



Microsoft SharePoint Server Workflows Intro

Format: Two Days
Max Capacity 6

Learn how to design workflows in SharePoint Designer and eliminate inefficiencies and automate repetitive tasks. Create a simple form for your workflow, set up email notifications and work with list and utility actions. Also create reusable workflows and deploy your workflows. Learn how to create and publish interactive forms to SharePoint using InfoPath Form Designer

Course Content

Understanding Workflows

- Exploring the SharePoint Designer workspace
- Using toolbars
- Using task panes
- Creating a SharePoint site hierarchy
- Deleting a SharePoint site

Documenting Workflows for Automation

- Exploring the SharePoint Designer workspace
- Using toolbars

Running a Built-In Workflow

- Exploring the SharePoint Designer workspace
- Using toolbars

Getting Started with SharePoint Designer

- Exploring the SharePoint Designer workspace
- Using toolbars

Using Workflow Actions

- Exploring the SharePoint Designer workspace
- Using toolbars

Using Conditions

- Exploring the SharePoint Designer workspace
- Using toolbars

Creating a Simple Form for Your Workflow

- Exploring the SharePoint Designer workspace
- Using toolbars

Using Email Notifications

- Exploring the SharePoint Designer workspace
- Using toolbars

Using Other Core Actions

- Exploring the SharePoint Designer workspace
- Using toolbars

Using Dictionary Actions

- Exploring the SharePoint Designer workspace
- Using toolbars

List, Task & Utility Actions

- Exploring the SharePoint Designer workspace
- Using toolbars ...continued overleaf...



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Course Content (continued)

Strategies & Techniques

- Exploring the SharePoint Designer workspace
- Using toolbars

Workflows Beyond a Single List

- Exploring the SharePoint Designer workspace
- Using toolbars

Creating Workflows Visually

- Exploring the SharePoint Designer workspace
- Using toolbars