Course Outline

Microsoft SharePoint Designer 2007 Foundation – 1 Day

SharePoint Designer is the latest version of Microsoft's Web design program, Front Page. The name was changed to SharePoint Designer in the 2007 release mainly because of the new emphasis on building and customizing SharePoint sites for Microsoft's SharePoint servers.

However, SharePoint Designer can be used to create standard Web pages or Web sites. With SharePoint Designer, you can perform a wide range of tasks, from quickly creating simple Web pages, to designing and customizing professional looking Internet or Intranet portals. This course looks at the fundamental use of this new piece of software

Section One: Getting Started

- Starting Out
- Interacting with SharePoint Designer
- Working with Files
- Getting Help in SharePoint Designer
- Web Design

Section Two: Creating a Basic Page

- Creating a Basic Page
- Adding Text
- Adding Elements
- Adding Advanced Elements

Section Three: Creating Sites and Advanced Pages

- Creating and Opening a Site
- Navigating Through Your Site
- Modifying Site Pages
- Modifying Page Properties
- Adding Folders to your Site

Section Four: Doing More with Text

- Editing Text
- Editing Text with the Formatting Toolbar
- Advanced Text Formatting
- Editing and Reference Tools
- Using Layers

Section Five: Printing and Viewing Your Site

- Managing Windows
- Using Page Views
- Setting your Site up for Printing
- Printing a Site

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