



Introduction to Windows SharePoint Designer 2007

About the Course

Designed for

Aimed at anyone who wishes to learn the basic features of Windows SharePoint Designer 2007. This course provides candidates with practical experience of the topics listed in the course outline. On completion, candidates should have an excellent knowledge of the basic features.

Prerequisites

Basic knowledge of Internet Explorer, or equivalent, is essential. No prior SharePoint experience is necessary.

Teaching Approach

The teaching approach contains a blend of lectures and practical exercises.

Course Material

The majority of this course is spent with a set of interactive exercises and projects so that those attending gain a firm understanding of SharePoint Designer skills. Professionally presented course notes are provided and these may be retained for reference afterwards.

Duration

This training program is one day in duration.

Course Outline

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 hyperlinks
Link styles
Image maps

Tables

Working with tables
Table-based layouts

Publishing

Proofing tools
Web site publishing