MS FrontPage 2003 Introduction

This one day "Hands-on" workshop has been designed for students needing to create, edit and update Web Pages for the Internet using Microsoft FrontPage 2003.

Learning Outcomes

By the end of this course students will be able to create a web environment, create and edit pages, import graphics and files into the web, generate and format pages and tables, position pages and elements, understand design elements and upload a completed website.

Prerequisites

This course is designed for students with little or no knowledge of Microsoft FrontPage 2003. Basic computer awareness, keyboard and mouse skills are essential.

Getting Started

- Understanding the Internet, the world wide web and Intranets
- What is FrontPage?
- Starting FrontPage
- The FrontPage application window
- Working with FrontPage menus
- Displaying help information
- Exiting from FrontPage

Building a FrontPage web site

- Planning a web site
- Using the one page web template to create a FrontPage web site
- Adding new pages to a FrontPage web site from navigation view
- Applying a theme to a FrontPage web site
- Adding link bars to a FrontPage web site

- Saving the current web page, entering text on a web page
- Creating a bulleted list, previewing a FrontPage web site

Working with tables

- Opening an existing FrontPage web site, creating a table
- Inserting and deleting table rows and columns
- Resizing table rows and columns, merging table cells
- Resetting table and cell properties

Working with pictures and hyperlinks

- Inserting a picture on a web page
- Modifying the appearance of a picture
- Repositioning a picture, creating a hot spot
- Creating hyperlinks to other world wide web sites
- Viewing the hyperlinks in the current web site
- Generating reports for the current web site

Adding special effects to a FrontPage web site

- Using the empty web template to create a FrontPage web site
- Adding an animation effect to a web page element
- Adding a transition effect to a web page
- Creating a marquee

- Adding a new page to a FrontPage web site from page view
- Creating a custom theme

Managing a FrontPage web site

- Listing the folders and files for the current web site
- Renaming a FrontPage file/moving a FrontPage file into a different folder
- Checking the spelling in a FrontPage web site
- Replacing text in a FrontPage web site
- Working in tasks view
- Listing the tasks for the current web site
- Completing tasks from tasks view, displaying completed tasks

Publishing a completed FrontPage web site

- Publishing a FrontPage web site to a web server

Additional FrontPage features

- Using other web site templates
- Using a web site wizard
- Printing navigation view of a FrontPage web site
- Creating a photo gallery, creating a WordArt text block
- Using the FrontPage drawing tools
- Deleting a FrontPage web site
- Final case study