



MICROSOFT FRONTPAGE - INTRODUCTION

One Day Course Covers:

1. Introduction to FrontPage

- Some Web Basics
- Introduction to FrontPage
- Microsoft FrontPage on the World Wide Web

2. Getting Started

- Starting FrontPage
- Creating a New Web
- Working with Pages; Applying a Theme
- Opening/Closing a Web

3. Getting Assistance

- Using the Office Assistant
- Other Ways of Getting Assistance
- Finding Out What's on the Screen

4. Working with Text

- Opening an Existing Web
- Typing Text; Formatting Text
- Adding Lists; Copying and Pasting Text
- Saving a Page Opening/Closing a Page

5. Working with Images

- Inserting Images
- Moving and Resizing an Image
- Co-ordinating Text and Images
- Editing an Image

6. Hyperlinks

- Introduction
- Creating Text Hyperlinks
- Creating Image Hyperlinks
- Following Hyperlinks
- Deleting and Changing Hyperlinks
- Previewing a Web Page

7. Tables

- Introduction
- Creating a Table
- Typing and Moving in a Table
- Selecting in a Table
- Deleting Rows and Columns
- Inserting Rows and Columns
- Changing Column Width
- Merging Cells

8. Editing and Proofing Tools

- Checking Spelling
- Finding and Replacing

9. FrontPage Explorer Views

- Introduction
- Folders View
- All Files View
- Hyperlinks and Hyperlinks Status View
- Tasks View



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