

Microsoft FrontPage 2000 for Windows



FrontPage has become the flagship of Microsoft's Web designing software. It is easy to use, intuitive and fully integrated with other Microsoft titles such as Word, Excel and Access.

These two courses have been written and designed to enable a trainee to become proficient with FrontPage software in a short space of time. Users will gain essential knowledge about good Web design practices and be able to create basic and more complex websites. The courses teach how to work with imported graphics and pictures and to use special effects to enhance your designs. By the end of the Intermediate course you will be able to publish onto the Internet a personal or business website of your own design.

Syllabuses: The following lists are by no means exhaustive, however they show many of the features you will learn during the training. Each of these two courses takes about 10 hours to complete.

Beginners

- What is FrontPage
- FrontPage Explorer
- Getting Help
- Planning a Web Site
- Creating a New FrontPage Web
- Adding New Pages
- Applying a Theme to a Web
- FrontPage Editor
- Entering Text
- Previewing a FrontPage Web
- Creating and working with tables
- Inserting an Image on a Page
- Modifying The Appearance of an image
- Creating Hyperlinks
- Adding Animation Effects
- Creating a Hit Counter
- Creating a Search Form
- Managing a FrontPage Web
- Working With Tasks
- Templates & Wizards

Intermediate

- Use the Import Web Wizard
- Use Tables for page Layout
- Add Custom backgrounds
- Apply a theme to a single page
- Add background colour to a single page
- Link a page to Microsoft Word file
- Insert a time stamp on a page
- Add and remove shared borders
- Override shared borders
- Add a page banner
- Add a navigation bar
- Add frames to a web
- Create a hyperlink to display a page in another frame
- Assign an initial page to a frame
- Creating a banner ad
- Insert form fields
- Modify form field properties
- Create a hover button
- Examine FrontPage web permissions
- Publish a FrontPage web