

Duration 1 day

Overview

This course enables users to gain familiarity with the basic commands and functionality of FrontPage.

Recommended for

Staff who need to create and manage web sites.

Prerequisites

- A knowledge of personal computer fundamentals
- Experience of working within the Windows environment
- A reasonable degree of keyboard proficiency
- Experience in using a mouse

Objectives

At the end of the training the delegate will be able to successfully:

- Start FrontPage, create a basic web page and save it
 - Add new pages to a FrontPage web
 - Insert text, bulleted lists and pictures to a web page
 - Create, edit and reset tables
 - Create hotspots on pictures to hyperlink to another page
 - Add transition and animation effects
 - Manage and edit a FrontPage web
 - View tasks to be completed
 - Create links to a Word file
 - Import elements of another website into FrontPage
- using the documentation and support provided.

Modules covered in this course

- Getting Started
- Building A Web Site
- Working With Tables
- Working With Pictures And Hyperlinks
- Using Dynamic HTML Effects And Frontpage Components
- Managing A Frontpage Web
- Working In Tasks View
- Additional Frontpage Features
- Final Case Study

Duration 1 day

Overview

This course enables users to broaden their knowledge of FrontPage.

Recommended for

Staff who have some experience of FrontPage who want to be able to publish a complete, customised web page.

Prerequisites

- Creating and editing a basic web using FrontPage
- Inserting text, bulleted lists, tables and pictures to a web page
- Adding transition and animation effects
- Viewing tasks to be completed

Objectives

At the end of the training the delegate will be able to successfully:

- Create a custom theme and apply to individual web pages
- Work with shared borders, page banners and navigation bars
- Create a frames page and resize the frames
- Create, modify and customise web forms
- Publish a complete website
- Import data from Access into a web page
- Save form results to an Access database
- Modify HTML tags

using the documentation and support provided.

Modules covered in this course

- Advanced Table Operations
- Customizing Individual Web Pages
- Working With Shared Borders, Page Banners And Navigation Bars
- Creating A Frames Page
- Creating Web Forms
- Publishing A Completed Web Site
- Including Database Information In A Web
- Additional Advanced FrontPage Features