



Microsoft Office FrontPage for the Expert User Course Outline



Course aims:

This course will introduce users to web-enhancing aspects of creating, editing, and managing pages in FrontPage

Pre-requisites:

User will need to have attended the Microsoft Office FrontPage Basics course and need Web surfing experience. Would be helpful if the users has attended a Microsoft Office Access Basics course

Who should attend:

Anyone needing the skills necessary to manage and enhance their web's functionality and usability.

Duration: 1 day

Working with templates	Creating a template based on an existing page, modifying a page layout, apply a background image and sound, make a template available in a web
Creating splash pages	Add flash movies, change default documents, insert redirect meta tags, publishing a single page
Frames	Use frames to display related pages in one window, modifying frames, add banner content, using an inline frame, use existing content in many pages
Collecting and displaying information using a web	Modifying a form's elements, modifying a form's properties, create a form automatically, display database information on a page, showing data in a bar chart
Helping people find information	Connect to external web content, categorize files to be used in a workgroup, creating a table of contents based on categories, adding search capabilities to a web, preparing a page for external search engines
Managing a web and its contents	Prevent open files from being overwritten, use the review status workflow report, manage content with subwebs, creating a custom theme for a subweb, secure your webs, displaying a top 10 list for visitors