

## SHAREPOINT DESIGNER 2010: BASIC

Available Dates: **Call For Dates**

Class Length: **1 day**

Cost: **\$399**

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### **Class Outline:**

#### Description:

Highlights of this basic-level course include complete coverage of the new ribbon interface; an introduction to HTML; and details on setting up, creating, and customizing your SharePoint site.

#### Course Outline:

##### Section One: Starting Out

- Lesson 1.1: Meeting Microsoft SharePoint Designer 2010
- Lesson 1.2: Getting Started with Microsoft SharePoint Designer 2010
- Lesson 1.3: Working with Site Objects, Part One
- Lesson 1.4: Working with Site Objects, Part Two
- Lesson 1.5: Customizing Your Workspace
- Lesson 1.6: Getting Help in SharePoint Designer 2010

##### Section Two: Understanding and Customizing the SharePoint Designer Interface

- Lesson 2.1: Getting Acquainted
- Lesson 2.2: The Quick Access Toolbar
- Lesson 2.3: Tabs and Groups
- Lesson 2.4: Customizing the Ribbon

##### Section Three: Creating a Basic HTML Page

- Lesson 3.1: Getting Started with HTML, Part One
- Lesson 3.2: Getting Started with HTML, Part Two
- Lesson 3.3: Using Basic Editing Tools
- Lesson 3.4: Formatting Text
- Lesson 3.5: Advanced Formatting Tasks
- Lesson 3.6: Applying the Finishing Touches to a Page

##### Section Four: Creating a Basic Site

- Lesson 4.1: Organizing Pages
- Lesson 4.2: Working with Pages
- Lesson 4.3: Modifying the Home Page
- Lesson 4.4: Using Versions

##### Section Five: Doing More with Pages

- Lesson 5.1: Working with Tables
- Lesson 5.2: Editing Tables
- Lesson 5.3: Formatting Tables
- Lesson 5.4: Adding Images to Your Page
- Lesson 5.5: Doing More with Photos
- Lesson 5.6: Adding Other Elements to Your Page

##### Section Six: Customizing Your Site

- Lesson 6.1: Understanding Other Content Types
- Lesson 6.2: Customizing Site Columns
- Lesson 6.3: Customizing Site Security
- Lesson 6.4: Using the Recycle Bin
- Lesson 6.5: Managing Your Site