

# Microsoft FrontPage 2000 Foundation

## A One Day Training Course



### Course Aims

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This course aims to give you the skills you need to build basic pages both for your company intranet and the Internet using MS FrontPage 2000. Delegates will learn how to design and build a web page, work with pictures and hyperlinks, build tables, publish their pages and manage the Web Site.

### Course Outline

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#### *An Introduction to MS FrontPage 2000 and the Internet*

- What is the Internet? What is an Internet Browser?
- What is an Internet Server?; What are URLs?
- What is a Web Site?; What is a Web Page?
- What is a Web site Home Page?
- What is HTML?; What is MS FrontPage 2000?

#### *Overview of the MS FrontPage 2000 Environment*

- The MS FrontPage 2000 Environment
- Personalised Menus and Toolbars
- Contents Pane; Page View; Navigation View
- Task List View; Viewing the completed Web

#### *Opening and Examining a Web Page*

- Opening an Existing Web Page
- Viewing HTML Source Code
- Examining the Contents Pane Tab/View Bar

#### *Creating a Web*

- The Web Creation Process
- To create a new web using a Wizard
- To create a new, empty FrontPage Web
- Specify a storage location; To create a new folder
- Entering Text on the Home Page
- Adding a New Blank Page; Deleting Web pages
- Applying a Web Theme
- Importing Text from another document

#### *Working with the Background*

- Modifying the Background Colour
- To add an image or Watermark to the background

#### *Text Formatting*

- To use Bold, Italic or Underlining
- To increase or decrease the text font used
- To modify text alignment
- To increase or decrease the indent used by text
- To modify the colour, font, styles used by selected text
- To create Text Animation

#### *Adding a Scrolling Marquee*

- To add/edit a scrolling marquee banner

#### *Numbered and Bulleted Lists*

- To apply simple bulleting/numbering to a list
- To control the formatting of a bulleted/numbered list
- To add picture format to a bulleted list

### Target Audience

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This training course is designed for new users of MS FrontPage 2000 who wish to create web page content. This course is not designed for those people who will be installing, configuring and hosting websites.

### Assumed Knowledge

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#### *Horizontal Lines*

- To insert/format a horizontal line

#### *Building Tables*

- Inserting a Table; Table Alignment, Border Size
- Table Cell Padding/Spacing
- Table Width; Merge Cells; Delete a Table
- Modifying Table Properties

#### *Working with Pictures*

- To insert ClipArt
- Picture File Types – File Size & Loading Speeds
- Interlaced GIF files; Transparent GIF Files
- Converting Pictures
- Inserting, Resizing and Aligning Pictures
- To add text to the picture; Viewing alternate text
- Setting a Transparent Colour in a GIF
- Animated GIFs

#### *Page Transitions*

- To insert a Page Transition

#### *Working with Links and Hyperlinks*

- To link to another page in the current Web
- To link to a page on a different Web site
- To modify the default text and hyperlink colours
- To create a bookmark; To edit an existing bookmark
- To add a hyperlink to a graphic; Email Links

#### *Proofing Your Entire Web Site*

- To spell check an entire Web site
- To spell check a single web page

#### *Managing a Web*

- Why do you need to manage a Web site?

#### *Verifying Your Hyperlinks*

- Check for Broken Links; To verify your hyperlinks
- To fix broken links; Plan Your Site
- Design for Growth; Make your site address portable

#### *Publishing Your Web Site*

- To publish your Web using MS FrontPage 2000
- To start the Web publishing process

#### *Factors Affecting the Speed of Your Web Site*

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A working knowledge of MS Word 97/2000 or MS PowerPoint 97/2000 gained from prior attendance on a training course or from a user environment.