

SharePoint Designer 2007: Basic

1 Day

Prerequisites:

- Any or all of the courses in the Microsoft Office 2007 curriculum and power user experience with at least one.
- Experience accessing information via a web browser.

Unit 1: Getting started

Topic A: Internet basics

Topic B: The SharePoint Designer

Workspace

Topic C: Page editing

Topic D: HTML

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

Unit 8: Publishing

Topic A: Proofing tools

Topic B: Web site publishing