



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

Microsoft FrontPage

Level 1 – New User (1 day)

- what's new in your version?
- overview of FrontPage features and capabilities
- functional elements of the FrontPage screen
- obtaining help
- opening, closing, saving and searching for files
- customize the FrontPage interface using the View menu
- overview of basic Web site design principles, (including content structure and navigation methods)
- using templates to create a new web page design
- formatting text, (including bullet and number lists)
- working with images and hyperlinks
- creating and editing tables
- working with FrontPage Webs...
 - opening an existing Web
 - adding a new page
 - applying a theme
 - using page transitions
 - adding a hit counter
- organising Webs in Folders View
- using the Find and Replace feature
- working with the spell check and grammar check
- using Reports View to check Web details
- working with Tasks View, (including adding a task, marking as complete and sorting)

Please note - in order to demonstrate certain features an Internet connection and access to a FrontPage enabled Web Server will be required.

solutions@ttsweb.co.uk
http://www.ttsweb.co.uk
tel : (0117) 9022845

VAT reg No : 691 6021 39

Total Training Solutions
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England, No. 5190199



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Microsoft FrontPage

Level 2 – Regular User (1 day)

- importing and editing an existing Web
- working with HTML tags, (including inserting in HTML View, modifying and checking with the Reveal Tags option)
- using Navigation View to add pages
- using shared borders in a Web Page or Web
- adding a navigation bar and page banner to a Web Page
- working with web themes, (including customising and applying to a single page)
- adding a background image and sound to a Web
- position text absolutely
- more tables...
 - aligning text within a table cell
 - adding background colours and images
 - inserting a table within a table
- adding hover buttons and banner ads
- working with frames, (including common uses, creating from a template and modifying properties)
- working with forms...
 - text boxes and scrolling text boxes
 - check boxes and radio buttons
 - drop-down menus
 - sending form data to a file or e-mail address
- how to target a Web for specific browser
- design guidelines for improved performance
- publishing a FrontPage Web

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