

SharePoint Designer 2007 Level 1

Audience

This course is intended for persons familiar with webs, browsers, and the general purpose of SharePoint Designer. They should be familiar with Office and know how to create, edit, and format text in Office applications. Students should be familiar with the concept of creating and managing a web site. Ideally, they should already be charged with developing a site, have defined the purpose, and justified the project. Students may have little to no knowledge of how to use SharePoint Designer to create web pages.

Description

The course uses a combination of lecture, hands-on practice, and independent exercises to teach the core features and functions of SharePoint Designer 2007. Students learn how to create and apply templates, control layout and spacing, create and apply style sheets, and apply IDs and classes. They also insert, modify, and arrange images, create links and navigation bars, and insert and format tables. Finally, they learn how to prepare a web site for publishing.

This SharePoint Designer course teaches you how to build web pages with SharePoint Designer software. Web pages can be used on SharePoint sites and other web sites as well. This course does not teach you how to use SharePoint.

Objectives

Upon successful completion of the class, students should be able to:

- Discuss basic Internet and Web concepts, identify components of the SharePoint Designer interface, make basic adjustments to Web pages, and select elements
- Plan the design and structure of a site, create a new one-page site and add folders and pages to it, create and edit a template, and apply a template to existing pages
- Import content into a page from an external document, convert line breaks to paragraph breaks, insert non-breaking spaces and symbols, apply structural tags, create lists, create an external style sheet, and establish element and class styles
- Define content sections; create and apply ID styles; apply margins, padding, and borders to an element; create a two-column layout; and clear an element to prevent it from wrapping around a floated section
- Discuss image file formats, adjust basic image properties, apply alternate text to an image, and arrange images relative to adjacent content
- Create links, link bars, email links, and bookmarks, customize link styles, create image maps, and link hotspots to bookmarks
- Insert and format tables and table cells, insert and format rows and columns, create table captions, and work with nested tables in a table-based layout
- Check for spelling errors and broken hyperlinks throughout a site, identify options associated with publishing sites, and connect to a server by using FTP



Length 1 day

Beyond this Level When you have successfully completed this class, the next class you should consider is SharePoint Designer Level 2. This course teaches students how to create dynamic components, work with multimedia files, create interactive content, design with layers, and create tables and forms. Students also learn the basics of data-driven Web sites, and how to fix typical Web site problems. Be sure to leave time for practice before registering for the next level.

I. Getting Started

- A. Internet basics
- B. The SharePoint Designer workspace
- C. Page editing
- D. HTML

II. Web Sites

- A. Site planning basics
- B. Creating a Web site
- C. Templates

III. Text Formatting

- A. Text basics
- B. Structural formatting
- C. Cascading Style Sheets

IV. Web Page Layout

- A. Basic CSS layout
- B. Basic layout techniques

V. Images

- A. Image formats and properties
- B. Working with images

VI. Hyperlinks

- A. Basic hyperlinks
- B. Link styles
- C. Image maps

VII. Tables

- A. Working with tables
- B. Table-based layouts

VII. Publishing

- A. Proofing tools
- B. Web site publishing