



BUILDING TRAINING SOLUTIONS  
FOR THE IT WORLD

**Number of Days:** 1

**Format:** Instructor-Led

**Class Code:** SPD10-1

**Recommended Course  
Sequence**

Knowledge of prerequisites  
noted below.

*Course content is subject to change  
without notice.*

**Course Description:**

You will use Microsoft® Windows® SharePoint® Designer 2010 to create and modify a SharePoint site.

**Target Student:**

This course is intended for web designers and developers, application developers, SharePoint site owners, and other knowledge workers with SharePoint end-user experience, who want to use SharePoint Designer to create and customize SharePoint sites, enhance the look and feel of a SharePoint site, and create dynamic pages using Web Parts and workflows.

**Prerequisites:**

To benefit from this course, you should have basic end-user skills with SharePoint and be familiar with the general structure and hierarchy of SharePoint sites.

- Microsoft® Windows® SharePoint® Foundation 2010: Level 1

Recommended, though not required, are the following courses:

- Microsoft® Windows® SharePoint® Foundation 2010: Level 2
- Web Design with XHTML, HTML, and CSS: Level 1

**Delivery Method:**

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

**At Course Completion:**

Upon successful completion of this course, students will be able to:

- Identify the basic features of the SharePoint Designer environment.
- Create a new subsite.
- Add content to a web page.
- Use Cascading Style Sheets to format a SharePoint site.
- Link web pages.
- Add SharePoint components to the site.
- Automate business processes with workflows.

## Course Outline

<b>Lesson 1: Getting Started with the SharePoint Designer Environment</b>
<ul style="list-style-type: none"><li>■ Topic 1A: Identify SharePoint Designer Interface Components</li><li>■ Topic 1B: Get Help in SharePoint Designer</li><li>■ Topic 1C: Customize the SharePoint Designer Interface</li></ul>
<b>Lesson 2: Creating a Subsite</b>
<ul style="list-style-type: none"><li>■ Topic 2A: Create a Blank Subsite</li><li>■ Topic 2B: Create a Page Layout</li><li>■ Topic 2C: Add Content to a Master Page</li></ul>
<b>Lesson 3: Adding Content to the Site</b>
<ul style="list-style-type: none"><li>■ Topic 3A: Add and Format Text</li><li>■ Topic 3B: Work with Tables</li><li>■ Topic 3C: Work with Images</li></ul>
<b>Lesson 4: Formatting a Site with Cascading Style Sheets</b>
<ul style="list-style-type: none"><li>■ Topic 4A: Create an External Style Sheet</li><li>■ Topic 4B: Create Internal Styles</li><li>■ Topic 4C: Modify External Style Sheets</li></ul>
<b>Lesson 5: Linking Web Pages</b>
<ul style="list-style-type: none"><li>■ Topic 5A: Add Hyperlinks</li><li>■ Topic 5B: Create a Hotspot</li><li>■ Topic 5C: Create Bookmark Links</li><li>■ Topic 5D: Open a Linked Page in a New Browser Window</li></ul>
<b>Lesson 6: Adding SharePoint Components to the Site</b>
<ul style="list-style-type: none"><li>■ Topic 6A: Add Lists and Libraries to the Site</li><li>■ Topic 6B: Add Web Parts to a Site</li></ul>
<b>Lesson 7: Automating Business Processes with Workflows</b>
<ul style="list-style-type: none"><li>■ Topic 7A: Create a Workflow</li><li>■ Topic 7B: Modify a Workflow</li></ul>