

SHAREPOINT DESIGNER - INTRODUCTION

Unit Standard	115372
NQF Level	5
Credits	3
Duration	2 Days
Pre-Requisite Training	Computer Essentials

SYNOPSIS

Web browsing and networking are two of the most common uses for computers today. Countless people surf the Web for information and entertainment, while still others make remote connections to their workplace and use the Internet to share and collaborate on a wide variety of tasks and projects.

In light of this, it is important to be able to create Web sites and Web pages that are compatible with most browsers, to develop well organised document libraries, and to create clean, functional sharing portals.

COURSE OUTLINE

- **Getting Started:**
 - Starting Out;
 - Interacting with SharePoint Designer;
 - Working with Files;
 - Getting Help in SharePoint Designer;
 - Web Design 101.

- **Creating a Basic Page:**
 - Creating a Basic Page;
 - Adding Text;
 - Adding Elements;
 - Adding Advanced Elements.

- **Creating Sites and Advanced Pages:**
 - Creating and Opening a Site;
 - Navigating Through Your Site;
 - Modifying Site Pages;
 - Modifying Page Properties;
 - Adding Folders to your Site.

- **Doing More with Text:**
 - Editing Text;
 - Editing Text with the Formatting Toolbar;
 - Advanced Text Formatting;
 - Editing and Reference Tools;
 - Using Layers.

- **Printing and Viewing Your Site:**
 - Managing Windows;
 - Using Page Views;
 - Setting your Site up for Printing;
 - Printing a Site.

COURSE OUTCOMES

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

- Use menus and toolbars in SharePoint Designer;
- Open pages, save pages, switch between pages, and close pages in SharePoint Designer;
- Use the Help available in SharePoint Designer;
- Demonstrate an understanding of the structure of Web sites, as well as some of the central design issues that separate good Web sites from bad;
- Create basic Web pages in SharePoint Designer;
- Add Text to Web pages;
- Insert symbols, photos, and files into your Web pages;
- Include other elements in Web pages that are designed for interaction with the user;
- Create a site from a template and importing an external Web site;
- Work through the content of sites created from within SharePoint Designer;
- Manage Web site content on the level of individual Web pages;
- Set the background, change the hyperlink colour, specify margin sizes;
- Use the Font dialogue, modify character spacing, add bullets and Numbers, apply borders and shading;
- Use of advanced way of laying out Web page content.