

SharePoint Designer 2007 (3 days)

COURSE CODE: AV19-MS-SPD-PF

A comprehensive 3 day course that will cover all aspects of designing and publishing webpages and web sites with SharePoint Designer 2007, the successor to FrontPage 2003.

Course Pre-Requisites : Understanding of operating Systems such as Windows XP, Microsoft Office, HTML, graphics, graphic editing and web pages.

** Advanced topics marked with * can be dropped from the course to narrow course down to 2 days.*

Section 1 : Getting Started with SharePoint Designer 2007

What is SharePoint Designer?
What's New in SharePoint Designer 2007?
Interface Overview
Working With Files
Understanding Web Pages and Web Sites
Opening and Saving Pages
Switching Between Open Pages
Getting Help in SharePoint Designer Web Design
Understanding the Structure of a Web Site
Laying Out Your Web Site
Creating User-Friendly Links
An Introduction to SharePoint Services

Section 2 : Creating a Basic Page

Creating a Basic Page
Choosing a Page Type
Laying Out a Web Page
Design View vs. Code View
Using the Toolbox
Adding Text
Typing Text
Inserting Hyperlinks
Using Basic Styles and Effects
Using Find
Using Replace
Adding Elements
Inserting Symbols
Adding Photos

Inserting Files
Adding Buttons
Adding Advanced Elements
Adding Forms
Adding Text Inputs and Areas
Adding Input Buttons
Using Labels and Radio Buttons
Adding Advanced Buttons
Adding Drop-Down or Group Boxes

Section 3 : Creating Sites and Advanced Pages

Creating and Opening a Site
The File Structure of a Web Site
Opening an Existing Site
Creating a Blank Site
Creating a Site from a Template
Importing a Web Site
Navigating Through Your Site
Using the Folder List
Switching Views in the Main Pane
Viewing Site Reports
Modifying Site Settings
Modifying Site Pages
Modifying Page Properties
Adding Folders to your Site

Section 4 : Doing More with Text

Editing Text
Selecting Text
Cutting, Copying, and Pasting Text

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Using the Format Painter

Using Undo and Redo

Using the Office Clipboard

Editing Text with the Formatting Toolbar

Changing the Font Type

Changing the Font Size

Changing the Font Color

Adding Highlighting

Advanced Text Formatting

Using the Font Dialogue

Modifying Character Spacing

Adding Bullets and Numbers

Adding Borders and Shading

Using the Paragraph Dialogue

Editing and Reference Tools

Using Spell Check

Using the Clip Art Task Pane

Using the Thesaurus

Using Layers

What are Layers?

Adding Layers

Using Layers

Removing Layers

Section 5 : Printing and Viewing Your Site

Managing Windows

Using Minimize, Maximize, and Restore

Arranging Windows

Previewing Your Site in a Browser

Changing the Browser List

Using Page Views

Using Design View

Using Code View

Using Split View

Changing the Page Size

Setting your Site up for Printing

Using Page Setup

Opening Print Preview

The Print Preview Toolbar

Using Zoom in Print Preview

Navigating Print Preview

Printing a Site

Print Commands

Using the Print Dialogue

Setting the Page Range

Setting the Number of Copies

Section 6 : Advanced File Tasks

Using My Computer within SharePoint Designer

Opening My Computer

Using the My Places Toolbar

Navigating With My Computer

Performing Basic Tasks with My computer

Changing Views

Saving Your Files

File Formats

Using File Properties

Managing Web Pages

Managing Web Sites

Importing and Exporting With SharePoint Designer

Importing a Site

Importing a File

Exporting a File

Importing a Web Package

Exporting a Web Package

Using Dynamic Web Templates

Creating a Dynamic Web Template

Using a Dynamic Web Page Template

Applying a Dynamic Web Template to a Web Page

Applying a Dynamic Web Template to a Web site

Modifying a Template

Detaching a Web Page from a Dynamic Web Template

Section 7 : An HTML Primer*

HTML and the Code View

What is HTML?

Optimizing Your HTML

An Introduction to HTML*

Browsers and HTML

Some Basic but Useful HTML Tags

The Tag Properties Window

Showing and Hiding the Tag Properties Task Pane

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Using the Tag Properties Buttons
Viewing Attributes
Working with Attributes
Using Pre-Defined Tags
Using the HTML Menu
Using the Code View Toolbar
Creating Pre-Defined Tags

Section 8 : Beyond Text

Adding Pictures, ClipArt, and Other Files

Inserting a Picture File
Adding ClipArt
Inserting an Image File from a Scanner or Camera
Inserting a File
Embedding Photo Galleries
Embedding Movie Clips

Editing Images

Selecting an Image
Resizing an Image
Re-Sampling an Image
Using Auto Thumbnail
Using Cut, Copy, and Paste

Formatting Images

Using the Pictures Toolbar
Modifying the Contrast and Brightness
Cropping a Photo
Re-Coloring a Photo
Changing Picture Properties

Doing More with Images

Adding Borders
Adding a Bevelled Edge to Your Picture
Flipping and Rotating Your Images
Arranging Images

Section 9 : Hyperlinks and Hotspots

Creating Hyperlinks

What is a Hyperlink?
Linking to a Place in the Same Document Using HTML
Linking to an External Web Site
Linking to a New Page
Linking to an E-mail Address

Modifying Hyperlinks

Editing Hyperlinks
Removing a Hyperlink
Adding a Screen Tip
Setting a Target Window

Creating Hotspots

Using an Image as a Hyperlink
What is a Hot Spot?
Adding a Hot Spot
Highlighting Hotspots
Editing Hotspots

Removing Hotspots

More about Links

Creating a Bookmark
Using a Bookmark in a Hyperlink or Hotspot
Clearing a Bookmark
Navigating to a Bookmark

Publishing your Site

System Requirements
Publication Options
Excluding a File from Being Published
Publishing Your Site

Section 10 : Creating a Consistent Web Site

Master Pages

About Master Pages
Creating a Master Page
Editing Master Pages
Setting an Existing Page as Master
Creating a Content Page
Attaching or Detaching a Master Page

Using Text Styles

Using the Apply Styles Pane
Creating a Style
Setting Style Options
Applying a Style to Text

Managing Text Styles

Modifying a Style
Renaming a Style
Copying a Style
Deleting a Style

Using Style Sheets

What are CSS Style Sheets?
Attaching a Style Sheet

Opening a Style Sheet

Creating a CSS Style Sheet

Using the New CSS Command

CSS Language Basics

Advanced CSS Syntax

Building a Cascading Style Sheet

Modifying a CSS Document

Using the CSS Properties Task Pane

Linking a Cascading Style Sheet

Section 11 : Working With Tables

Adding Tables

Inserting a Table

Anatomy of a Table

Drawing a Table

Selecting a Table, Row, or Cell

Inserting or Deleting Parts of a Table

Editing Tables

Merging Cells

Splitting Cells

Using AutoFormat

Using the AutoFit to Contents Feature

Manually Formatting a Table

Using the Tables Toolbar

Changing Cell Alignment

Changing Fill Color

Using Table and Cell Properties

More Table Options

Adding Captions

Converting a Table to Text

Converting Text to a Table

Using the Layout Tables Pane

Section 12 : Site Navigation and Data

Sources

Link Bars

Creating a Site Navigation Scheme

Creating Link Bars Based on the Site Navigation Scheme

Creating a Custom Link Bar

Editing the Link Bar

SharePoint Quick Launch Bars

Creating a Quick Launch Link

Renaming a Link

Removing a Link

Modifying the Links in the Quick Launch Bar

Changing the Appearance of the Quick Launch Bar

Using Data Sources*

The Data Source Library

Adding an XML Source File

Adding an ASP.NET Source

Removing a Data Source

More Data Source Commands*

Creating a Data View

Using Data Source Properties

Filtering Data

Sorting Data

Applying Conditional Formatting

Refreshing Data

Section 13 : Advanced Components

Adding Web Components

Opening the Web Components Dialogue

Choosing a Web Component

Modifying a Web Component

Downloading Additional Components

What is ASP.NET?*

Inserting an ASP.NET Control

Types of ASP.NET Controls

Modifying ASP.NET Control Properties

Programming ASP.NET Controls

ASP.NET Data Controls

Technical Issues

Adding SharePoint Web Zones*

What is a Web Zone?

Creating a Web Zone

Modifying Web Zone Properties

Removing a Web Zone

Interactive Buttons

Interactive Buttons

ASP.NET Image Buttons

Adding an Image to the Button

Adding a Script for the Image Button

Section 14 : Forms, Scripts, and Frames

Using Forms

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- What is a Form?
- Building a Form
- Validating Form Data
- Handling Form Data
- Client Side Scripts***
- What is JavaScript?
- JavaScript Basics
- JavaScript Functions
- JavaScript Programming
- Getting Input and Sending Messages
- The SharePoint Designer Script Editor***
- Opening the Script Editor
- Setting Up the Script Editor
- Using the Script Editor
- Debugging with the Script Editor
- Working with Frames**
- What are Frames?
- Choosing a Frame Template
- Adding Content and Formatting to the Frames
- Saving your Frames
- Adding Frames to an Existing Site

Section 15 : Expert Topics*

Adding Behaviors

- Using the Behaviors Pane
- Adding a Behavior
- Editing a Behavior
- Removing a Behavior

Doing More with Data Views*

- Data View Review
- Linking Data Sources
- Displaying the Data from the Linked Data Sources
- Manipulating Records in a Data View

Data Forms*

- Inserting a Data View as a Form
- Adding a Built-In Form Action
- Adding a Form Action Link
- Adding a Custom Action

Section 16 : Working With SharePoint*

Using SharePoint Templates*

- Requirements for Using SharePoint Templates
- Creating a Web Site from a SharePoint Template

- Creating a Web Page from a Template
- Exporting a Site as a Template
- SharePoint Controls***
- What Controls are Available?
- Inserting, Modifying, and Removing Controls
- Adding Data View Controls to a Form (Buttons and Check Boxes)
- Using Contributor Settings***
- What are Contributor Settings?
- The Contributor Settings Task Pane
- Specifying Contributor Settings
- Using Region Types
- Working as a Contributor
- Editing, Publishing, and Backing Up SharePoint***
- System Requirements
- Publishing to a SharePoint Site
- Editing a Site Remotely
- Backing Up your SharePoint Site
- Adding Web Parts

Section 17 : Inside SharePoint Designer

Page Editor Options

- Setting the Default Page Type
- Setting Auto Thumbnail Options
- Setting a Default Font
- Changing Intellisense Options
- Setting Ruler* and Grid Measurements

Setting SharePoint Options

- Startup Options
- Setting Service Options
- Customizing Reports
- Setting Editor Options

Customizing SharePoint Designer

- Customizing Menus
- Adding and Removing Toolbar Commands
- Creating Toolbars
- Resetting Toolbars
- Deleting Toolbars
- Setting Toolbar Options
- Working with Macros

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