



## MICROSOFT FRONTPAGE - INTRODUCTION

Course Duration: 1 Day

1. **Getting Started**
  - The FrontPage environment
  - Examining the FrontPage window
  - Viewing a Web site in Internet Explorer, Hyperlinks view, Navigation view
  - Working in Folders view
2. **Page view**
  - Exploring a page in Design view
  - Previewing a page
  - Viewing HTML in Code view
  - Viewing a page in Split view
3. **Web Page Fundamentals**
  - Creating Web pages/creating a one-page Web site
  - Adding text to a Web page
  - Adding a new page to a Web site
  - Importing a page into a Web site
4. **Page structure and formatting**
  - Applying heading and paragraph styles
  - Aligning text
  - Inserting a horizontal line
  - Changing text styles, Applying rulers
5. **Lists**
  - Creating bulleted list/numbered list
  - Creating a nested/definition list
6. **Proofing tools**
  - Spell checking
  - Using Find and Replace
7. **Hyperlinks**
  - Creating a link to another page
  - Testing hyperlinks in Design view
  - Creating and linking to a bookmark
  - Linking to another Web site
  - Creating an e-mail link
  - Navigation bars and shared borders
  - Creating a navigation structure
  - Creating shared border/navigation bar
  - Removing shared borders
  - Creating a bar with custom links
  - Creating and modifying a page banner
  - Adding navigational elements to page banners
  - Renaming pages
  - Updating hyperlinks
8. **Images**
  - Inserting an image
  - Aligning and resizing an image
  - Editing an image
  - Formatting text around an image
  - Tracing an image
  - Using an image as list bullets
9. **Photo galleries**
  - Creating/Modifying a photo gallery
10. **Image links**
  - Creating an image link
  - Creating a hotspot
11. **Tables**
  - Inserting a table
  - Adding an image to a table
  - Inserting an additional row and column
  - Deleting a row and column
  - Inserting a nested table
  - Adding a caption to a table
  - Copying content from one cell to multiple cells
  - Modifying table properties
  - Modifying cell properties
  - Applying predefined table formats
12. **Enhancing Web pages**
  - Setting page properties
  - Adding/removing a background picture
  - Applying a theme
  - Removing and changing a theme
  - Customizing a theme
13. **Working with HTML code**
  - Working in Design view
  - Viewing the HTML tree structure
  - Manipulating items
  - Editing tags with Quick Tag Editor
  - Working in Code view
  - Setting word wrap & line numbers
  - Modifying code indentation
  - Finding matching tags
  - Inserting comments
  - Creating bookmarks
  - Creating & inserting code snippets
  - Optimizing HTML code
14. **Publishing and security**