understanding this site is the center piece of starting your journey of understanding SharePoint and applying it to you everyday life!

#### **Lessons**

- New SharePoint Features

### **Lab : SharePoint Designer Interface**

- Explore new interface of SharePoint Designer
- Review new work areas of Designer
- Browse Site Pages
- Browse Master Pages
- Browse Lists and Libraries

---

## **Discover ITT, LLC**

3 Riverchase Office Parkway – Suite 114

Hoover, Alabama 35244

(205) 989-4944 TEL

[www.discoveritt.com](http://www.discoveritt.com)



- Browse Workflows
- Browse Content Types
- Browse Data Sources
- Browse Entities
- Explore Site Structure

#### **Lab : SharePoint Designer (Basics)**

- Create a new site
- Create a new page
- Create a new master page
- Attach a master page
- Create a list
- Change list settings
- Create Content Type
- Create/Modify CSS

#### **Lab : SharePoint Designer (Basics)**

- Check-In/Check-Out
- Add Web Parts
- Add Web Part Zone
- Adding Images (\_images directory)
- Reset to Site Definition

After completing this module, students will be able to:

- Describe the new UI features of the basic team site
- Log in and out of a site
- What the Quick Launch bar is
- Describe the Security Trimmed Interface of SharePoint
- Know where to create items on a site
- Find out who has access to a site
- Understand how to undelete items on a site (recycle bin)

#### **Module 4: Data Views**

In this module we are going to take a look at Data Views and Data Sources.

##### **Lessons**

- Data Sources and Data Views

---

### **Discover ITT, LLC**

3 Riverchase Office Parkway – Suite 114  
Hoover, Alabama 35244  
(205) 989-4944 TEL  
www.discoveritt.com



### **Lab : Data Views**

- Create/Manage Data Views
- Create/Manage Data Sources
- Merge Two Data Sources
- Link Two Data Sources
- Data View Parameters

After completing this module, students will be able to:

- How to create and use Data Views and Data Sources

### **Module 5: External Content Types**

In this module we are going to take a look at the new Business Connectivity Services (BCS), the replacement/new version of Business Data Catalog (BDC).

#### **Lessons**

- Business Connectivity Services

### **Lab : External Content Types**

- Explore External Content Types
- Create a new External Content Type
- Create an External List

After completing this module, students will be able to:

- Understand what BCS is
- How to create and use Entities with SharePoint Designer

### **Module 6: Workflows**

In this module we are going to take a look at implementing workflows with SharePoint Designer 2010.

#### **Lessons**

- In this module we are going to take a look at implementing workflows with SharePoint Designer 2010.

### **Lab : Built In Activities (2007)**

---

## **Discover ITT, LLC**

3 Riverchase Office Parkway – Suite 114  
Hoover, Alabama 35244  
(205) 989-4944 TEL  
www.discoveritt.com



- Use one of each Built-In Activity (2007)

**Lab : Built In Activities (2010)**

- Use one of each Built-In Activity (2010)

**Lab : LoopingWorkflow**

- Create a looping set of workflows

**Lab : Create a looping set of workflows**

- Create Reusable Workflows (Site/Global)
- Export a workflow to Visio
- Import a workflow from Visio
- Save as Template

**Lab : ModifyOOBWorkflow**

- Modify Out Of Box Workflows

After completing this module, students will be able to:

- Build workflows with SharePoint Designer 2010
- Understand how to edit built in workflows
- Implement logging in your workflows

Recommended, though not required, are the following courses:

- *Microsoft® Windows® SharePoint® Foundation 2010: Level 2*
- *Web Design with XHTML, HTML, and CSS: Level 1*

---

**Discover ITT, LLC**

3 Riverchase Office Parkway – Suite 114

Hoover, Alabama 35244

(205) 989-4944 TEL

[www.discoveritt.com](http://www.discoveritt.com)