



MICROSOFT FRONTPAGE - INTRODUCTION

Course Duration: 1 Day

1. **Getting Started**
 - The FrontPage environment
 - Examining the FrontPage window
 - Viewing a Web site in Internet Explorer, Hyperlinks view, Navigation view
 - Working in Folders view
2. **Page view**
 - Exploring a page in Design view
 - Previewing a page
 - Viewing HTML in Code view
 - Viewing a page in Split view
3. **Web Page Fundamentals**
 - Creating Web pages/creating a one-page Web site
 - Adding text to a Web page
 - Adding a new page to a Web site
 - Importing a page into a Web site
4. **Page structure and formatting**
 - Applying heading and paragraph styles
 - Aligning text
 - Inserting a horizontal line
 - Changing text styles, Applying rulers
5. **Lists**
 - Creating bulleted list/numbered list
 - Creating a nested/definition list
6. **Proofing tools**
 - Spell checking
 - Using Find and Replace
7. **Hyperlinks**
 - Creating a link to another page
 - Testing hyperlinks in Design view
 - Creating and linking to a bookmark
 - Linking to another Web site
 - Creating an e-mail link
 - Navigation bars and shared borders
 - Creating a navigation structure
 - Creating shared border/navigation bar
 - Removing shared borders
 - Creating a bar with custom links
 - Creating and modifying a page banner
 - Adding navigational elements to page banners
 - Renaming pages
 - Updating hyperlinks
8. **Images**
 - Inserting an image
 - Aligning and resizing an image
 - Editing an image
 - Formatting text around an image
 - Tracing an image
 - Using an image as list bullets
9. **Photo galleries**
 - Creating/Modifying a photo gallery
10. **Image links**
 - Creating an image link
 - Creating a hotspot
11. **Tables**
 - Inserting a table
 - Adding an image to a table
 - Inserting an additional row and column
 - Deleting a row and column
 - Inserting a nested table
 - Adding a caption to a table
 - Copying content from one cell to multiple cells
 - Modifying table properties
 - Modifying cell properties
 - Applying predefined table formats
12. **Enhancing Web pages**
 - Setting page properties
 - Adding/removing a background picture
 - Applying a theme
 - Removing and changing a theme
 - Customizing a theme
13. **Working with HTML code**
 - Working in Design view
 - Viewing the HTML tree structure
 - Manipulating items
 - Editing tags with Quick Tag Editor
 - Working in Code view
 - Setting word wrap & line numbers
 - Modifying code indentation
 - Finding matching tags
 - Inserting comments
 - Creating bookmarks
 - Creating & inserting code snippets
 - Optimizing HTML code
14. **Publishing and security**