

Microsoft FrontPage 2003

Course Aims

This course covers features used in MS FrontPage 2003. It includes tasks to work with FrontPage, webs and Page view. Trainees will also learn how to create webs, work with links, and format & enhance Web pages.

This course also covers working with FrontPage webs. It includes tasks to design a navigation structure, work with Tasks view, and use graphics & animation. Trainees will also learn how to work with tables, finalize & publish webs, use web creation shortcuts, themes, style sheets & frames; and use components & forms. Trainees will also learn how to share themes, files & webs and work with HTML.

Pre-requisites

A working knowledge of MS Windows/ Understanding and Surfing the Internet

Level	Duration	Time
Basic & Intermediate	2 Days / 15 Hours	9:00 am to 5:30 pm

Module 1. Working with FrontPage

- Starting FrontPage
- Exploring the FrontPage Window
- Using the Task Pane
- Labs - Working with FrontPage

Module 2. Working with Webs

- Opening an Existing Web
- Hiding/Displaying the Folder List
- Opening a Web Page
- Switching between Open Web Pages
- Working with FrontPage Views
- Closing a Web Page
- Closing a Web
- Labs - Working with Webs

Module 3. Working with Page View

- Adding, Editing, and Deleting Text
- Saving an Existing Web Page
- Checking Spelling as You Type
- Inserting Comments
- Viewing the HTML Source Code
- Previewing a Web Page
- Previewing a Web in a Browser
- Labs - Working with Page View

Module 4. Creating Webs

- Creating a New Web
- Adding Content to a Home Page
- Adding Pages to a Web
- Saving a New Web Page
- Using a Template to Create a Web Page
- Inserting a File into a Web Page
- Importing a File into a Web
- Deleting a Web Page
- Labs - Creating Webs

Module 5. Working with Links

- Linking to an Existing File or Web Page
- Creating a Link to an Internet Resource
- Linking to a Location in a Web Page
- Creating a Link to a New Web Page
- Creating a Mailto Link
- Following a Hyperlink
- Changing Hyperlink Properties
- Creating a Custom ScreenTip
- Repairing a Hyperlink Automatically
- Labs - Working with Links

Module 6. Formatting and Enhancing Web Pages

- Applying a Style to Text in a Web Page

- Aligning Text in a Web Page
- Changing the Appearance of a Font
- Inserting a Horizontal Line
- Creating a List
- Modifying the Properties of a List
- Adding a Background Color to a Web Page
- Sharing Background Properties
- Labs - Formatting and Enhancing Web Pages

Module 7. Working with Tables

- Inserting a Table into a Web Page
- Adding and Deleting Rows or Columns
- Entering Text into a Table
- Merging Cells in a Table
- Splitting Cells
- Splitting a Table
- Aligning Text Vertically
- Adjusting the Properties of a Table
- Changing the Properties of a Cell
- Copying Cell Content Using Fill Feature
- Using the Table AutoFormat Feature
- Labs - Working with Tables

Module 8. Using Graphics and Animations

- Inserting a Picture from a File
- Inserting a Picture from the Web
- Creating a Transparent Background
- Editing the Properties of a Picture
- Adding Hotspots to a Picture
- Applying Dynamic HTML Effects
- Using the Insert Clip Art Task Pane
- Inserting a Video Clip
- Labs - Using Graphics and Animations

Module 9. Working with the Drawing Toolbar

- Drawing an AutoShape
- Adding Text to an AutoShape
- Changing Fill and Line Settings
- Applying 3-D Effects
- Applying Shadow Styles
- Creating a WordArt Object
- Labs - Working with the Drawing Toolbar

Module 10. Working with the Office Clipboard

- Moving and Copying FrontPage Elements
- Using the Paste Options Button
- Pasting from the Clipboard Task Pane
- Moving/Copying between Applications
- Labs - Working with the Office Clipboard

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Module 11. Designing a Navigation Structure

- Creating a Navigation Structure
- Adding a Page in Navigation View
- Using the Navigation Pane
- Renaming Pages - Navigation Structure
- Adding Shared Borders
- Editing Shared Border Content
- Inserting a Time Stamp
- Deleting a Shared Border
- Adding a Theme to a Web
- Labs - Designing a Navigation Structure

Module 12. Using Web Components

- Inserting Link Bars
- Editing Link Bars
- Creating Custom Link Bars
- Adding a Marquee
- Adding a Hit Counter
- Creating a Search Form
- Inserting an MSNBC Component
- Creating a Photo Gallery
- Labs - Using Web Components

Module 13. Working with Tasks View

- Adding a Task Linked to a Page
- Adding a Task in Tasks View

- Starting a Web Page Task
- Marking a Task as Completed
- Labs - Working with Tasks View

Module 14. Finalizing and Publishing Webs

- Finding and Replacing Text in a Web
- Checking the Spelling in a Web
- Verifying Hyperlinks
- Repairing Hyperlinks
- Excluding Pages from Publishing
- Publishing a Web
- Labs - Finalizing and Publishing Webs

Module 15. Using Web Creation Shortcuts

- Creating a Web using a Wizard
- Creating a Web using a Template
- Importing a Web
- Labs - Using Web Creation Shortcuts

Module 16. Working with Themes

- Changing the Theme for an Entire Web
- Applying a Theme to Individual Pages
- Creating a Custom Theme
- Modifying Theme Attributes
- Labs - Working with Themes