

SharePoint Designer 2007: Basic

1 day

Description

This ILT Series course teaches the core features and functions of SharePoint Designer 2007. Students will learn how to create and apply templates, control layout and spacing, create and apply style sheets, and apply IDs and classes. They will also insert, modify, and arrange images, create links and navigation bars, and insert and format tables. Finally, they will learn how to prepare a Web site for publishing.

Prerequisites

- *Windows XP: Basic* or *Windows Vista: Basic*
- *Previous experience with Internet Explorer is recommended*

Course Outline

Unit 1: Getting started

Topic A: Internet basics
Topic B: The SharePoint Designer workspace
Topic C: Page editing
Topic D: HTML

Unit 8: Publishing

Topic A: Proofing tools
Topic B: Web site publishing

Unit 2: Web sites

Topic A: Site planning basics
Topic B: Creating a Web site
Topic C: Templates

Unit 3: Text formatting

Topic A: Text basics
Topic B: Structural formatting
Topic C: Cascading Style Sheets

Unit 4: Web page layout

Topic A: Basic CSS layout
Topic B: Basic layout techniques

Unit 5: Images

Topic A: Image formats and properties
Topic B: Working with images

Unit 6: Hyperlinks

Topic A: Basic hyperlinks
Topic B: Link styles
Topic C: Image maps

Unit 7: Tables

Topic A: Working with tables
Topic B: Table-based layouts