



## COURSE SYLLABUS

<b>COURSE TITLE:</b>	55081 Basic SharePoint Server 2013 Branding
<b>FORMAT:</b>	Instructor-Led
<b>CERTIFICATION EXAMS:</b>	None

This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs. Course content, prices, and availability are subject to change without notice.

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**ELEMENTS OF THIS SYLLABUS ARE SUBJECT TO CHANGE.**

### ABOUT THE COURSE

This two-day instructor-led course is intended for those interested in learning how to customize the look of SharePoint Server 2013 through the concept of branding. Although some coding is involved we strive to keep it to a minimum in this introductory level course. Though we use minimum code you will be surprised at the ease with which SharePoint can be branded to your environment for internet, intranet and extranet sites. The level of expertise you gain coupled with the built-in SharePoint tools may be all your company ever needs for great looking branded sites.

This course uses an instructor-led topic explanation, instructor performing detailed demonstrations, then the student performing exercises to duplicate what the instructor demonstrated. This style of training is a combination of traditional classroom training and mentored learning. Additionally, videos of the demonstrations performed by the course author are included with the course as a take-away.

### AUDIENCE

This course is intended for those interested in, or tasked, with the branding of SharePoint 2013 Server.

### AT COURSE COMPLETION

After completing this course, students will be able to:

- ▶ Understand the architectural components of SharePoint 2013.
- ▶ Understand the key concepts of branding.
- ▶ Create a subsite.
- ▶ Create a library.
- ▶ Create a list.
- ▶ Delete the library and list.
- ▶ Edit and format text.
- ▶ Work with image renditions.
- ▶ Work with videos.
- ▶ Customize the site navigation.
- ▶ Explore an HTML document.
- ▶ Create an HTML document.
- ▶ View your newly created webpage in the browser.
- ▶ Explore a CSS style sheet.
- ▶ Create a CSS style sheet.
- ▶ Apply CSS to your webpage.
- ▶ View your newly modified webpage.
- ▶ Review more complex HTML and CSS documents.
- ▶ Upload the new CSS file to SharePoint and apply it.
- ▶ Map the master page gallery.



- ▶ Create the master page from the HTML file.
- ▶ Modify the new master page.
- ▶ Add snippets from the gallery.
- ▶ Create a content page for the master.
- ▶ Assign the master and welcome page to the site.
- ▶ Publish with the CQWP.
- ▶ Complete the concept reinforcement scenarios.

## **PREREQUISITES**

Before attending this course, students must have:

- ▶ A basic knowledge of HTML.
- ▶ A basic understanding of CSS.

## **ADDITIONAL READING**

To help you prepare for this class, review the following resources:

- ▶ None

## **MODULE 1: COURSE OVERVIEW**

This module explains how the class will be structured and introduces course materials and additional administrative information.

### **Lessons**

- ▶ Introduction
- ▶ Course Materials
- ▶ Facilities
- ▶ Prerequisites
- ▶ What We'll Be Discussing

### **Lab 1: COURSE OVERVIEW**

- ▶ None

After completing this module, students will be able to:

- ▶ Successfully log into their virtual machine.
- ▶ Have a full understanding of what the course intends to cover.

## **MODULE 2: KEY CONCEPTS FOR BRANDING IN SHAREPOINT 2013**

This module explains the components that are necessary for you to understand how to work with the branding components in SharePoint Server 2013.

### **Lessons**

- ▶ Branding Levels
- ▶ SharePoint 2013 Site Architecture
- ▶ Master Pages and the Gallery
- ▶ Composed Looks
- ▶ Page Types
- ▶ Design Manager Introduction
- ▶ Cross-Site Publishing and SharePoint Catalogs

### **Lab 1: KEY CONCEPTS FOR BRANDING IN SHAREPOINT 2013**

- ▶ The Architectural Components
- ▶ Create a Subsite
- ▶ Create a Library
- ▶ Create a List
- ▶ Delete the Library and List



After completing this module, students will be able to:

- ▶ Understand the architectural components of SharePoint 2013.
- ▶ Understand the key concepts of branding.
- ▶ Create a subsite.
- ▶ Create a library.
- ▶ Create a list.
- ▶ Delete the library and list.

### **MODULE 3: EDITING VIA THE USER INTERFACE**

In this module you will learn how to use the user interface to brand your site.

#### **Lessons**

- ▶ The Ribbon
- ▶ Editing and Formatting Text
- ▶ Working with Images
- ▶ Working with Videos
- ▶ Customizing the Site Navigation

#### **Lab 1: EDITING VIA THE USER INTERFACE**

- ▶ Editing and Formatting Text
- ▶ Image Renditions
- ▶ Videos
- ▶ Navigation

After completing this module, students will be able to:

- ▶ Edit and format text.
- ▶ Work with image renditions.
- ▶ Work with videos.
- ▶ Customize the site navigation.

### **MODULE 4: HTML, CSS, AND SHAREPOINT SERVER 2013**

In this module we will explore HTML and CSS basics. Structures of both languages will be covered, followed by an explanation of how to use these skills with SharePoint Server 2013.

#### **Lessons**

- ▶ Choosing a Text Editor
- ▶ Browsers
- ▶ HTML
- ▶ Cascading Style Sheets (CSS)
- ▶ CSS and SharePoint Server 2013

#### **Lab 1: HTML, CSS, AND SHAREPOINT SERVER 2013**

- ▶ Exploring an HTML Document
- ▶ Creating an HTML Document
- ▶ Viewing Your Newly Created Webpage in the Browser
- ▶ Exploring a CSS Style Sheet
- ▶ Create a CSS Style Sheet
- ▶ Applying CSS to Your Webpage
- ▶ Viewing Your Newly Modified Webpage
- ▶ Reviewing More Complex HTML and CSS Documents
- ▶ Upload the New CSS File to SharePoint and Apply It

After completing this module, students will be able to:

- ▶ Explore an HTML document.
- ▶ Create an HTML document.
- ▶ View your newly created webpage in the browser.
- ▶ Explore a CSS style sheet.



- ▶ Create a CSS style sheet.
- ▶ Apply CSS to your webpage.
- ▶ View your newly modified webpage.
- ▶ Review more complex HTML and CSS documents.
- ▶ Upload the new CSS file to SharePoint and apply it.

## **MODULE 5: SHAREPOINT 2013 DESIGN MANAGER**

In this module we take a deep dive look at the SharePoint 2013 Design Manager which should be considered as your hub for your design and branding efforts.

### **Lessons**

- ▶ About Design Manager
- ▶ Preparing a HTML File for Conversion
- ▶ Mapping the Master Page Gallery to a Local and Upload Artifacts
- ▶ Create the Master Page from the HTML File
- ▶ Modifying the New Master Page
- ▶ Add Snippets from the Gallery
- ▶ Create a Content Page for the Master
- ▶ Optionally Create a Design Package
- ▶ Device Channels

### **Lab 1: SHAREPOINT 2013 DESIGN MANAGER**

- ▶ Map the Master Page Gallery
- ▶ Create the Master Page from the HTML File
- ▶ Modify the New Master Page
- ▶ Add Snippets from the Gallery
- ▶ Create a Content Page for the Master
- ▶ Assigning the Master and Welcome Page to the Site

After completing this module, students will be able to:

- ▶ Map the master page gallery.
- ▶ Create the master page from the HTML file.
- ▶ Modify the new master page.
- ▶ Add snippets from the gallery.
- ▶ Create a content page for the master.
- ▶ Assign the master and welcome page to the site.

## **MODULE 6: USING SHAREPOINT WEB CONTENT MANAGEMENT TO PERFORM CONTENT ROLLUPS**

This is an advanced module where you will explore using the capabilities of SharePoint to surface your content. All code is provided if a student does not care to enter it.

### **Lessons**

- ▶ Web Content Management
- ▶ Content Query Web Part
- ▶ Tools for Cross-Site Publishing

### **Lab 1: USING SHAREPOINT WEB CONTENT MANAGEMENT TO PERFORM CONTENT ROLLUPS**

- ▶ Publishing with the CQWP

After completing this module, students will be able to:

- ▶ Publish with the CQWP.



## **MODULE 7: CONCEPT REINFORCEMENT SCENARIOS**

This module consists of five scenarios to help reinforce the concepts covered in this course.

### **Lessons**

- ▶ None

### **Lab 1: CONCEPT REINFORCEMENT SCENARIOS**

- ▶ Scenario 1
- ▶ Scenario 2
- ▶ Scenario 3
- ▶ Scenario 4
- ▶ Scenario 5
- ▶ Scenario 6 (Extra Credit)

After completing this module, students will be able to:

- ▶ Complete the concept reinforcement scenarios.

