


My Web page contains the following pages:

CURRENT SITE PAGE	CONTEST	FYI - CURRENT LAYOUT
1. Home Page	Full Home Page Design, including – banner, boxes with scrolling content, login box	<p>This is just an image of what might be on the site, Please note the new logo hasn't yet been incorporated (see end of the document).</p> <p>I'm open to how it is presented – just needs to contain one scrolling boxes and login as a minimum.</p> <p>Although the image below includes two scrolling boxes, long term there will only one. Other information I may include is a search facility to search for topics. My plan is still developing.</p> 

CURRENT SITE PAGE

CONTEST

FYI - CURRENT LAYOUT

2. User Knowledge base page (Home page)

Consistent style/**colour scheme** to blend in with home page – no layout changes required.

This is currently how my User Knowledge base home page looks. I'm showing you it only for information purposes. It is made up of an index of topics on the left, plus a welcome message on the right. I will apply the banner and styles you design for the Home page to this page.

Topic Trainer

[Home](#) [My Notes](#) [Log out](#)

My Notes

Outlook


- Share your Calendar with Others
- Open someone else's Calendar
- Mark an Appointment Private
- Start Outlook with Calendar displayed


Word

- Apply a Style
- Identify a Style
- Format Painter to copy Formatting
- Overtyping vs Insert text

Excel

- Print Titles
- Freeze Panes
- Quick Filtering
- Subtotalling

 [Email your trainer](#)

 [Schedule another session](#)

John Smith's Notes

Welcome to your online knowledge base! This is your private notes area where you can quickly access notes for topics covered during your training session.

Use this area to revise the content covered during training or check notes. In addition you can contact your trainer to ask a question or arrange another training session by clicking on the appropriate links.

Your Knowledgebase is currently in a test phase - so we are interested in your feedback or advice on issues you experience. You can contact us by clicking on the Email your Trainer link.

3. Topic pages (nested within the User Knowledge base pages)

Consistent style/colour scheme to blend in with home page – no layout changes required.

Needs a "**Just Show Me**" button. (See full image to see where this is placed.) Button needs designing, suggestions on placement on page are welcome.

This is currently how a User Knowledge page looks when the user has selected a topic from the index on the left. Again, I'm showing you this for information purposes so you can get an idea how your Styles will be applied throughout the site.

In this image the main panel displays. I will apply the banner and styles you design for the Home page to this page.

Topic Trainer

Home My Notes Log out

My Notes

Outlook

Share your Calendar with Others
Open someone else's Calendar
Mark an Appointment Private
Start Outlook with Calendar displayed

Word

Apply a Style
Identify a Style
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Email your trainer
Schedule another session

Quick Filtering

Table of Contents [hide](#)

- To turn the Filter on or off
- To Filter data
- To Remove a Filter

Related Items:

- Sorting Overview
- Subtotalling
- Comments
- Page Layout View

Excel has two types of filtering, the "quick" Filter and the Advanced Filter.

Note: in Excel 2003 the Filter used to be called the "AutoFilter". The name has become a little simpler in Excel 07.

The easiest filter to apply is the quick Filter which filters your lists on the spot. More complex filtering, including extracting data and placing it in a separate area of the spreadsheet, can be done with the Advanced Filter.

When you turn the Filter on (Home tab, Editing group, Sort & Filter dropdown button, click on Filter), Excel inserts dropdown boxes into each heading in the filter list.

Dropdown arrows ready for filtering

Salesperson	Date	Type of Sale	Amount	Tax	Sales Commission	Contract Number
Howard	19/03/2009	Visa	22.50	2.25	0.50	1003044
Howard	19/03/2009	Visa	22.50	2.25	0.50	1003048
Howard	19/03/2009	Visa	22.50	2.25	0.50	1003052
Howard	19/03/2009	Visa	22.50	2.25	0.50	1003056
Davies	17/03/2009	Cash	22.85	2.29	0.50	1003612
Davies	17/03/2009	Cash	22.85	2.29	0.50	1003624

When you select a dropdown box in one of the headings, Excel lists all unique values in that column.

4. Example topic page (For your information)

No specified action is required. Users see this page nested in their Knowledge base – see previous point (3).

FYI so - you can see how the styles will be applied throughout the site, this is a close-up of a topic page so you can see what it contains, a *Table of Contents* and *Related Items* at the top; then *headings, text, and diagrams*.

Topic Trainer

Home SCS Content SCS Admins OL2008 Workflow summary Create content Log out

Filter Block
This is a filter for a possible left/right column on topic pages

PowerPoint Screen

Table of Contents

- Slides/Outline Tabs
- Slides Tab
- Outline Tab
- Notes Area
- Task Panel
- Slide Panel

Related Items

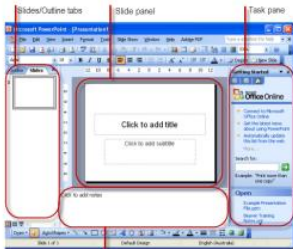
- Getting Started with PowerPoint
- Creating a Presentation
- Save a Presentation

PowerPoint is a program designed to work with individual slides – the program screen is therefore a little different to other programs.

When you first open PowerPoint you are presented with a screen divided into four sections:

- Slides Tab/Outline Tab
- Notes area
- Task panel
- Slide panel

The following image highlights each of the four areas.




Slides/Outline Tabs

The Slides and Outline tabs allow you view your presentation in a summary form – either as thumbnails or in a text outline.

Note: You can move slides in this panel by dragging and dropping from one position to another.

Slides Tab

Select the Slides tab and you will see a small thumbnail of each slide. If you click on any slide it is displayed in the main slide panel.



Select Slides tab to view thumbnail view of each slide

Outline tab

Select the Outline tab and you will see a text view of your presentation – the Heading of each slide is

My pages have content based upon the following styles:

1.	Heading Styles (levels 1 through to 6)
2.	Body text styles
3.	List Number and Bullet styles
4.	"Note" style

Finally, my site logo is this:



Let me know if you want EPS file.