

Upgrading to SharePoint Designer 2010 Complete

SharePoint Designer 2010 is Microsoft's free HTML editor that is designed to create or modify Microsoft SharePoint websites and pages. This new version of SharePoint Designer incorporates a newly redesigned interface, workflows, new view and form capabilities, external content types, and improved control over how people in your organization can use SharePoint Designer.

This Upgrading course is intended to help experienced users of SharePoint Designer 2007 and earlier get up to speed with new features and functionality. This manual will also help users of FrontPage 2003 and earlier who have little to no experience with SharePoint Designer 2007 and/or the ribbon interface.

Highlights of the course include an in-depth look at the new interface, information on new site and page management features, and a comprehensive overview of workflows, including how to use Visio 2010 to create workflow diagrams.

Getting Started

The course will begin with a look at what SharePoint Designer and Server are, as well as what new features are included with this version of SharePoint Designer. We will also review common SharePoint terms. Next, participants will learn how to open, interact with, and navigate through SharePoint Designer, and how to connect to a site with it. Participants will also learn how to view and use tabs on the ribbon, how to customize the Quick Access toolbar, and how to create and customize ribbon tabs.

New Site and Page Management Features

In this section, participants will learn about administration pages, summary pages, and gallery pages. They will also learn about lists, libraries, columns, data sources, data views, conditional formatting, and custom actions in data views.

Improved Workflow Features

This section is all about workflows. First, participants will learn how to view, edit, copy, modify, create, and delete workflows. They will also learn how to add conditions, actions, steps, and impersonation steps to a workflow; modify workflow settings; test a workflow; and publish a workflow.

Using Visio 2010 with SharePoint Designer 2010

The final section of this course explores more advanced workflow features. Participants will learn how to use Visio 2010 to create a workflow diagram, import that diagram into SharePoint Designer 2010, and create a workflow with it.