

## SharePoint Designer 2007 Introduction

**Description:** 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.

**Days:** 1

**Prerequisites:** Strong PC skills, intermediate level Microsoft Office skills. Familiarity with HTML is helpful but not required.

### Getting Started

- Internet basics
- The SharePoint Designer workspace
- Page editing
- HTML

### Web Sites

- Site planning basics
- Creating a Web site
- Templates

### Text Formatting

- Text basics
- Structural formatting
- Cascading Style Sheets

### Web Page Layout

- Basic CSS layout
- Basic layout techniques

### **Images**

- Image formats and properties
- Working with images

### **Hyperlinks**

- Basic hyperlink
- Link styles
- Image maps

### **Tables**

- Working with tables
- Table-based layouts

### **Publishing**

- Proofing tools
- Web site publishing

### **Summary and Review**

### **Upcoming Classes**

Sorry, there are no upcoming classes. Feel free to contact us if you're interested in us putting a class together.