



Course Objectives

The main objective of this courseware is to introduce you to the basic web page creation and website management features of FrontPage 2000. You will learn how to create and edit web pages, work with graphics, create links between files, maintain a web site, and add special effects to your pages. This course 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. Upon successful completion of this courseware, you will be able to:

- start and run Microsoft 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 web site
- publish your web site
- create and edit tables on a web
- add special effects such as page transitions, animation, and marquees to your web pages
- add search forms, hit counters, and time and date

Prerequisites

The material in this courseware assumes and requires that you have a good working knowledge of the PC, Windows 95/98, and a word processing package.

Course Materials

Course Length:

25 hours - *with flexibility*

Approximate Page Count

330 – 350 Pages

Number of Sections:

Six Sections Plus Preface and Appendices

Average Number of Exercises:

200

You have the option to ExtraSize this courseware to have access to online tutorials with audio narration, video clips, and hands-on simulated exercises. Your access is valid for a period of six months upon activation. It's a great way to keep those skills up-to-date.

LEARN THE SKILL

Hands on, step by step exercises that guide students through procedures and commands.

PRACTICE THE SKILL

Hands on, step by step guided exercises presented after a LEARN THE SKILL exercise. These exercises provide extra practice and reinforce or may present an alternative method of completing a task.

DEVELOP YOUR SKILLS

Hands on step by step exercises covering more than one feature within a module. They are presented at the end of a module.

APPLY YOUR SKILLS

Hands on, extended exercises presented at the end of a section. Each exercise is rated with a difficulty level based on skill competence.

BUILD YOUR SKILLS

Hands on, extended exercises presented at the end of each section. These exercises require the student to work independently and apply their knowledge of a combination of features learned, up to that point in the courseware, to accomplish a particular task. These exercises are rated with difficulty level

Microsoft FrontPage 2000

Introduction



based on skill competence.

SLATE TRAINING CENTRE



Courseware Outline

About This Courseware

Courseware Conventions

- Courseware Objectives
- A Quick Review of Basics
- Moving Around
- Getting Help
- Exiting FrontPage

Introduction and Overview

- Objectives of Section 1
- Introduction to FrontPage
- Creating a New Web Site
- Adding New Pages
- Looking at Page Elements
- Viewing the Page
- Summary of Section 1
- Questions and Review

Working with Text

- Objectives of Section 2
- Creating Pages from a Template
- Formatting Text
- Selecting Fonts
- Paragraph Formatting
- Using Styles
- Using the Format Painter
- Applying Themes to the Website
- Summary of Section 2
- Questions and Review

Graphics

- Objectives of Section 3
- Using Graphics
- Using Clip Art Gallery
- Using Graphics from Another Program
- Editing an Image
- Backgrounds and Lines
- Shared Borders
- Summary of Section 3
- Questions and Review

Creating Links

- Objectives of Section 4
- Creating Hyperlinks Using Text
- Adding an E-mail Link
- Bookmarks
- Creating a Hyperlink for a Graphic
- Verifying Hyperlinks
- Using Navigation
- Summary of Section 4
- Questions and Review

Editing Pages and Sites

- Objectives of Section 5
- Editing and Changing Text
- Changing File Names
- Tasks
- Creating Reports
- Publishing Your Web
- Summary of Section 5
- Questions and Review

Adding Special Features

- Objectives of Section 6
- Create and Edit Tables on a Web
- Adding Page Transitions
- Adding Text Animation
- Adding a Search Form
- Adding Scrolling Marquee Text
- Adding a Time Stamp and Hit Counter
- Summary of Section 6
- Questions and Review

Appendices

- Projects and Case Studies
- Productivity Tools
- Glossary of Terms
- Answers to Review Questions
- Index
- MOS Skills Checklist