

Microsoft  
**FrontPage – Introduction**

<b>Introduction to the Course</b>	This training course is designed for web page content creators, rather than those who will be installing, configuring & hosting web sites. It aims to give delegates the skills needed to build basic pages both for a company intranet and the Internet, including how to create and format content, add links, graphics and simple controls.
<b>Objectives</b>	<b>To enable you to plan and create solutions for Websites both internal and external. Using a range of functions and tools, linking pages together and looking at some of the latest techniques and methods.</b>

## Course Content

<b>Understanding FrontPage</b> Designing a Web Site Using a Hierarchical Structure Understanding Files & Folders	<b>Creating Hyperlinks &amp; Bookmarks</b> Inserting Bookmarks Creating Text Hyperlinks Creating Image Hyperlinks Following Hyperlinks Deleting and Changing Hyperlinks
<b>The FrontPage Environment</b> FrontPage Explorer Personal Web Browser Navigation Techniques Creating a FrontPage Web Site Managing FrontPage Webs Viewing HTML Source Code	<b>Using Images &amp; Image Maps</b> Inserting and Editing Images Adding Images Creating and Editing Hotspots
<b>Using Themes</b> Applying a Theme Changing and Removing Themes	<b>Working with Tables</b> Inserting & Editing Tables Manipulating Columns & Rows Selecting Parts of a Table Formatting Techniques
<b>Creating Web Pages</b> Creating, Opening, Saving and Editing Pages Inserting and Editing Text Formatting Deleting Text Working with Paragraphs Using Number and Bulleted Lists Using Productivity Tools	<b>Using FrontPage Components</b> Inserting and Editing Marquees Inserting Sounds and Videos Applying Animation Effects Setting Page Properties Using Hover Buttons
<b>Navigation Bars</b> Understanding Navigation Bars Using & Removing Shared Borders	<b>Creating &amp; Using Frames</b> Understanding Frames Inserting & Applying Frames Using Targets & Hyperlinks
<b>Working with Files</b> Inserting Files from other Applications	<b>Forms</b> Create forms Adding Controls