

LEARNING OUTCOMES

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

- * Define the Internet, Web page design and Web servers
- * Plan and design a basic Web site
- * Create Web sites using templates and wizards
- * Incorporate tables, forms and images in your Web design
- * Publish a Web site on the Internet

PREREQUISITES

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

Touch typing skills are not required for this course, but basic keyboard awareness is assumed.

CUSTOMISATION

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

COURSE OUTLINE

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 WEB SITE

- * Planning a web site
- * Using the one page web template to create a web site
- * Adding new pages to a web site from navigation view
- * Applying a theme to a web site
- * Adding link bars to a web site
- * Saving the current web page
- * Entering text on a web page
- * Creating a bulleted list
- * Previewing a web site

WORKING WITH TABLES

- * Opening an existing 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
- * Generating reports for the current web site

ADDING SPECIAL EFFECTS

- * Using the empty web template to create a 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 from page view
- * Creating a custom theme

MANAGING A WEB SITE

- * Listing the folders and files for the current web site
- * Renaming a file
- * Moving a file into a different folder
- * Checking the spelling
- * Replacing text
- * Working in tasks view
- * Listing the tasks
- * Completing tasks from tasks view
- * Displaying completed tasks

PUBLISHING A WEB SITE

- * Publishing a FrontPage web site to a web server

ADDITIONAL FEATURES

- * Using other web site templates
- * Using a web site wizard
- * Printing navigation view of a web site
- * Creating a photo gallery,
- * Crating a WordArt text block
- * Using the drawing tools
- * Deleting a web site

FINAL CASE STUDY