

Course Overview



Microsoft FRONTPAGE

1 Day Course

Introduction to FrontPage

Course Description

This course is designed for those people who want to learn the basics of creating a Web Site for either the Internet or Intranet using FrontPage. You'll learn how to create and edit a web site, to include items like, images, text and hyperlinks to images and other web pages. Tables will help layout your pages whilst other layout options covered are shared borders, frames, themes and style sheets. It also covers some more advanced features like being able to provide interactive Excel Charts and Graphs for your visitors.

Course Objectives

Upon completion of this course, you will be able to:

- Navigate and understand the different FrontPage views
- Create, edit and save a Web Page
- Use Style Sheets
- Use FrontPage's Themes
- Publish your Web Site
- Create an Image Hotspot
- Demonstrate where to change a Table's Properties
- Explain the difference between Frames & Shared Borders
- Add a Search Form to an existing web page
- Create and use Bookmarks
- Create and Edit Hyperlinks
- Create and Edit a Table in a Web Page
- Create Animated Rollover Buttons

Course contents

Getting started with FrontPage

- Creating a new web site
- Using the different views

Working with Web Images

- Considerations when using images
- Inserting images
- Positioning images and related text
- Adding hyperlinks and hotspots to images

Common Tasks

- Creating new web pages
- Saving, moving and copying web pages
- Removing, renaming and deleting web pages
- Viewing reports about your web site
- Checking spelling, finding and replacing text
- Using tasks
- Previewing and publishing your web site

Maintaining and Managing Web Pages

- Design Considerations
- Using themes
- Using shared borders
- Using and creating a frame based web site
- Using tables
- Using and creating bookmarks
- Printing and previewing your web pages

Formatting Web Pages

- Inserting and editing text
- Adding text effects
- Creating Hyperlinks
- Formatting Paragraphs
- Creating Bulleted lists
- Working with Cascading Style Sheets (CSS)

Working with FrontPage Components

- Inserting a page counter
- Creating animated navigation buttons
- Creating a search form
- Inserting Microsoft Office Web components

Administering a Web Site

- Changing your web site settings
- Setting general options within FrontPage
- Defining default minimum compatibility

Who should attend?

Type any pre-requisites for course attendance here