

Course Overview

This 2-day course is designed for SharePoint web designers and SharePoint solution developers, who want to learn to customize SharePoint sites by enhancing the look and feel of a SharePoint site. You will learn to create a subsite and modify the page layout, add text, tables, and images. You will work with cascading style sheets to create external and internal styles. You will learn how to add hyperlinks, create hotspots, bookmark links, and interactive buttons. You will also learn how to add lists and libraries and enhance the navigation structure of the site. Lastly you will learn how to create and modify a workflow.

Course Preparation

Prerequisite Course: Microsoft SharePoint Services 3.0 Level 1 and 2.

Course Topics

Getting Started with the SharePoint Designer

Environment

- Explore the SharePoint Designer Interface
- Customize the SharePoint Designer Interface
- Get Help in SharePoint Designer

Creating a Subsite

- Create a Page Layout
- Create a Master Page
- Modify a Page Layout

Adding Content to the Site

- Add and Format Text
- Work with Tables
- Work with Images

Working with Cascading Style Sheets

- Introduction to CSS
- Create an External Style Sheet
- Create Internal Styles
- Modify External Style Sheets

Adding Basic Functionality to Web Pages

- Add Hyperlinks
- Create a Hotspot
- Add Bookmark Links
- Add an Interactive Button
- Open a Page in a New Browser Window

Adding SharePoint Components to the Site

- Add Lists and Libraries to a Site
- Work with Web Parts
- Add a Link Bar
- Enhance the Navigation Structure

Automating Business Processes with Workflows

- Create a Workflow
- Modify a Workflow