Microsoft SharePoint Designer 2010 Workflow Workshop

Course Outlines

Microsoft SharePoint Designer 2010 – Workflow Workshop

Days of Training: **1**

Overview

In this course, students will use Microsoft Office SharePoint Designer 2010 to create workflows for a SharePoint site. This course is intended for web designers and developers, application developers, SharePoint site owners, and other knowledge workers with SharePoint end-user experience, who want to use SharePoint Designer to create and customize SharePoint site workflows to automate business processes.

Prerequisites

- Microsoft SharePoint Foundation 2010 – Level 1

At Course Completion

Upon successful completion of this course, students will be able to:

- Identify the basic features of the SharePoint Designer environment.
- Understand the main parts of a workflow.
- Create a One-Step Workflow.
- Create a Multi-Step Workflow.
- Build a Workflow with an InfoPath form.
- Customize Workflow forms.

SHAREPT2010WRKFLOW

Lesson 1: What is a Workflow

Identify SharePoint Designer Workflow Components

Lesson 2: Creating a One-Step Workflow

Create a Workflow Initiated Manually
Utilize Send an Email Action
Understand Workflow Settings
Publish a Workflow

Lesson 3: Creating a Multi-Step Workflow

Create a Quick Step
Build an Else-If Statement
Understand Conditions
Utilize Workflow Steps
Utilize and Create Meta-Data
Make use Approval Actions
Employ Built-in Variables

Lesson 4: Creating a Workflow with an InfoPath Form

Introduction to InfoPath
Create an InfoPath Form
Utilize a Parallel Block
Update a Form Field

Lesson 5: Lab

Brainstorm a Workflow
Create a data connection between SharePoint and InfoPath
Create a SharePoint Template and View
Add a New Variable

Appendix A: Customizing the Workflow Initiation Form

Modify SharePoint Designer Workflow built-in Forms

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