

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Produce and store a webpage
- * Access and retrieve data for editing
- * Edit text to a required format and layout
- * Organise and maintain text in a table and around images
- * Edit text and a web page using productivity features
- * Produce complex web pages to a required format and layout
- * Make a web page functional
- * Create a standard webpage using an existing template

PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

THE INTERNET AND THE WWW

- * Introduction to the Internet and the WWW Services and how it works
- * Explanation of a URL and HTML
- * Explanation of HTML Editors and HTML Generators

GETTING STARTED

- * Overview
- * Browser, Web server and FrontPage
- * FrontPage Web

PLANNING A WEB

- * Web content
- * Creating a site map
- * Techniques for revisits to your site

VIEWING A WEB

- * View a web in FrontPage
- * Opening an existing webpage
- * Using different views of FrontPage
- * Previewing a page using HTML and Preview mode
- * Previewing a page in the Browser
- * Closing a web and exiting FrontPage

CREATING A WEB

- * Creating a new FrontPage web using Web templates and wizards
- * Importing

CREATING PAGES

- * Saving FrontPage webs and individual web pages
- * Creating your web structure in Navigation view

EDITING TEXT

- * Inserting text and text files into a web
- * Formatting text
- * Logical verses physical styles

ENHANCING YOUR PAGES

- * Applying and editing themes
- * Background and text colours
- * Applying page styles
- * Shared borders and navigation bars
- * Changing names on navigation bar
- * Inserting additional elements and comments
- * Bulleted and numbered lists

HYPERLINKS

- * Inserting and editing Text
- * Hyperlinks and Bookmarks

STANDARDISING PAGE FORMATS

- * Frames
- * Templates
- * Tables

USING IMAGES

- * Image types - GIF, JPG
- * Inserting and editing pictures
- * Picture toolbar
- * Picture hyperlinks
- * Image maps and hotspot hyperlinks

USING COMPONENTS

- * Office, active and include components
- * Inserting date and time
- * Dynamic HTML

USING FORMS

- * Creating new forms
- * Form fields and properties

PUBLISHING A WEB PAGE

- * Publishing to FrontPage enabled server
- * Publishing to a Non-FrontPage enabled server