



In the business of making your business better

# SharePoint 2010 Design

## Synergy Technology Training Series

### Course Outline

The purpose of this 5-day course is to present students with strategies and techniques for customizing team sites and publishing sites in a Microsoft SharePoint Server 2010 environment. The class will teach professionals how to transform out-of-the-box SharePoint sites by applying corporate layouts, logos, colors, and graphics. In the process students will learn best practices in user-interface design and the use of graphic elements as well as how to incorporate workflow and business intelligence components into sites. The class is geared towards advanced web masters who have experience editing and maintaining traditional web sites using HTML, CSS, JavaScript, and graphics files.

#### Skills Gained

After completing the course students will be able to:

- Build and deploy Master Pages and Layout Pages
- Create Site and List Templates
- Create custom Themes
- Create custom CSS for corporate branding
- Design and build InfoPath forms and customize SharePoint forms with InfoPath
- Create custom SharePoint workflows with SharePoint Designer
- Create and customize Data View Web Parts
- Build External Content Types

#### Target Audience

The class is geared towards advanced web masters who have experience editing and maintaining traditional web sites. The class is also suitable for administrators or developers who want to gain a better understanding of the code-less design and customization process.

#### Prerequisites

Students attending this class should be advanced web masters who have experience creating, editing and maintaining traditional web sites, using HTML, CSS, JavaScript, and graphics files. Experience with viewing and collaborating in a SharePoint site is strongly recommended but not required.



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### 1. **SharePoint 2010 Web Content Management**

This chapter explores the architectural elements of a SharePoint design such as site collections, lists, libraries, web parts, and pages. This chapter also discusses ways to customize sites using only the browser-based user interface. We go on to explore how to implement the site structure and taxonomy part of the design.

### 2. **Introduction to SharePoint Designer 2010**

In this chapter we introduce the SharePoint Designer tool and explain how it can be used to customize sites, pages, and web parts.

### 3. **Out-Of-the-Box Web Design**

This chapter gives an overview of some of the most commonly used out-of-the-box Web Parts and how they can be configured to offer an enhanced user experience. We will examine when to configure Web Parts in the Browser and when to use SharePoint Designer; when it's best to use Web Zones and when and how to use Web Parts outside of a zone. We'll also discuss the value of using a variety of list views to help design for a richer user experience.

### 4. **Designing with CSS and Custom Themes**

In this chapter we explore how to use Cascading Style Sheet (CSS) styles to modify the design of a site and how to create custom themes as an option for incorporating corporate colors for site branding.

### 5. **Creating and Customizing Master Pages**

This chapter examines how to create and apply custom Master Pages for defining the overall look and feel of SharePoint sites. The chapter discusses the relationship between master pages and content pages and the use of Content Placeholder controls to specify the information available on the page.

### 6. **Creating and Applying Layout Pages**

In this chapter we explain how to create Layout Pages for generating SharePoint publishing site pages with customized content. The chapter covers overriding delegate controls and the use of field controls to position content on the page.

### 7. **Customizing MySites and Profile Pages**

This chapter examines specific techniques for customizing MySite pages and User Profiles.

### 8. **Customizing Wikis, Blogs, and Search**



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This chapter explores methods for customizing the look and feel of wiki, blog, and search pages.

### **9. Flash, Silverlight, and Rich Media**

This chapter discusses how multi-media files, Flash movies, and Silverlight objects can be displayed in SharePoint sites.

### **10. Accessibility, SEO, and Analytics**

In this chapter we examine the accessibility features of SharePoint 2010 and discuss best practices for ensuring accessible sites. We also review mechanisms for search engine optimization and generating analytics reports on traffic.

### **11. Designing InfoPath 2010 Forms**

This chapter shows students how to create a customized version of the Add or Edit form for adding new list items or updating existing list items while hiding specific fields.

### **12. Creating Custom Workflows**

This chapter provides an introduction to workflows in SharePoint and explains how to work with out-of-the-box workflows as well as how to create custom workflows using SharePoint Designer.

### **13. Customizing Data View Web Parts**

This chapter explains how to create custom Data Connections to databases and XML web services and how to bind them to pages through Data Form Web Parts. We go on to explore various ways to configure those data views to provide useful visual views of the information displayed. The chapter also covers how to use standard ASP.NET controls on pages including data-bound controls.

### **14. Introduction to Business Intelligence In SharePoint 2010**

In this chapter we explore the use of the Report Center and Business Intelligence tools from the design point of view. We look at issues surrounding how to display data for visual impact and to establish relationships among different data sources within dashboards.

### **15. Deploying Content and Customizations**

This chapter covers how to back up, export, and deploy the customizations made in one site collection or server to another. The chapter also discusses the use of Features and Solutions as part of the deployment process.