



MICROSOFT FRONTPAGE 2002 (BASIC)

Duration

Single session of 3 hrs

Course Outline

Lesson 1: Website Concepts

Basics of Websites and the World Wide Web
How to plan a Web site?
What is HTML?

Lesson 2. Getting Started with FrontPage 2002

Start FrontPage and getting familiar with the screen
Open an existing web
Close a Web
Views a web page in Normal, HTML and Preview views
Modify and save changes to a web page
Exit FrontPage
Get help using FrontPage

Lesson 3. Creating Web Pages

Create a web using templates and wizards
Add New Page
Set the page title
Setting Page properties
Apply a theme to a web

Lesson 4. Working with Text

Adding text or import text
Import elements from an internet web page
Move and copy text
Type and format text/fonts
Indent text
Bulleted and numbered lists
Use the Format Painter to copy formats
Check spelling on a page

Lesson 5. Working with Images

Add or import an image and clip art
Insert a WordArt image
Add text over an image
Align text around an image
Move, rotate, flip and bevel an image
Make a picture black and white
Resize, crop and resample an image

Lesson 6. Working with Hyperlinks

Add text and image hyperlinks to web pages
Edit and delete a hyperlink
Create a hotspot on an image

Lesson 7. Working with Tables

Insert a table
Insert and delete rows and columns
Resize a table and table cells
Merge cells & Split Cells
Table Properties

Lesson 8. FrontPage Components

Add a hit counter
Add a photo gallery
Add a search form

Lesson 9. Publish a Web

Move, organize and rename files in Folders View and Navigation View
Check spelling across a web
Verify hyperlinks
Publish the Web