

## Microsoft FrontPage 2003

Course Level : Introduction  
 Course Duration : 2 Days  
 Prerequisites : A working knowledge of Windows and other applications would be beneficial



- Scrolling marquee
- Bulleted and numbered lists
- Horizontal lines

### ▼ Course Objectives

#### ○ What is FrontPage?

- The FrontPage Explorer
- The FrontPage Editor

#### ○ Using Help

- Help Contents
- Answer Wizard
- TipWizard
- Point and Shoot

#### ○ What is the Internet?

- What is an Internet Browser
- What is an Internet Server
- URL's
- Website, Home Page
- Search engine

#### ○ What is HTML?

#### ○ The FrontPage Screen

- Title Bar
- Menu Bar
- Toolbars

#### ○ Creating a New Web using a Template

- Create a web with a Wizard
- Local folder location
- Web info, contact info, feedback info
- Style and colour

#### ○ The FrontPage To Do List

#### ○ Creating a new Normal Web

- An empty Web
- Naming the Web
- A new Web page
- A new Web folder

#### ○ Basic Formatting techniques

- Creating a web with a blank page
- Displaying a Web page
- Modifying the background colour
- Adding a background image
- Modifying default text and hyperlink colours

#### ○ Manipulating Tables

- Inserting a Table
- Modifying the Table properties
- Modifying Cell properties

#### ○ Graphics

- Inserting Clip Art
- The Image Composer
- Picture File Types
- Animated GIF's

#### ○ Hyperlinking & Image Maps

- Text Hyperlinks to other pages
- Bookmark Links
- Graphic Hyperlinks
- Creating Image Map Hyperlinks
- Email Links

#### ○ Frames

- Using Frames
- The Frames Wizard
- Viewing Frames

#### ○ Managing your Web

- Why manage a Web Site?
- Deleting a web or pages
- Importing files
- Proofing the entire site
- Using site-wide text Search & Replace
- Verifying the hyperlinks

#### ○ Good Site Design

- Planning
- Publishing
- Web site speed
- Relevant Text
- Search engines
- Meta tags

#### ○ Workshop