

SharePoint Design Level 1

THE FUNDAMENTALS

- Introduction to SharePoint Design
- Introduction to the World Wide Web
- Starting Microsoft SharePoint Design
- What's New in SharePoint Design
- Understanding the SharePoint Design Screen
- Using Menus
- Using Toolbars
- Using Hyperlinks
- Keystroke and Right Mouse Button Shortcuts
- Opening and Closing a Web Site
- Opening and Closing a Web Page
- Getting Help
- Changing the Office Assistant and Using the Help Button

CREATING WEB PAGES AND WEB SITES

- Creating a Blank Web Page
- Creating a Web Page from a Template
- Creating a New Web Site Using a Template
- Creating a New Web Site with a Wizard
- Importing Files and Folders
- Importing an Existing Web Site from the Internet
- Inserting and Deleting Text
- Understanding How Web Pages are Saved
- Saving a Web Page
- Cutting, Copying, and Pasting Text
- Moving and Copying Text with Drag and Drop
- Finding and Replacing Text
- Finding and Replacing HTML
- Working with Paragraphs and Line Breaks
- Inserting Text from a File and Using the Office Clipboard
- Correcting Your Spelling
- Using Undo and Redo

WORKING WITH WEB PAGES

- Working with Views
- Working with Web Pages in Different Page Views
- Using the Folder List and the Navigation Pane
- Navigating Web Pages
- Printing a Web Page
- Displaying a Web Page in a Web Browser
- Changing the Size (Resolution) of a Web Page
- Changing the Title of a Web Page
- Renaming a Web Page
- Deleting a Web Page
- Using Quick Tag Tools

WORKING WITH IMAGES

- Adding an Image from a File
- Adding a ClipArt Image
- Resizing an Image
- Moving an Image
- Copying an Image
- Cropping an Image
- Adding a Border to an Image
- Aligning and Wrapping an Image
- Adding a Background Image
- Creating a Thumbnail Image
- Adding Alternative Text to an Image
- Adding a Hyperlink to an Image
- Working with Image Hotspots
- Changing Image File Formats
- Using Drawing Tools
- Inserting a Photo Gallery
- Inserting a Flash Movie



Changing Your Quality of Life

SharePoint Design Level 1

FORMATTING WEB PAGES

- Using Bold and Italics
- Changing Font Type
- Changing Font Size
- Changing Font Color
- Using the Font Dialog Box
- Changing Paragraph Alignment
- Using the Format Painter
- Indenting Text
- Creating Bulleted and Numbered Lists
- Changing the Background Color
- Applying a Theme

WORKING WITH TABLES

- Using Tables for Page Layout
- Using Layout Tools
- Inserting a Table
- Modifying Table Properties
- Modifying Cell Properties
- Adding or Deleting Rows and Columns
- Changing Row Height or Column Width
- Merging and Splitting Cells
- Changing Alignment of Text in a Cell
- Adding an Image to a Table
- Formatting Cell Spacing
- Formatting Cell Padding
- Changing a Table's Borders
- Displaying Tables in Pixels or Percent
- Nesting Tables
- Adding a Background Color to a Table
- Adding a Background Image to a Table

WORKING WITH LINKS AND NAVIGATION VIEW

- Planning a Web Site
- Creating a Link to Another Page in the Web Site
- Creating a Link to Another Page on the Internet
- Creating a Link within a Web Page
- Creating an E-mail Link
- Checking a Link
- Checking a Link in Reports View
- Removing a Link
- Creating a Link with an Interactive Button
- Previewing and Changing Interactive Buttons
- Using Hyperlinks View
- Using Navigation View and the Navigation Pane
- Adding a Page to a Web Site in Navigation view
- Removing a Page from a Web Site in Navigation View
- Adding Shared Borders
- Inserting Link Bars
- Changing Link Bar Properties



Changing Your Quality of Life

SharePoint Design Level 2

WORKING WITH FRAMES

- Creating Frames
- Adding Pages to Frames
- Creating Frame Targets
- Changing Frame Properties
- Saving Frames
- Exiting Frames

CREATING FORMS

- Setting Up a Form
- Adding a Text Box
- Adding Check Boxes
- Adding Option Buttons
- Adding a Drop-Down Box
- Accessing Form Results

USING CASCADING STYLE SHEETS AND DYNAMIC WEB TEMPLATES

- Creating and Applying a Custom Style
- Applying a Style
- Modifying a Style
- Creating and Linking a Cascading Style Sheet
- Redefining HTML Tags Using Styles
- Creating a Dynamic Web Template
- Adding Editable Regions to a Dynamic Web Template
- Attaching a Dynamic Web Template

PUBLISHING WEB PAGES

- Choosing a Web Presence Provider
- Understanding the Pre-publish Task List
- Changing a Web Site's Page Options
- Specifying Keywords for a Web Page
- Transferring Web Pages to an Extended Web Server
- Using Remote Web Site View
- Promoting Your Web Site

USING WEB COMPONENTS

- Understanding Web Components
- Inserting SharePoint Design Components
- Inserting a Spreadsheet Component
- Using the Commands and Options Dialog Box
- Importing Data into a Spreadsheet Component
- Inserting an Office Chart

UNDERSTANDING HTML

- Introduction to HTML
- Using HTML
- Working with Text
- Working with Paragraphs
- Working with Lists
- Working with Images
- Working with Pages
- Working with Tables
- Working with Hyperlinks and Bookmarks
- Working with Forms
- Working with Frames
- Working with Cascading Style Sheets (CSS)

ADVANCED TOPICS

- Hiding, Displaying, and Moving Toolbars
- Customizing SharePoint Design's Toolbars
- Adding a Browser to the Browser Preview List
- Using the Ruler and Grid
- Using Code Snippets
- Using Layers
- Using Behaviors
- Using Detect and Repair

MANAGING WEB PAGES

- Adding a Task
- Viewing and Editing Tasks
- Starting or Deleting a Task
- Using Reports View