

Training Course Specification

Course: **Microsoft FrontPage 2000 Intermediate**

Duration: **One-Day**

COURSE OBJECTIVES: To build on fundamental use of FrontPage. Analysing ways of collecting and managing user web input and applying advanced formats (including special components and making Frames pages) to a web.

WHO SHOULD ATTEND: People who intend to design or upgrade Internet and/or Intranet webs to a high standard of appearance and functionality. Essentially, potential web designers or managers of FrontPage webs.

EXPERIENCE NEEDED: This course assumes previous experience of Microsoft FrontPage or any other web page design tool. Delegates must have a good working knowledge of the application and should be familiar with the standard features involved with creating a web. HTML is not covered in this course.

COURSE CONTENTS:

1: Introduction to Forms and Feedback

- INTRODUCTION TO FORMS
- THE FORM WIZARD IN VERSION 2000
- USING FORM TEMPLATES
- CONFIRMATION PAGES
- SAVING RESULTS
- SAVING RESULTS AS APPROPRIATE OFFICE DOCUMENTS
- ACTIVATING AND VALIDATING FORMS
- SENDING FORM RESULTS TO AN E-MAIL ADDRESS

2: Creating and Using Frames

- INTRODUCTION TO FRAMES
- EXAMPLES OF FRAMES
- PREPARING TO CREATE FRAMES
- APPLYING FRAMES TO AN EXISTING WEB
- APPLYING A FRAMESET TO A NEW WEB
- THE FRAMES PAGE (OR FRAMESET) PROPERTIES
- ALLOWING FOR BROWSERS THAT DON'T SUPPORT FRAMES

3: Creating and Enhancing Images and Advanced Design Tools

- THE MICROSOFT IMAGE COMPOSER
- ENHANCING TEXT WITH IMAGE COMPOSER
- ENHANCING IMAGES WITH IMAGE COMPOSER
- FRONTPAGE ACTIVE ELEMENTS
- DELAYED AND TIMED OBJECTS AND PAGES
- VIDEO AND SOUND

4: FrontPage 2000 Reports and Web Management

- FRONTPAGE 2000 REPORTS – OVERVIEW
- REPORTS (1); WEB CALCULATIONS AND SUMMARIES
- REPORTS (2); LISTS BY SPECIFIED CRITERIA
- FRONTPAGE 2000 SOURCE CONTROL - NETWORK EDITING
- CHECKING IN AND OUT FILES, USING SOURCE CONTROL
- REPORTS (3); LIST FILES BY CHECKOUT STATUS ...
- MANAGING WEBS AND IMPORTING FILES
- SECURING A WEB FOR END USERS
- MANAGING WEBS
- COPYING A WEB TO A DIFFERENT SERVER OR NETWORK FILE LOCATION
- WEB AUTHORING ADMINISTRATION AND SECURITY
