

**Duration** 1 day

## Pre Requisites

Delegates attending this training course should have a good working knowledge of Windows based on prior attendance on the Windows Introduction, or from their own practical experience. They should also be familiar with using a web browser program to access the World Wide Web.

## Objectives

This one day training course covers the use of Microsoft FrontPage to create HTML (Hypertext Markup Language) documents for publication on the World Wide Web and corporate intranets. Starting with an overview of the intended purpose of HTML, it gives a practical introduction to the program and covers the techniques necessary to create pages and link them together to build a Web site, incorporating text, graphics and hyperlinks. Delegates will create a complete website for a fictional company to learn the essential skills needed.

## Further Learning

FrontPage Advanced

## Course Content

- **Basics**  
Starting FrontPage; creating a new "web"; working with FrontPage Navigation, Folders, Page, Reports, Hyperlinks and Tasks Views.
- **Page Design**  
Creating pages: Adding pages in Navigation View; editing the Home" page in Page View; setting text sizes and alignments; specifying a background and colour scheme.
- **Graphics and Hyperlinks**  
Graphics in FrontPage: adding GIF and JPEG images to the page; aligning images; adding alternate text; making images into clickable links;  
Hyperlinks: creating additional pages and adding hyperlinks to them, to specific points within a page and to other web sites
- **Page Organisation**  
FrontPage Navigation bars: using "shared borders" to automate site navigation;  
Presenting data: creating ordered and unordered lists;  
Text attributes: bold, italic, strong; specifying fonts;  
Organising the page: dividing rules; creating tables
- **Using Templates and Themes**  
Adding a "site map" using the Table of Contents template page;  
Applying a FrontPage Theme to the site; customising Themes (overview)
- **Working with Reports**  
Using Reports View to check for broken links, out of date pages and graphics, and page download efficiency
- **Publishing and Testing the Site**  
Publishing and testing the FrontPage 2000 site: previewing in various browsers and checking links; overview of uploading the site contents to a server.