



Beginning Microsoft FrontPage (1 Day) ST85010

COURSE GOAL: To introduce novice users to the basic concepts of Web Page design.

PREREQUISITES: Beginning Windows, and/or equivalent skills.

LEARNING OBJECTIVES:

Students will be able to:

- Describe the components of the Internet
- Discuss the components of FrontPage
- Design a Web page using Themes
- Link Files to a Web page
- Edit and Format a Web page

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Describe the Internet
<input type="checkbox"/>	<input type="checkbox"/>	Describe the WWW
<input type="checkbox"/>	<input type="checkbox"/>	Use the Web Wizard
<input type="checkbox"/>	<input type="checkbox"/>	Identify the Components of FrontPage 2000
<input type="checkbox"/>	<input type="checkbox"/>	Use Themes
<input type="checkbox"/>	<input type="checkbox"/>	Format Text and Paragraphs
<input type="checkbox"/>	<input type="checkbox"/>	Apply graphics to a Web Page
<input type="checkbox"/>	<input type="checkbox"/>	Utilize hyperlinks and Hotspots

If you answered NO to three or more of these questions you should attend this class.

KEY TOPICS:

I. Overview of Web Page Design

- A. Internet Basics
- B. Design Considerations

II. Overview of FrontPage

- A. Getting Started
- B. Understanding The Views Bar
- C. Opening An Existing Web Page
- D. Using The Web Wizard

III. Basic Web Page Design

- A. Adding and Renaming Pages
- B. Deleting Pages
- C. The Navigation Bar
- D. Linking Files into A Web Page

IV. Editing and Formatting

- A. Editing and Formatting Text
- B. Changing Themes
- C. Adding Images
- D. Saving Images
- E. Backgrounds

V. Graphics and Components

- A. Creating & Downloading Graphics
- B. Graphic Text
- C. Creating A Marquee
- D. Adding A Hit Counter
- E. Modifying Graphics
- F. Modifying Image Properties

VI. Hyperlinks

- A. Adding Text Hyperlinks**
- B. Creating A Hyperlink to a New
Page**
- C. Bookmarks**
- D. Graphic Hyperlinks**
- E. E-Mail Hyperlinks**