

FrontPage XP - Introduction

Bookings 020 7837 2690

www.premierit.com

Course Duration: 1 day	Course Hours: 10am - 5pm
Pre-requisites: The delegate should be familiar with using a mouse, and working in a Windows environment	
Objectives: At the end of the course, the delegate will be able to: Create and edit web pages using FrontPage XP • Enter, edit and format text • Insert and work with pictures in web pages • Use hyperlinks • Create and edit tables for use on web pages	

Websites and the Internet What is the Internet? • Who is in Charge of the Internet? • What is a Web Page? • What is an Intranet? • Planning and Designing a Website
Getting Started with FrontPage 2002 Starting FrontPage • The FrontPage Application Window • Opening an Existing Web • The Views Bar • The Folder List • Opening a Page • The Home Page • Viewing a Web Page • Adding and Editing Text • Saving a Web Page • Closing a Web Page • Closing a Web and Exiting FrontPage • Using the Office Assistant to Get Help • Getting Help Without the Office Assistant
Creating a New Web Creating a New Web • Creating a Web Using a Wizard • Creating a New Page • Opening an Office Document In A Web • Applying a Theme
Working with Text Importing Text from Microsoft Word • Using the Paste Options Smart Tag • Collecting Data from a Web Page • Moving and Copying Text • Using the Office Clipboard to Paste Multiple Items • Formatting Text and Fonts • Aligning and Indenting Text • Adding and Formatting Bulleted and Numbered Lists • Using the Format Painter • Checking Spelling on a Page
Working with Images About Web Graphics • Inserting an Image from the Current Web • Importing an Image to the Web • Inserting a Clip Art Image • Modifying a Picture • Adding Text Over an Image • Aligning Text Around an Image • Modifying an Image • Resizing, Cropping and Resampling an Image • Creating WordArt Text
Working with Hyperlinks What is a Hyperlink? • Creating a Text Hyperlink • Following a Hyperlink • Editing and Deleting a Hyperlink • Creating an Image Hyperlink • Creating an Imagemap
Working with Tables Creating a Table • Editing Text in a Table • Selecting Cells, Row and Columns in a Table • Deleting a Row or Column • Inserting a Row or Column • Resizing a Table and Table Cells • Merging Cells
Using Tables for Page Layout Inserting a Table Within a Table • Setting Table Properties • Aligning Cell Contents • Applying Borders to a Cell • Applying Cell Shading and Picture Backgrounds
FrontPage Components Adding Scrolling Marquee Text • Adding a Photo Gallery • Adding a Hit Counter • Adding a Search Form • Formatting a Page Transition

Course Structure: Each course is divided into a series of units, supported by relevant practical exercises. You may join a public course, or book your own dedicated company room. You can also tailor the content to your specific needs; accelerating the course or running a workshop.

Help Facility: Provided by our tutors, this facility includes course content only, for a limited period.

Manuals: A comprehensive course manual provides support throughout the course, and is a useful reference for your newly acquired skills upon your return to the office.

Internal Use Only: crscore FTPBXP



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