

Microsoft FrontPage Introduction / Intermediate - 2 days



Course Objectives

Learn the essential skills of using Microsoft FrontPage to create a Web Site.

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

The Fundamentals

- Starting Microsoft FrontPage
- Understanding the screen
- Using the Menus, Toolbars and Hyperlinks
- Opening and Closing a Web Page
- Getting Help from the Office Assistant

Creating Web Pages and Web Sites

- Creating a blank Web page
- Create a Web Page from a Template
- Create a New Web Site with a Wizard
- Importing Files and Folders
- Importing an Existing Web Page from the Internet
- Inserting and Deleting Text
- Understanding how to Save a Web Page
- Cutting, Copying, Pasting, Moving Text
- Working with Paragraphs and Line Breaks
- Using Undo and Redo

Working with Web Pages

- Working with different Views
- Using the Navigation Pane and Navigating Web Pages
- Printing a Web Page
- Displaying a Web Page in a Web Browser
- Changing the Title of a Web Page
- Renaming and Deleting a Web Page

Formatting Web Pages

- Formatting the Text using Bold and Italics
- Changing Font Size, Font Type, Font Colour
- Using the Font Dialog Box
- Changing Paragraph Alignment
- Creating Bulleted and Numbered Lists
- Changing the Background and Applying a Theme

Working with Images

- Adding an Image from a File
- Adding a ClipArt Image
- Resize, Moving, Copying and Cropping an Image
- Adding a Border to an Image
- Aligning, Wrapping and Positioning an Image
- Adding a Hyperlink to an Image and using Image Hotspots
- Changing Image File Formats
- Using Drawing Tools
- Inserting a Photo Gallery

Working with Links and Navigation View

- Planning a Web Site
- Create a Link to another page in the Web Site and on the Internet
- Create an E-mail Link
- Check a link in Preview and Reports View
- Remove a link
- Create a Link and Image with Hover Buttons
- Using the Navigation View and the Navigation Pane
- Adding and Removing a Web Site in Navigation View
- Inserting Link Bars and changing the Properties