



**Duration: 1 day**

*This course will give students the skills needed to create and manage basic web sites that incorporate text, graphics, hyperlinks, tables and special FrontPage components.*

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*This training course is designed for web page content creators. This course is not designed for those people who will be installing, configuring and hosting web sites. This course will benefit new or recent users of FrontPage. No previous experience of the application is required, but students should be confident using Windows and a web browser, have basic word processing skills and, ideally, have used Microsoft Office XP products (such as Word or PowerPoint).*

### Websites and the Internet

- Describe basics of the internet and world wide web
- Understand basic web design principles

### Getting Started with FrontPage 2002

- Start FrontPage and recognise elements of the screen
- Open an existing web
- View a web page in Normal, HTML and Preview views
- Modify and save changes to a web page
- Set the page title
- Close a web and exit FrontPage
- Get help using FrontPage

### Working with Text

- Add or import text
- Import elements from an internet web page
- Move and copy text
- Type and format text/fonts
- Indent text
- Add and format bulleted and numbered lists
- Use the Format Painter to copy formats
- Check spelling on a page

### Working with Images

- Add or import an image and clip art
- Insert a WordArt image
- Add text over an image
- Align text around an image
- Move, rotate, flip and bevel an image
- Make a picture black and white
- Create a transparent GIF
- Resize, crop and resample an image

### Working with Hyperlinks

- Add text and image hyperlinks to web pages
- Follow a hyperlink
- Edit and delete a hyperlink
- Create a hotspot (clickable imagemap)

### Working with Tables

- Insert a table
- Use the Draw Table tool
- Insert and delete rows and columns
- Resize a table and table cells
- Merge cells

### FrontPage Components

- Add and edit scrolling marquee text
- Add a hit counter
- Format a page transition
- Add a photo gallery
- Add a search form

### Creating a New Web

- Save a one page web
- Create a web using templates and wizards
- Create a new page within a web
- Create a new page using a template or wizard
- Open an Office document in a web
- Apply a theme to a web

### Managing a Web

- Move, organise and rename files in Folders View and Navigation View
- Check spelling across a web
- Find and Replace text across a web
- Verify hyperlinks
- View a web in Reports View
- View task history and sort tasks
- Publish a web