

MS FRONTPAGE



Computer Smart TRAINING CENTRE

Learning Outcomes: The skills and knowledge covered in this course are sufficient to help you design and build a working website which has text, images and other features such as forms, hover buttons, scrolling marquees, page transitions and banner adds.

Pre-Requisites: Students require no prior knowledge of FrontPage however it would be beneficial to have a general understanding of computers and the Windows Operating system.

Web Theory:

- History Of The Internet
- What Is The Web
- Web Sites and Web Pages
- Web Jargon
- HyperText Markup Language
- The Role Of The ISP
- Preparing for Web Site Creation
- Web Authoring In FrontPage

FrontPage Basics:

- Starting FrontPage
- The FrontPage Window
- Creating A Simple Web Site
- Opening A Specific Web
- Page View Options
- Using Navigation View
- Using Other Views
- Previewing A Web Site In A Browser
- Closing FrontPage

Creating A Web Site:

- Choosing A Web Template
- Creating A Home Page
- Creating And Naming New Pages
- Deleting Web Pages
- Linking Pages
- Previewing And Testing
- Hyperlinks

Text:

- Text Basics
- Working With Text
- Font Size
- Using Fonts In Web Pages
- Creating A List
- Copying Text From Another Application
- Pasting Text Into FrontPage
- Importing Files To Your Web
- Spell Checking
- Inserting Dates And Symbols

Images:

- Inserting Pictures
- Resizing Pictures
- Repositioning Pictures
- Adding Alternative Text
- Setting An Image As A Page Background

Tables:

- Creating Tables
- Working With Tables
- Adding Content To Tables
- Inserting Images Into Tables
- Resizing Table Cells
- Table Formatting
- Repeating Content In Table Cells

Hyperlinks:

- Hyperlinks And URLs
- Hyperlinks - Relative Versus Absolute
- Creating Text Hyperlinks
- Changing Hyperlink Colours
- Creating Image Hotspots
- Testing Hyperlinks In FrontPage
- Bookmark Hyperlinks
- Creating A Top Of Page Bookmark
- E-mail Hyperlinks
- Creating & Edit Link Bars

Layout Tables:

- Creating Layout Tables
- Adding Cells To Layout Tables
- Moving Cells Within Layout Tables
- Adding Content To A Layout Table
- Autostretching Cells

Special Features:

- Page Transitions
- Interactive Buttons
- Scrolling Marquees
- Checking Hyperlinks
- Repairing Hyperlinks
- Spellchecking A Web
- Publishing A Web Site

Forms:

- What Is A Form
- Creating A Form
- Using A Table To Lay Out A Form
- Textboxes
- Drop-Down Boxes
- Practise Drop-Down Boxes
- Option Buttons
- Checkboxes
- Checkbox Names And Labels
- Testing Forms
- Form Properties

Layers:

- Creating Layers
- Moving Layers
- Resizing Layers
- Adding Content To Layers
- Assignment - Adding Content To Layers
- Layer Properties
- Working With The Layer Task Pane

Dynamic Web Templates:

- Creating A Dynamic Web Template
- Attaching A Dynamic Web Template
- Adding Editable Regions
- Detaching Dynamic Web Templates

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