

Microsoft FrontPage 2000 Foundation

A One Day Training Course



Course Aims

This course aims to give you the skills you need to build basic pages both for your company intranet and the Internet using MS FrontPage 2000. Delegates will learn how to design and build a web page, work with pictures and hyperlinks, build tables, publish their pages and manage the Web Site.

Course Outline

An Introduction to MS FrontPage 2000 and the Internet

- What is the Internet? What is an Internet Browser?
- What is an Internet Server?; What are URLs?
- What is a Web Site?; What is a Web Page?
- What is a Web site Home Page?
- What is HTML?; What is MS FrontPage 2000?

Overview of the MS FrontPage 2000 Environment

- The MS FrontPage 2000 Environment
- Personalised Menus and Toolbars
- Contents Pane; Page View; Navigation View
- Task List View; Viewing the completed Web

Opening and Examining a Web Page

- Opening an Existing Web Page
- Viewing HTML Source Code
- Examining the Contents Pane Tab/View Bar

Creating a Web

- The Web Creation Process
- To create a new web using a Wizard
- To create a new, empty FrontPage Web
- Specify a storage location; To create a new folder
- Entering Text on the Home Page
- Adding a New Blank Page; Deleting Web pages
- Applying a Web Theme
- Importing Text from another document

Working with the Background

- Modifying the Background Colour
- To add an image or Watermark to the background

Text Formatting

- To use Bold, Italic or Underlining
- To increase or decrease the text font used
- To modify text alignment
- To increase or decrease the indent used by text
- To modify the colour, font, styles used by selected text
- To create Text Animation

Adding a Scrolling Marquee

- To add/edit a scrolling marquee banner

Numbered and Bulleted Lists

- To apply simple bulleting/numbering to a list
- To control the formatting of a bulleted/numbered list
- To add picture format to a bulleted list

Target Audience

This training course is designed for new users of MS FrontPage 2000 who wish to create web page content. This course is not designed for those people who will be installing, configuring and hosting websites.

Assumed Knowledge

Horizontal Lines

- To insert/format a horizontal line

Building Tables

- Inserting a Table; Table Alignment, Border Size
- Table Cell Padding/Spacing
- Table Width; Merge Cells; Delete a Table
- Modifying Table Properties

Working with Pictures

- To insert ClipArt
- Picture File Types – File Size & Loading Speeds
- Interlaced GIF files; Transparent GIF Files
- Converting Pictures
- Inserting, Resizing and Aligning Pictures
- To add text to the picture; Viewing alternate text
- Setting a Transparent Colour in a GIF
- Animated GIFs

Page Transitions

- To insert a Page Transition

Working with Links and Hyperlinks

- To link to another page in the current Web
- To link to a page on a different Web site
- To modify the default text and hyperlink colours
- To create a bookmark; To edit an existing bookmark
- To add a hyperlink to a graphic; Email Links

Proofing Your Entire Web Site

- To spell check an entire Web site
- To spell check a single web page

Managing a Web

- Why do you need to manage a Web site?

Verifying Your Hyperlinks

- Check for Broken Links; To verify your hyperlinks
- To fix broken links; Plan Your Site
- Design for Growth; Make your site address portable

Publishing Your Web Site

- To publish your Web using MS FrontPage 2000
- To start the Web publishing process

Factors Affecting the Speed of Your Web Site

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A working knowledge of MS Word 97/2000 or MS PowerPoint 97/2000 gained from prior attendance on a training course or from a user environment.