



Microsoft Office FrontPage The Basics Course Outline



Course aims:

To give an introduction to the Internet tools and features of Microsoft Office FrontPage. Delegates will create an active web and link web pages.

Pre-requisites:

This course assumes no previous experience of Microsoft Office FrontPage or any other web page design tool. Delegates must have a good knowledge of the Windows operating system and should be familiar with standard word processing features. HTML is not covered in this course.

Who should attend:

People who intend to design or upgrade Internet and/or Intranet webs.

Duration: 1 day

Creating a web	Overview of web development , create a new web site, create and format web page text, create pages, import web pages
Adding images	Add a picture to a web page, edit a picture, add a new drawing, add a photo gallery, modify a photo gallery
Creating links	Add hyperlinks, add bookmark links, link from an image
Adding tables	Adding tables insert a table, set table properties, set cell properties, edit a table's structure, split tables, autofomat a table
Formatting a web page	Apply a theme, customize a theme, create and format with styles, set the background, test in multiple browsers
Structuring a web site with navigation view	Create a navigation structure, modify a navigation structure, remove a web page from a web's navigation structure
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