

## SHAREPOINT DESIGNER - ADVANCED

Unit Standard	115372
NQF Level	5
Credits	3
Duration	1 Day
Pre-Requisite Training	SharePoint Designer Intermediate

### SYNOPSIS

There are a number of factors that contribute to a great Web site. That being said, you can count on almost all great sites having two things in common: quality content and a quality layout and the advanced course on SharePoint Designer enables learners to achieve just that.

### COURSE OUTLINE

#### ● **Advanced File Tasks:**

- Using My Computer within SharePoint Designer;
- Saving Your Files;
- Importing and Exporting With SharePoint Designer;
- Using Dynamic Web Templates.

#### ● **An HTML Primer:**

- HTML and Code View;
- An Introduction to HTML;
- The Tag Properties Windows;
- Using Pre-Defined Tags.

#### ● **Beyond Text:**

- Adding Pictures, ClipArt, and Other Files;
- Editing Images;
- Formatting Images;
- Doing More with Images.

#### ● **Hyperlinks and Hotspots:**

- Creating Hyperlinks;
- Modifying Hyperlinks;
- Creating Hotspots;
- More about Links;
- Publishing your Site.

## **COURSE OUTCOMES**

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Create a visually pleasing yet consistent layout across all of the pages in your site;
- Use SharePoint's Table features to create and design tables to achieve the layout you are after;
- Use HTML tables as a layout tool for presenting web page content;
- Create a great Web site with the use of solid content and effective navigation tools available in SharePoint Designer;
- Use SharePoint Designer's Web Components dialogue, how to choose web components, how to modify them, and how to download additional components.