This dashboard appears on your homepage. From it, you can navigate throughout your blog, modify its appearance, and add new posts.

View Blog: Shows the front-end of your blog  
New Post: Takes you to a new post  
Edit Posts: Takes you to a list of previous posts  
Settings: Takes you to the Setting Page  
Layout: Takes you to the Layout Page  
Monetize: Takes you to a page on Ads

Create New Post

The post-editor has two modes: Edit Html and Compose. Edit Html is a raw mode where you can edit your blog’s html manually. The second, Compose, is a wysiwyg mode where you can manipulate text with formatting buttons, similar to word. Try this mode first.

It’s always a good idea to preview your post before publishing

Labels will make it easier for your readers to search for specific posts. They also help you keep track of content.

Reader Comments: Choose whether you would like readers to be able to comment on your post or not  
Post Date and Time: Alter the date and time of your post  
Shortcuts: Blogger lists some great shortcuts for your posts here

Compose Toolbar

Edit font type and size  
Make font bold or italic  
Edit font color  
Converts your highlighted text into a link (a new box will open and prompt you for a web URL)  
Format your text to align to the left, right, center, or to fill the space  
Format your text into a numbered list, bullet points, or a block quote  
Spellcheck your post  
Insert images or videos into your post (a new box will open with prompts)  
Undo any highlighted text formatting
Settings

When you click on “Settings” in the Dashboard, you are taken to a new page where you can edit the overall nature of your blog: how public it is, how posts are set up, how posts are archived, etc.

Basic: Even if you don’t change anything, this is a page you should look at. Choose if people can search for your blog on major search engines, email your posts to one another, or appear in Blogger’s public list.
Publishing: This allows you to change the web address of your blog.
Formatting: Set-up a basic template for your posts and choose how many should appear on one page.
Comments: Edit the format and rules for visitors’ comments.
Permissions: Choose how often you would like posts archived and where old posts should appear.

Layout

When you click on “Layout” in the Dashboard, you are taken to a new page where you can edit the overall look of your blog: choose a template, edit colors, add gadgets, etc.

Fonts and Colors: Edit font and colors on your blog, within the limits of your chosen template
Edit Html: Editing the code of your blog gives you more creative control
Pick New Template: Choose a new template as often as you like

Gadgets

Blogger give you several options for extra gadgets on your sidebar
Track Followers
Add Searchbox
Add Code
Add Text
Display Ads
Add Image
Add Slideshow
Add Video
Add a Poll

Overall, there are 20 to choose from. If you want more, you can search online for other third-party gadgets, along with html coding and instructions to add them

You can click on each area to edit a specific section of your blog. You are limited to the overall layout of your chosen template unless you choose to alter the html-- which can get a little complicated