

# Microsoft SharePoint Online

## Web Design



Software Solutions

This course is for anyone interested in designing a communication site using SharePoint Online. This course aims at those that are self-taught and newcomers to SharePoint Online. SharePoint is a platform with many features and capabilities, a strong understanding of these features also known as Web Parts will allow to user to create compelling web sites. An understanding of Web Design will help the SharePoint user to make interesting and captivating web sites. This course is aimed at people who want to create a web site using a variety of SharePoint Online Web parts and develop and understanding of good web design.

## Course Content

### □ CHAPTER 1 SITE CREATION

<input type="checkbox"/> SharePoint Online	<input type="checkbox"/> Create a Site
<input type="checkbox"/> Navigate SharePoint Sites	<input type="checkbox"/> Site Information: site name, description and delete site
<input type="checkbox"/> Apply a Site Template	<input type="checkbox"/> Apply a Theme
<input type="checkbox"/> Themes and Colour Blindness	<input type="checkbox"/> Header
<input type="checkbox"/> Footer	<input type="checkbox"/> Logos
<input type="checkbox"/> Navigation	<input type="checkbox"/> Mega menu
<input type="checkbox"/> Cascading menu	<input type="checkbox"/> Share site with Others and set up site permissions
<input type="checkbox"/> Upload Files	<input type="checkbox"/> Site Contents

### CHAPTER 2 WEB PAGES, SECTIONS & WEB PARTS

<input type="checkbox"/> Add a New Web Page	<input type="checkbox"/> Private Drafts
<input type="checkbox"/> Edit Pages	<input type="checkbox"/> Page Details
<input type="checkbox"/> Add Sections	<input type="checkbox"/> Manage Sections
<input type="checkbox"/> Identify Web Part	<input type="checkbox"/> Web Parts Toolbar
<input type="checkbox"/> Title Area, Imagery & Focal Point	<input type="checkbox"/> Add a Web Part
<input type="checkbox"/> Call to Action	<input type="checkbox"/> People Web Part
<input type="checkbox"/> Events Web Part	<input type="checkbox"/> News Web Part
<input type="checkbox"/> News Posts	<input type="checkbox"/> Find News Posts
<input type="checkbox"/> Delete News Posts	<input type="checkbox"/> Document Library
<input type="checkbox"/> Edit Hero Web Part	<input type="checkbox"/> Hero
<input type="checkbox"/> The Hero web part on Communication sites: Topic and Showcase	<input type="checkbox"/> Change the layout of the Hero Web Part
<input type="checkbox"/> Change the image, text, and links for each tile or layer	<input type="checkbox"/> Change the focal point of an Image
<input type="checkbox"/> Reorder tiles or layers	<input type="checkbox"/> Microsoft List and Links
<input type="checkbox"/> Publish Web Site & Schedule Launch	<input type="checkbox"/> Navigation Bar
<input type="checkbox"/> Add Links/Pages to the Navigation Bar	<input type="checkbox"/> Microsoft Forms
<input type="checkbox"/> Collapsible Sections/Pages	<input type="checkbox"/> Videos
<input type="checkbox"/> Quick Links	<input type="checkbox"/> SharePoint Web Site and Microsoft Teams

### □ CHAPTER 3 CORE DESIGN ELEMENTS

<input type="checkbox"/> Split your page into Zones	<input type="checkbox"/> Information Density
<input type="checkbox"/> Imagery	<input type="checkbox"/> Visual Hierarchy
<input type="checkbox"/> Size	<input type="checkbox"/> Alignment
<input type="checkbox"/> White Space	<input type="checkbox"/> Consistency
<input type="checkbox"/> Navigation & Scrolling	<input type="checkbox"/> Disable comments
<input type="checkbox"/> Include an Introduction and Tips on How to Use the Team Site	<input type="checkbox"/> Include the Most Frequently Updated Pages on your Homepage
<input type="checkbox"/> Be Flexible – Make Change as You Go	<input type="checkbox"/> Best Practices Reading