

Microsoft SharePoint Designer 2010 Foundation

Welcome to Microsoft SharePoint Designer 2010, a specialized website editor used to create and modify Microsoft SharePoint websites. This version of SharePoint Designer incorporates Microsoft's new ribbon interface, improved workflow tools, increased data control, and much more.

Highlights of this foundation-level course include complete coverage of the new ribbon interface; an introduction to HTML; and details on setting up, creating, and customizing your SharePoint site.

Getting Started

To begin, participants will learn the basics of SharePoint Designer: how to open and close it, how to use the new ribbon-based interface, how to manage site objects (including pages), and how to get help.

Using and Customizing the SharePoint Designer Interface

This section will focus entirely on SharePoint Designer's new interface. Participants will learn how to use the basic elements of the interface, customize the Quick Access toolbar, and customize the ribbon itself.

Creating a Basic HTML Page

In this section, you will learn the basics of HTML, including how to create a basic HTML page with and without SharePoint Designer. You will also learn the differences between Design and Code view, as well as how to use basic editing and formatting tools.

Creating a Basic Site

This section will cover how to organize, create, manage, and modify pages. SharePoint Designer's version tools will also be discussed.

Doing More with Pages

In this section, participants will learn all about adding tables and images to their websites. Bookmarks, hyperlinks, ScreenTips, and symbols will also be covered.

Customizing Your Site

The final section of this course will cover how to organize, manage, and modify a SharePoint site as a whole. Participants will also learn how to create lists, libraries, workflows, and columns.