

Training Course Specification

Course: **Microsoft FrontPage 2000 Introduction**

Duration: 1 Day

COURSE OBJECTIVES: To give an introduction to the Internet tools and features of Microsoft FrontPage 2000. Delegates will create an active web and link web pages.

WHO SHOULD ATTEND: People who intend to design or upgrade Internet and/or Intranet webs

EXPERIENCE NEEDED: This course assumes no previous experience of Microsoft FrontPage or any other web page design tool. Delegates must have a good knowledge of the Windows 95/98/2000 operating system and should be familiar with standard word processing features. HTML is not covered in this course.

COURSE CONTENTS:

1: Getting Started with FrontPage 2000

- THE INTERNET AND 'WEBS'
- JARGON AND TERMINOLOGY...WHYFRONTPAGE?
- THE FRONTPAGE VIEWS AND COMPONENTS
- INITIAL DESIGN STAGES
- OPENING A WEB
- USING FRONTPAGE EXPLORER
- EXERCISES

2: Design, Create and Edit Web Pages

- CREATE A WEB
- EDITING THE WEB
- EDITING WEB PAGES
- ADDING IMAGES (OR GRAPHICS)
- ADDING WEB PAGES
- FRONTPAGE 2000 THEMES
- PAGE AND WEB TEMPLATES AND WIZARDS
- THE FRONTPAGE TASKS MANAGER
- EXERCISES

3: Expanding the Web and linking it Together

- HYPERLINKS
- EXTERNAL HYPERLINKS
- IMAGE HYPERLINKS
- THE HTML SOURCE
- NAVIGATION BARS
- BOOKMARKS
- DELETING PAGES FROM THE WEB
- EXERCISES

4: Finalising the Web

- PREVIEW THE WEB IN YOUR WEB BROWSER APPLICATION
- PAGE TRANSITIONS
- FRONTPAGE WEB COMPONENTS
- SCROLLING TEXT (SCROLLING MARQUEE)
- TEXT FISHING TOOLS
- PUBLISHING THE WEB
- DELETING PAGES FROM A WEB
- DELETING A WEB
- EXERCISES
- NEW FEATURES IN V2000