

Certification Courses

# SharePoint Designer 2010 Essentials

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE

**MSD2993**

DELIVERY

**Online / Face-to-Face**

DURATION

**Flexible**

PREPARED FOR

**Organisation Approval**

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## Course Overview

Welcome to the SharePoint Designer 2010 Essentials workshop. You can use SharePoint Designer 2010 to design, build, and customize Web sites running on SharePoint Foundation 2010 and Microsoft SharePoint Server 2010.

In this workshop, you'll learn how to create data-rich Web pages, build powerful workflow-enabled solutions, and design the look and feel of your site.

## Course Outcomes

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Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly.

### **By the end of this workshop, you should be able to:**

- Open and Close SharePoint Designer 2010
- Understand the interface
- Use the Backstage View
- Open a Site using the open command or the Recent List
- Create a new blank web site
- Create a site from a template
- Save sites
- Close a site
- Understand the Tabs that appear based on your task
- Understand the Summary Pages that appear based on your task
- Add users or groups to your site and change site permissions
- Edit or delete a site
- Work with lists and libraries
- Create a new list or library
- Work with columns in lists and libraries
- Work with Site pages
- Work with version history
- Use content types
- Use Master Pages and content placeholders
- Work with content types
- Create a data view
- Add or remove columns from a data view
- Create a data form
- Edit a list form
- Customize data views and forms
- Understand workflows
- Copy and modify a workflow
- Work with data sources
- Add a linked data source
- Copy and modify a data source
- Understand templates
- Save a site as a template

Activate a site template in the Solution Gallery

# Course Outline / Curriculum

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## **Module One: Getting Started**

- Workshop Objectives
- Pre-Assignment Review

## **Module Two: Opening and Closing SharePoint Designer**

- About SharePoint Designer
- Opening SharePoint Designer
- Understanding the Interface
- Using Backstage View
- Closing SharePoint Designer
- Module Two: Review Questions

## **Module Three: Creating and Opening Sites**

- Opening a Site
- Creating a New Blank Web Site
- Creating a Site from a Template
- Saving Sites
- Closing a Site
- Module Three: Review Questions

## **Module Four: Working with Sites**

- Understanding the Site Tab
- Understanding the Site Summary Page
- Adding Users or Groups to Your Site
- Changing Site Permissions
- Editing or Deleting a Site
- Module Four: Review Questions

## **Module Five: Working with Lists and Libraries**

- About Lists and Libraries
- Working with Lists and Libraries
- Creating a New List or Library
- Working with Columns in Lists and Libraries
- Module Five: Review Questions

## **Module Six: Working with Site Pages and Master Pages**

- Working with Site Pages
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Working with Version History

- Editing a Page
- About Master Pages
- Working with Master Pages
- Working with Content Placeholders
- Module Six: Review Questions

### **Module Seven: Working with Content Types**

- Understanding Content Types
- Working with Content Types
- Creating a Content Type
- Editing a Content Type
- Deleting a Content Type
- Adding Columns to a Content Type
- Module Seven: Review Questions

### **Module Eight: Working with Data Views and Forms**

- About Data Views and List Views
- About Data View/Form Web Parts
- Creating a View
- Creating a Data Form
- Editing a List Form
- Customizing Data Views and Forms
- Module Eight: Review Questions

### **Module Nine: Working with Workflows**

- About Workflows
- Understanding the Workflow Tab and Summary Page
- About Workflow Customization
- Copying and Modifying a Workflow
- Module Nine: Review Questions

### **Module Ten: Connecting to Data**

- Working with Data Sources
- Adding a Linked Data Source
- Copying and Modifying a Data Source
- Module Ten: Review Questions

### **Module Eleven: Working with Templates**

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## About Templates

- Saving a Site as a Template
- Activating a Site Template in the Solution Gallery
- Module Eleven: Review Questions

## **Module Twelve: Wrapping Up**

- Words from the Wise

## **Target Audience**

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## **Key Course Benefits**

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### **Work-Ready Skills**

Delegates leave with practical tools, templates and methods they can apply immediately at work.

### **Better Institutional Results**

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

### **Sponsor-Friendly**

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

### **Professional Recognition**

Delegates receive training documentation and a certificate of completion after successful participation.

## Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

### Southern Africa

Practical training destinations with strong travel access and delegate support.

Pretoria, South Africa

Vic Falls, Zimbabwe

Livingstone, Zambia

### East Africa

Popular regional centres for government, NGO and donor-funded project teams.

Kigali, Rwanda

Kampala, Uganda

Nairobi,

Zanzibar, Tanzania

### West Africa & Islands

Strategic locations for regional networking and executive capacity building.

Accra, Ghana

Port Louis, Mauritius

### International Executive Venue

Premium destination training for senior teams and international delegates.

Dubai, United Arab Emirates

### Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

Online, E-Learning

Remote Teams

Flex

### Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

Onsite

Custom Dates

Group Training

## Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

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## About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training

NGO Capacity Building

Corporate Workshops

Online Learning

Face-to-Face Training

Certifica

## Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

<b>Organisation / Department</b>	
<b>Delegate Name(s)</b>	
<b>Approved Course</b>	SharePoint Designer 2010 Essentials
<b>Preferred Delivery Mode</b>	<input type="checkbox"/> Online <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Organisation-Based Training
<b>Preferred Training Venue / Date</b>	
<b>Estimated Number of Delegates</b>	
<b>Budget / Vote Number</b>	
<b>Contact Person</b>	
<b>Email / Mobile</b>	

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Authorised Name

\_\_\_\_\_  
Signature / Stamp

\_\_\_\_\_  
Date