

Course Outline - **Microsoft FrontPage 98**

Aims: To give users a basic introduction to the features and concepts of web design in Microsoft FrontPage 98

Pre-requisites: Attendance of a Windows Introduction or a good understanding of the Windows environment

Duration: One day

Introduction to FrontPage

Concepts of FrontPage
Elements of the screen
Using the keyboard and mouse
Understanding the IntelliSense interface
Help and the Answer Wizard

FrontPage Basics

Creating pages and webs
Changing page properties
Saving web pages
Using the Places Bar
Opening and closing pages
Entering text
Previewing a web page

FrontPage Views

Using Page View
Working with Folders
Working with Webs in Navigation View

Formatting

Basic text enhancements
Working with page backgrounds
Horizontal lines
FrontPage Themes

Hyperlinks

Creating and modifying text hyperlinks
Hyperlinking to other websites
Hyperlinks to other pages
Email hyperlinks
Hyperlinks and Bookmarks
Viewing Hyperlinks

Graphics and FrontPage Components

Working with Graphics
Using alternatives to graphics
Using graphics as Hyperlinks
Using Hover Buttons
Shared Borders and Navigation Bars
Using FrontPage Marquees

Working with Tables

Creating a basic table
Working with rows and columns
Applying Borders to a Table
Working with Table Properties

Managing a Web

Viewing Web Reports
Using the Tasks folder
Publishing a Web

