

## **Customizing SharePoint Sites without Writing Code, Using SharePoint Designer 2007 Course Summary**

### **Description**

This course is designed to give students the tools and knowledge to customize SharePoint sites without writing code by using SharePoint Designer 2007 and in-browser customizations. The course addresses aspects of design such as applying alternate page layouts, creating and styling new pages, modifying site navigation, and external data integration and custom workflows. After taking this course students will understand the difference between using SharePoint Designer 2007 and in-browser tools including what is achievable with each tool, and how and when to use those tools to effect SharePoint site customization. The course also factors in Web site design concepts that focus on creating user-centric SharePoint sites.

### **Topics**

- Course Overview and Web Design Concepts
- In-Browser Customizations
- Introduction to SharePoint Designer 2007
- SharePoint Designer 2007 Environment
- Administrate SharePoint Sites with SharePoint Designer 2007
- Create SharePoint Sites with SharePoint Designer 2007
- Create and Configure Data Sources
- Data Views and Conditional Formatting
- ASP.NET Controls
- Create and Modify Master Pages
- Content Pages
- Cascading Style Sheets
- Save Sites as Templates
- In-Browser Workflows
- Create Workflows with SharePoint Designer 2007

### **Audience**

The primary audiences for this course are Web designers, administrators, and developers that use and work with Office SharePoint Server 2007, and want to learn how to customize SharePoint sites without writing code.

### **Prerequisites**

Prior to taking this course, students should have a general knowledge of Web site design and methodologies. They should also be familiar with SharePoint from an end user or administrative point of view. An understanding of ASP.NET 2.0 master pages and cascading style sheets is helpful, but not required.

### **Duration**

Five days

## Customizing SharePoint Sites without Writing Code, Using SharePoint Designer 2007 Course Outline

- I. Course Overview and Web Design Concepts**
- II. In-Browser Customizations**
  - A. SharePoint publishing features
  - B. Document libraries and Web Parts
  - C. Create new pages and add content
  - D. Apply different master pages and CSS to sites
  - E. SharePoint themes
  - F. Change the navigation
  - G. Office authoring customizations
  - H. Create workflows via the browser
- III. Introduction to SharePoint Designer 2007**
  - A. Overview of SharePoint Designer
  - B. How SharePoint Designer can enhance your SharePoint sites
  - C. Create workflows using SharePoint Designer 2007
- IV. SharePoint Designer 2007 Environment**
  - A. Connect to an existing SharePoint site
  - B. Navigate within SharePoint Designer
  - C. Working with views
  - D. SharePoint site folders
  - E. Create new pages and content
  - F. Editing features
  - G. Differentiation between editing publishing and non-publishing sites
- V. Administrate SharePoint Sites with SharePoint Designer 2007**
  - A. Configure contributor settings
  - B. Check site's status with reports including usage analysis
  - C. Migrate SharePoint sites including back up and restore
- VI. Create SharePoint Sites with SharePoint Designer 2007**
  - A. Create a new site and publish the site to the existing site collection
  - B. Add new SharePoint content to the site including Web Parts, forms, and tables
  - C. Custom behaviors
  - D. Web components
  - E. Index the new site in SharePoint and add it to the SharePoint site directory
- VII. Create and Configure Data Sources**
  - A. Overview of each data source
  - B. Connect with external databases
  - C. Connect to another SharePoint library within your site collection
  - D. Link data sources
- VIII. Data Views and Conditional Formatting**
  - A. Create a data view
  - B. Import fields
  - C. Conditional formatting
  - D. Edit XPath expressions
  - E. Apply filtering and style
  - F. Edit, delete, and insert commands
- IX. ASP.NET Controls**
  - A. Understand the overall role of controls in SharePoint Server 2007
  - B. Review types of controls available
  - C. Populate and format data using ASP.NET controls
  - D. SharePoint controls
- X. Create and Modify Master Pages**
  - A. Working with the out-of-the-box master pages
  - B. Create new master pages using SharePoint Designer 2007
  - C. Add and configure menu controls on master pages
  - D. Manage master pages
  - E. Apply CSS to master pages
- XI. Content Pages**
  - A. Understand the role of page layouts in SharePoint Server 2007
  - B. Work with out-of-the-box page layouts
  - C. Learn all about the inner workings of page layouts
  - D. Build new page layouts using SharePoint Designer 2007

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**Course Outline (cont'd)**

**XII. Cascading Style Sheets**

- A. Review the out-of-the-box CSS files and classes
- B. Modify out-of-the-box CSS files
- C. Create new CSS files and manage the CSS lifecycle

**XIII. Save Sites as Templates**

- A. Differences between templates and site definitions in SharePoint
- B. Export or save customized site as a SharePoint site template
- C. Create a new site in SharePoint based on a custom template

**XIV. In-Browser Workflows**

- A. How workflows can benefit your existing business processes
- B. Review the SharePoint default workflows
- C. Create an Approval workflow
- D. Create and deploy content type workflows
- E. Administrate workflows

**XV. Create Workflows with SharePoint Designer 2007**

- A. Relationship between SharePoint Designer 2007 workflows and Windows Workflow Foundation
- B. Use the SharePoint Designer 2007 Workflow Designer Wizard to create custom workflows
- C. Location and composition of workflow files
- D. Deploy workflows created in SharePoint Designer 2007 to SharePoint document libraries and lists
- E. Save and execute your workflow
- F. Run the workflow and review workflow status in your SharePoint site
- G. Review workflow logs on the SharePoint server
- H. Work through a series of workflow scenario-based labs that include detailed instructions