

1701- Microsoft ® Office SharePoint ® Designer 2007

Unit 1: Getting Started

- Internet basics: discussing the Web and HTML
- Identify components of the SharePoint Designer interface
- Make basic adjustments to Web pages
- Select elements

Unit 2: Web sites

- Plan the design and structure of a site
- Create a new one-page Web site
- Add folders and pages
- Create and edit a template
- Add a template to existing pages

Unit 3: Text formatting

- Import content into a page from an external document
- Convert line breaks to paragraph breaks
- Insert non-breaking spaces and symbols
- Apply structural tags and create lists
- Work with Cascading Style Sheets

Unit 4: Web Page Layout

- Define content sections
- Create and apply ID style
- Apply margins, padding, and borders to an element
- Create a two-column layout
- Clear an element to prevent it from wrapping around a floated section

Unit 5: Images

- Discuss image file formats
- Adjust basic image properties
- Apply alternate text to an image
- Arrange images relative to adjacent content.

Unit 6: Hyperlinks

- Create basic hyperlinks, link bars, e-mail links, and bookmarks
- Customize link styles
- Create image maps, and link hotspots to bookmarks.

Unit 7: Tables

- Insert and format tables and table cells
- Insert and format rows and columns
- Create table captions
- Work with nested tables in a table-based layout

Unit 8: Publishing

- Check for spelling errors and broken hyperlinks throughout a site
- Identify options associated with publishing sites
- Connect to a server by using FTP.

Unit 9: Web Components & Multimedia

- Create a dynamic date and time stamp
- Create a site map
- Insert Flash animations, Windows Media Player files, and QuickTime movies
- Set their display properties.

Unit 10: Interactive Content

- Create basic rollovers
- Apply behaviors, specify the events and actions that comprise behaviors
- Create custom rollovers
- Apply the Swap Images behavior to create rollovers and disjoint rollovers

Unit 11: Layers

- Create layers and assign IDs
- Position layers, and control the stacking order of layers
- Set specific values to position a layer precisely
- Control layer visibility
- Create dynamic layers.

Unit 12: Layout tables

- Create layout tables and layout cells to build a page layout
- Draw layout cells
- Create a fluid layout
- Apply basic formatting options to layout tables and cells.

Unit 13: Web Forms

- Create forms and insert and modify a variety of input fields
- Apply validation rules to text fields and option buttons
- Test the validations to verify their functionality.

Unit 14: Data-driven Pages

- Identify the functionality and advantages of dynamic Web sites
- Discuss the basics of database connectivity and Web Parts
- Basic concepts regarding applications that can be created by using Web Parts
- Apply an XML data source to a Web page

Unit 15: Site Management

- Apply basic search engine optimization
- Insert description and keyword meta tags
- Check for browser compatibility problems
- Apply the Check Browser behavior
- Remove unlinked files from a site
- Use the Accessibility pane to locate, understand, and fix accessibility problems