

Microsoft FrontPage XP Fundamentals

Overview

The skills and knowledge acquired in Microsoft FrontPage XP Fundamentals are sufficient to be able to use and operate the software at an efficient level.

Target Audience

Microsoft FrontPage XP Fundamentals is designed for users who are keen to extend their understanding and knowledge of the software.

Pre-requisites

Microsoft FrontPage XP Fundamentals assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Objectives

At the completion of Microsoft FrontPage XP Fundamentals you should be able to:

- start FrontPage and create, open and edit a simple web site
- create a web site and insert, delete, rename, and link web pages
- create text for use in a web site
- insert and position pictures and images
- create and work with tables on a web page
- create and work with hyperlinks on a web page
- check and publish a web site

Course Duration is 1 Day

Course Code: F4M1

Topics

FrontPage Basics

- Starting FrontPage
- The FrontPage Window
- Creating A Simple Web Site
- Opening A Specific Web Page
- View Options
- Using Navigation View
- Using Other Views
- Previewing A Web Site In A Browser
- Closing FrontPage

Creating A Web Site

- Choosing A Web Template
- Creating A Home Page
- Creating And Naming New Pages
- Deleting Web Pages
- Linking Pages
- Previewing And Testing Hyperlinks

Text

- Text Basics
- Working With Text
- Font Size
- Using Fonts In Web Pages
- Creating A List
- Copying Text From Another Application
- Pasting Text Into FrontPage
- Importing Files To Your Web
- Spell Checking
- Inserting Dates And Symbols

Images

- Inserting Pictures Into A Page
- Resizing Pictures
- Repositioning Pictures
- Adding Alternative Text
- Setting An Image As A Page Background

Tables

- Creating Tables
- Working With Tables
- Adding Content To Tables
- Inserting Images Into Tables
- Resizing Table Cells
- Table Formatting
- Repeating Content In Table Cells

Hyperlinks

- Hyperlinks And URLs
- Hyperlinks - Relative Versus Absolute
- Creating Text Hyperlinks
- Practice Creating Text Hyperlinks
- Changing Hyperlink Colours
- Creating Image Hotspots
- Testing Hyperlinks In FrontPage
- Bookmark Hyperlinks
- Creating A Top Of Page Bookmark
- E-mail Hyperlinks
- Creating Link Bars

Editing Link Bars

Web Publishing

- About Publishing
- Checking Hyperlinks
- Repairing Hyperlinks
- Spellchecking A Web Site
- Publishing A Web Site