

Course Outline

Other Information	
FTPG M1	
Days	2
Starting Time	9:00
Finish Time	4:30
Lunch & refreshments are included with this course.	

Microsoft FrontPage 2003 – Module 1

Essentials for Creating Websites

Course Description

The skills and knowledge covered in this course are sufficient to help you design and build a working web site, which has text, images, and other features such as forms, hover buttons, scrolling marquees, page transitions, and banner adds, and so on.

Pre-Requisites

This publication knowledge of Microsoft FrontPage 2003. However, it would be beneficial to have a general understanding of assumes no prior personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

Outcomes

At the completion of this course, participants will be able to:

- Understand how the Web works
- 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
- Create a layout table and use it to lay out a web page
- Incorporate special features on your web site
- Create and work with forms on a web page
- Create and modify FrontPage layers
- Create and use dynamic web templates
- Check and publish a web site

Course Details

Duration: 2 day
Starting time: 9am
Finishing time: 4.30pm
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Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.



NATIONALLY RECOGNISED
TRAINING
RTO No. 21932



(1300 86 87246
1300 TO TRAIN

Course Outline

Ø Web Theory

- History Of The Internet
- What Is The Web
- Web Sites and Web Pages
- Web Jargon
- HyperText Markup Language (HTML)
- The Role Of The ISP
- Preparing for Web Site Creation
- Web Authoring In FrontPage

Ø 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

Ø 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

Ø 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

Ø Images

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

Ø Tables

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

Ø 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

Ø Layout Tables

- Creating Layout Tables
- Adding Cells To Layout Tables
- Moving Cells Within Layout Tables
- Adding Content To A Layout Table
- Autostretching Cells

Ø Special Features

- Page Transitions
- Interactive Buttons
- Scrolling Marquees

Ø Forms

- What Is A Form
- Creating A Form
- Using A Table To Lay Out A Form
- Textboxes
- Drop-Down Boxes
- Practise Drop-Down Boxes
- Option Buttons
- Checkboxes
- Checkbox Names And Labels
- Testing Forms
- Form Properties

Ø Layers

- Creating Layers
- Moving Layers
- Resizing Layers
- Adding Content To Layers
- Assignment - Adding Content To Layers
- Layer Properties
- Working With The Layer Task Pane

Ø Dynamic Web Templates

- Creating A Dynamic Web Template
- Adding Editable Regions
- Attaching A Dynamic Web Template
- Detaching Dynamic Web Templates

Ø Web Publishing

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