

FrontPage 2003: Level 1, 2nd Edition + CBT

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Course Length: 1-day (6+ hours)

Prerequisites: Windows 2000 or XP is recommended but not mandatory

What's in FrontPage 2003: Level 1, 2nd Edition + CBT:

This ILT Series course, rated 4.8/5.0 in overall quality by ProCert Labs, teaches the basic functions and features of FrontPage 2003. Students will learn how to create and format Web pages, work with lists and tables, create, test, and update hyperlinks, and develop a Web-site navigation structure. They'll also learn how to work with images, apply a theme to a Web site, and edit HTML code. Finally, they'll learn how to publish a Web site and set site permissions..

Topic-Level Outline

Unit 1 : Getting started

*Topic A: * The FrontPage environment*

- A-1: Examining the FrontPage window
- A-2: Viewing a Web site in Internet Explorer
- A-3: Viewing a Web site in Hyperlinks view
- A-4: Viewing a Web site in Navigation view
- A-5: Working in Folders view

*Topic B: * Page view*

- B-1: Exploring a page in Design view
- B-2: Previewing a page
- B-3: Viewing HTML in Code view
- B-4: Viewing a page in Split view

Unit 2 : Web page fundamentals

*Topic A: * Creating Web pages*

- A-1: Creating a one-page Web site
- A-2: Adding text to a Web page
- A-3: Adding a new page to a Web site
- A-4: Importing a page into a Web site

*Topic B: * Page structure and formatting*

- B-1: Applying heading and paragraph styles
- B-2: Aligning text
- B-3: Inserting a horizontal line
- B-4: Changing text styles
- B-5: Applying rulers

*Topic C: * Lists*

- C-1: Creating a bulleted list
- C-2: Creating a numbered (ordered) list
- C-3: Creating a nested list
- C-4: Creating a definition list

*Topic D: * Proofing tools*

- D-1: Spell checking
- D-2: Using Find and Replace

Unit 3 : Hyperlinks

*Topic A: * Internal links*

- A-1: Creating a link to another page
- A-2: Testing hyperlinks in Design view
- A-3: Creating and linking to a bookmark

*Topic B: * External links*

- B-1: Linking to another Web site
- B-2: Creating an e-mail link

*Topic C: * Navigation bars and shared borders*

- C-1: Creating a navigation structure
- C-2: Creating a shared border and a navigation bar
- C-3: Removing shared borders
- C-4: Testing a navigation bar
- C-5: Creating a bar with custom links
- C-6: Creating and modifying a page banner
- C-7: Adding navigational elements to page banners

*Topic D: * Renaming pages*

- D-1: Updating hyperlinks

Unit 4 : Images

*Topic A: * Images*

- A-1: Inserting an image
- A-2: Aligning and resizing an image
- A-3: Editing an image
- A-4: Formatting text around an image
- A-5: Tracing an image
- A-6: Using an image as list bullets

*Topic B: * Photo galleries*

- B-1: Creating a photo gallery

B-2: Modifying a photo gallery

*Topic C: * Image links*

- C-1: Creating an image link
- C-2: Creating a hotspot

Unit 5 : Tables

*Topic A: * Applying tables*

- A-1: Inserting a table
- A-2: Adding an image to a table
- A-3: Using the Draw Table button
- A-4: Inserting an additional row and column
- A-5: Deleting a row and column
- A-6: Inserting a nested table
- A-7: Adding a caption to a table
- A-8: Copying content from one cell to multiple cells

*Topic B: * Formatting tables*

- B-1: Modifying table properties
- B-2: Modifying cell properties
- B-3: Applying predefined table formats

Unit 6 : Enhancing Web pages

*Topic A: * Page properties*

- A-1: Setting page properties
- A-2: Adding and removing a background picture

*Topic B: * Themes*

- B-1: Applying a theme
- B-2: Removing and changing a theme
- B-3: Customizing a theme

Unit 7 : Working with HTML code

*Topic A: * Working in Design view*

- A-1: Viewing the HTML tree structure
- A-2: Manipulating items
- A-3: Editing tags by using the Quick Tag Editor

*Topic B: * Working in Code view*

- B-1: Using the code IntelliSense feature
- B-2: Setting word wrap and line numbers
- B-3: Modifying code indentation
- B-4: Finding matching tags
- B-5: Inserting comments
- B-6: Creating bookmarks
- B-7: Creating and inserting code snippets
- B-8: Optimizing HTML code

Unit 8 : Publishing and security

*Topic A: * Publishing a Web site*

- A-1: Discussing Web servers
- A-2: Publishing a Web site
- A-3: Discussing SharePoint Portal Server

*Topic B: * Managing Web security*

- B-1: Setting permissions