



Versatéo

Software Training solutions

MS FrontPage Level 1 A One-Day Training Course

Course Aims

This 1-day course will give students the skills needed to create and manage basic web sites that incorporate text, graphics, hyperlinks, tables and special FrontPage components.

Course Outline

Getting Started with FrontPage

- Starting FrontPage
- FrontPage Opening Screen
- Opening an Existing Web
- The Folder List and View Pane
- The Home Page; Working in Page View
- Working with Text; Saving Web Pages
- Closing a Web Page; Exiting FrontPage

Working with Text

- Importing Text from Microsoft Word
- Cut and Copying Text
- Use the Office Clipboard to Paste Multiple Items
- Formatting Text
- Indenting Text
- Adding Numbered and Bulleted Lists
- Using the Format Painter
- Checking Spelling

Working with Images

- Sources of Images
- Inserting Images from the Current Web
- Inserting Images not in the Current Web
- Inserting Clip Art Images
- Adding Text to an image
- Aligning Text with Images
- Editing an Image
- Resizing and Cropping an Image

Working with Hyperlinks

- What is a Hyperlink?; Creating Text Hyperlinks
- Following Hyperlinks
- Editing and Deleting Hyperlinks
- Creating Image Hyperlinks

Working with Tables

- Creating a Table; Typing and Moving in a Table
- Selecting in a Table
- Inserting and Deleting Rows and Columns
- Changing Column Width; Merging Cells

FrontPage Components

- Adding Marquee Text
- Adding a photo Gallery
- Adding a Search Form
- Inserting a Hit Counter
- Adding Page Transitions

Creating a New Web

- Creating a One Page Web
- Creating a Web from a Wizard
- Viewing a Web in Navigation View
- Adding Pages in Navigation View
- Changing Page Titles in Navigation View
- Applying a Theme in Navigation View

Managing a Web

- Work with Pages in Folders View
- Proof Text Across a Web
- Use Navigation View
- Re-organise Pages in Navigation View
- Verify Hyperlinks
- View Web Reports
- View and Add Web Tasks
- Publish a Web

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 websites.

Assumed Knowledge

This course will benefit new or recent users of FrontPage. No previous experience of the application is required, but students should be confident using Windows and a web browser, have basic word processing skills and, ideally, have used a Microsoft Office products (such as Word or PowerPoint).

Training path

Level 1 - New users with little or no experience, creating and modifying spreadsheets.

Level 2 - Providing existing users with an understanding of more advanced features

Level 3 - Advanced functions, automation and customisation of workbooks