



## Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting  
Managed Outsourcing • Healthcare Solutions • Security Solutions

7224 Engle Road - Fort Wayne, IN 46804 - Phone: (260) 432-1364 - Fax: (260) 432.3168

# SharePoint Designer 2007: Level 1

MS-50207 Rev 10.09

## 1 day

### Description

This course is designed for information workers who wish to learn basic SharePoint Designer 2007 skills. Students will learn the basic technology behind SharePoint and SharePoint sites, and how to work in SharePoint Designer 2007 to create and modify site content. Students will work with HTML pages, Web Part pages, and ASP.NET pages, and learn how to create content based on existing master pages. Students will also learn how to create SharePoint lists and display them in Web Parts or as pages.

### Prerequisites

- *Basic knowledge of Windows and file management*
- *Basic knowledge of Microsoft Office 2007 products*
- *Experience using Internet Explorer*
- *Basic knowledge of SharePoint site concepts and design principles*

### Course Outline

#### **Module 1: Introduction to SharePoint Designer**

Lesson 1: Understanding SharePoint Designer

Lesson 2: Using SharePoint Designer to Carry Out Common Tasks

Lesson 3: Understanding Windows SharePoint Services

Lesson 4: Exploring a SharePoint Site

Lesson 5: Understanding the Relationship Between Windows SharePoint Services and SharePoint Server 2007

Lesson 6: Considering Complications of Upgrading Customized SharePoint Sites

#### **Module 2: The SharePoint Designer Workspace**

Lesson 1: Exploring the SharePoint Designer Workspace

Lesson 2: Using Toolbars

Lesson 3: Using Task Panes

#### **Module 3: SharePoint Sites**

Lesson 1: Creating a SharePoint Site Hierarchy

Lesson 2: Deleting a SharePoint Site

#### **Module 4: Web Page Content**

Lesson 1: Exploring a Web Page

Lesson 2: Inserting Text, ScreenTips, and Hyperlinks

Lesson 3: Inserting Web Components

Lesson 4: Inserting Images

Lesson 5: Adding Client-Side Interactivity

Lesson 6: Creating a Table Layout

Lesson 7: Changing the Default Page for a Web Site

Lesson 8: Resetting a Page to the Site Definition



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### **Module 5: Web Pages**

Lesson 1: Creating a Basic Meeting Workspace Site

Lesson 2: Creating a Web Part Page by Using a Browser

Lesson 3: Creating an ASP.NET Page

Lesson 4: Deleting a Web Page

### **Module 6: Lists and Libraries**

Lesson 1: Creating a List

Lesson 2: Modifying a Built-In List View Page

Lesson 3: Creating a List View Page

Lesson 4: Modifying a Built-In List Form Page

### **Module 7: Web Parts**

Lesson 1: Inserting a Web Part Zone

Lesson 2: Adding a Web Part and Modifying Web Part Properties

Lesson 3: Creating a List View Web Part

Lesson 4: Customizing a List View Web Part



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