



**BLACK NINJA SOFTWARE**

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# SharePoint Designer 2007 Course Outline

## Overview

The skills and knowledge acquired in this SharePoint Designer course will equip users with in depth experience customizing and developing solution in SharePoint Designer 2007.

## Target Audience

SharePoint Designer 2007 is designed for users who have experience with SharePoint, but lack the necessary development and knowledge to customize the product. This course starts at the beginner level and quickly delves into the many tools provided for customization of your SharePoint environment.

## Course Format

Black Ninja courses are small by design. This allows for the instructor and students to interact more closely, and gives students opportunity to clarify concepts or raise questions as the training progresses.

## Modules

### 1 - Browser Based Tools

- Customizing WSS or MOSS sites and pages
- Creating and Using List & Site Templates
- Changing the Navigation Appearance and Structure
- Creating and Customizing Lists
- Working with SharePoint Publishing Features
- Applying Different Master Pages and CSS
- Working with Page Layouts
- Calculated Columns

### 2 - Working with SharePoint Designer

- Introduction to SharePoint Designer
- SharePoint Designer Workspace
- Creating a SharePoint Site Hierarchy
- Deleting a SharePoint Site
- Best Practices in Naming Fields & URLs

### 3 - Working with Master Pages

- Understanding Master Pages
- Customizing a Master Page
- Changing the Default Master Page
- Managing Content Placeholders and Content Regions
- Creating a Master Page

### 4 - Changing the Look and Feel of Pages Using Cascading Style Sheets

- CSS Primer
- Understanding the CSS and Color Coding Options
- Identifying Styles in Cascading Style Sheets
- Creating, Modifying and Deleting Styles
- Using the Style Application Tool Bar
- Using CSS reports

## **5 - Managing Web Content in a SharePoint Server (MOSS) Environment**

- Understanding the Page Layout
- Creating a Page Layout
- Modifying a Page Layout
- Restoring an Earlier Version of a Page Layout
- Detaching and Reattaching a Page Layout

## **6 - Understanding and Working with Workflows**

- SharePoint Default Workflows Types
- Content Type Workflows
- Comparing Workflows in SharePoint Designer and Visual Studio 2008
- Using Conditions and Actions
- Verifying and Deploying a Workflow
- Modifying a Workflow
- Creating a Multi Step Workflow
- Options for Creating More Advanced Workflows
- Administering Workflows

## **7 - Managing SharePoint Sites**

- Configuring Contributor Settings
- Identifying Contributor Settings
- Creating Reports
- Backing Up and Restoring Sites
- Exporting and Importing Sites
- Copying Documents Between Sites

## **8 - Working With the Data View Web Part**

- Introduction to the Data View Web Part
- Creating a List View
- Creating Linked Data Sources
- Customizing the Data View Web Part

## **9 - Understanding Usability and Accessibility**

- Understanding Usability Issues

- Choosing Color schemes
- Understanding Accessibility standards and Legal Issues
- The Accessibility Kit for SharePoint
- Generating Accessibility Reports
- Generating other SharePoint Designer Reports

## **Working Environment**

This course can be taught on site at the Black Ninja offices or can be custom developed and scheduled for delivery at the client location. Please contact one of our ninjas to discuss.

## **Materials**

Materials will be provided in this class. The book used for reference is Professional Microsoft Office SharePoint Designer 2007 by Woodrow W. Windischman. Each student will take home a copy of this book (availability permitting).

Additional materials and resources will be provided as needed.

\* Subject to change