

## **MS FrontPage 98 Editor for Web Page Development**

### **A Two Day Training Course**

#### **Course Aims:**

This two-day training course aims to give you the skills you need to build basic pages both for your company Intranet and the Internet. The training course includes how to create and format content, add links, graphics and simple controls. The course will include forms and frames.

#### **Course Outline:**

##### ***About Microsoft FrontPage***

- The FrontPage Explorer
- The FrontPage Editor

##### ***The FrontPage Workplace***

- Using FrontPage Explorer
- Using FrontPage Editor
- Other Workplace Operations
- Using FrontPage Webs
- Creating and Deleting FrontPage Webs
- Opening FrontPage Webs
- Adding Pages and Files to a FrontPage Web

##### ***Using Themes***

- Applying, Changing and Removing Themes

##### ***Maintaining Web Security***

- Adding Security on your Web
- Internet Information Server and Microsoft Personal Web
- Procedures for Other Web Servers

##### ***Using Pages***

- Creating, Opening, Saving and Editing Pages
- Editing Horizontal Lines
- Inserting and Editing Marquees
- Setting Page Properties;
- Associating Sounds
- Using Animation and Effects
- Editing Table of Contents
- Other Page Operations
- Viewing and Editing HTML

##### ***Using Navigation Bars and Shared Borders***

##### ***Typing and Editing***

- Formatting and Deleting Text
- Working with Paragraphs
- Finding and Replacing Text

##### ***Creating and Using Style Sheets***

##### ***Creating and Editing Lists***

##### ***Working with Files***

- Opening Files, Inserting Files and Renaming Files
- Associating Files with Editors

##### ***Creating Hyperlinks and Bookmarks***

- Creating Text Hyperlinks
- Creating Image Hyperlinks
- Following Hyperlinks
- Deleting and Changing Hyperlinks

##### ***Creating and Configuring Forms***

- Creating Forms
- Adding Fields
- Assigning Handlers to Forms
- Discussion Groups
- Search Forms
- General Forms
- User Registration Forms

##### ***Creating and Editing Fields***

- Editing Fields
- One-line Text Boxes
- Scrolling Text Boxes
- Check Boxes; Radio Buttons
- Drop-Down Menus
- Push Buttons and Image Fields
- Hidden Form Fields

##### ***Using Images and Image Maps***

- Inserting and Editing Images
- Adding Images to a FrontPage Web
- Creating and Editing Hotspots

##### ***Working with Tables***

- Inserting, Changing, Aligning and Deleting a Table
- Selecting Parts of a Table

##### ***Creating and Using Frames***

#### **Target Audience:**

This training course is designed for web page content creators. This course is **not** designed for those people who will be installing, configuring and hosting web sites.

#### **Assumed Knowledge:**

A working knowledge of Microsoft Word (version 7.0 or 97) or Microsoft PowerPoint (version 7.0 or 97) gained from prior attendance on a training course or from a user environment.