



## FrontPage Introduction

(Free course manual provided in Adobe Acrobat format.)

### Course Objectives

At the end of the course participants will be able to:

- Design, create, open, save and close a Web page
- Navigate around your Web page and site, select text and check spelling and grammar errors
- Enhance your Web pages using formatting including indents and bulleted numbers and lists
- Preview your Web pages in your Web Browser prior to Printing
- Create and remove hyperlinks to pages within your Web site, email addresses and other pages on the internet
- Insert pictures, use text labels and wrap text around images on your Web site
- Format text, use the Style list and style sheets in your Web site
- Apply shared borders and horizontal lines in your Web site
- Insert tables into your Web site
- Create a Web page using Frames
- Insert a Form into your Web site

### Course Outline

#### FrontPage

##### Introduction

- Starting FrontPage
- The FrontPage Screen
- FrontPage Menus
- FrontPage Toolbars

##### Creating a New Web site

- Create a New web
- Saving a web page
- Close a web site
- Open a web site or page
- Viewing a web site

##### Editing your Web Site

- Moving Around a web site
- Selecting Text
- Undo and Redo Command
- Spell and Grammar Check

##### Enhancing a web site

- Indentation

##### Printing a Web Site

- Print Preview
- Print a web site
- Previewing your website

##### Creating Links

- To create a hyperlink
- Types of links
- Removing a hyperlink

##### Inserting pictures into your website

- Picture toolbar
- Saving your pictures in your web site
- Adding a text label for your picture
- Wrapping your text around your image



### **Formatting text in your website**

- Changing the Appearance of Text
- The Style list
- Creating your style sheet
- To save the Style Sheet
- Linking your style sheet to your website

### **Shared borders**

- What is a shared border?
- How to include a shared border
- Horizontal lines
- To format a horizontal line

## **Pre-requisites**

No prerequisites but experience with a keyboard and mouse is desirable.

### **Publishing**

- Publishing to the intranet

### **Inserting tables into your website**

- Table Basics
- Drawing tables
- Resizing a Table
- To Merge Cells:
- Inserting columns
- AutoFit
- Applying Borders & Shading:
- Converting Text to Tables

### **Frames**

- To create a page using frames
- To change the properties of the frame pages
- Creating links to another page to open within the frame.

### **Importing Text Files**

- Importing a file into Microsoft FrontPage

### **Creating Forms**

- Creating a form
- Adding field names to your form fields

### **FrontPage Shortcuts**