

FrontPage 2003 Course Outline

1 day course

Objectives

After completing this course you will know how to:

- Create web pages
- Create a web site
- Modify layout and look of web pages
- Use images on web pages
- Use hyperlinks
- Use tables to layout pages

Pre-requisites

Experience of Windows 2000 or later. Basic keyboard skills

Course Contents

Introduction to FrontPage

The FrontPage workspace
Creating new page
Creating a web site

Views in FrontPage

Moving around the workspace
Changing the page window

Toolbars

Using the Standard and Formatting toolbars

Working with text

Adding and editing text
Using bullets
Paragraph formatting

Using colours on a page

Selecting colours for backgrounds and text

Using images

Adding images
Modifying images

Using links

Creating hyperlinks
Image mapping
Email links
Bookmarks

Using tables and cells

Working with tables
Working with cells

Working with web pages

Layout
Link pages using link bars

Publishing

Publishing a web site