

Microsoft FrontPage 2000

Course Objectives:

This course is designed for new users of Microsoft FrontPage 2000. Delegates will learn how to create Internet/Intranet web pages and how to upload them to a remote server. Delegates will also learn skills for enhancing the design and presentation of their web pages.

Prior Knowledge Required:

No prior knowledge of FrontPage 2000 is required but a reasonable level of PC literacy is required. Delegates should be familiar with the Windows environment, directory structures and using the Internet.

Course Duration: 2 days, but course contents can be tailored if required.

Introduction

- Concepts of the Internet/Intranet
- Introduction to HTML
- What is FrontPage 2000?

Getting Started With FrontPage 2000

- Launching FrontPage 2000
- Opening Existing Web Pages
- Creating a Web Page
- Viewing Options
- Saving and Deleting Web Pages
- Creating a Web Site Directory Structure

Working With Text

- Inserting Text
- Selecting Text
- Editing and Deleting Text
- Moving and Copying Text
- Using the Proofing Tools
- Finding and Replacing Text
- Text Formatting
- Applying Character Formats
- Applying Text Effects
- Formatting Headings and Paragraphs
- Using Styles
- Creating Bullets and Numbered Lists

Creating Tables

- Inserting a Table
- Formatting a Table

Working With Web Graphics

- Understanding Image Basics
- Graphics Size and Conversion on the Web
- Using Picture Tools
- Combining Images and Text
- Adding Background Images

Working With Themes

- Creating and Modifying a Theme

Linking Web Pages

- Creating Internal and External Hyperlinks
- Linking to Bookmarks

Working With Frames

- Creating and Modifying Framed Pages

Working With Forms

- Creating a Form
- Inserting Form Fields

Using FrontPage Components

- Inserting a Hit Counter
- Inserting Search Forms
- Inserting Hover Buttons

Internet Marketing

- Web Page Design Considerations
- Uploading a Web Site to a Remote Server
- Understanding Meta Tags
- Search Engine Registration
- Browsing with Netscape Navigator
- Browsing with Internet Explorer
- Web Security Issues



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