

# Microsoft FrontPage

FrontPage does for web site development and management what web browsers did for the Internet; it created an easy-to-use interface for nonprogrammers. FrontPage makes it possible to create and maintain a professional quality web site without writing code. Easy-to-use features, intelligent design assistance and comprehensive management tools put a great-looking and well-organized web site within your reach!

## **FrontPage** (4-6 hour format based on need)

This workshop will introduce new users to the basic web page creation and web site management features of FrontPage. You will learn to create and edit web pages, work with graphics, create links between files, maintain a web site, and add special effects to your pages. Beginning FrontPage is designed for the average computer user who is familiar with the basic skills of computer use and is familiar with browsing the Internet, but has no experience in designing and maintaining web pages. Advanced FrontPage is a continuation of Beginning FrontPage and then moving to more advanced topics. Upon completion of this workshop participants will be able to:

### *Beginning FrontPage*

- Start and run FrontPage
- Use a mouse to select from menus, toolbars, prompts and screens
- Understand what FrontPage is and what it does and understand the elements of a web page: links, graphics, and text
- Plan a web site
- Open an existing web site and make changes
- Use templates to format a page
- Format text and paragraphs
- Create numbered and bulleted lists
- Apply themes to a page and to an entire web site
- Import graphics from various sources
- Edit graphics
- Create links using text and graphics
- Create an image map
- Create an e-mail link
- Create navigational links within a web site
- Use find and replace to update text
- Change file names and web names
- Assign, view, sort, rename, complete and delete tasks
- View reports and use them to improve your website
- Publish your web site
- Create and edit tables on a web site
- Add special effects such as page transitions, animation, and marquees to your web pages
- Add search forms, hit counters, and time and date

*Advanced FrontPage* (typically half-day format)

- Import files, folder and webs
- Check in and check out files from a web page
- Track and customize the estimated time to download
- Add background colors and images to a web page
- Use cascading style sheets to format web pages
- Apply DHTML effects to elements on web pages
- Create a custom theme to apply to a web site
- Add hover buttons
- Add forms using Form Page wizard and by adding fields to a web page
- Create web pages using frames
- Adjust frame page properties
- Create hyperlinks between frames