



Computer Consultants Corporation

FrontPage

Comprehensive Introduction

Length of course: 2 class days (12 hours)

Prerequisites: An introduction to Windows 95/98/2000/XP, and some Internet Web experience.

Learning Objectives: The participant will learn how to create and publish Web Pages.

Creating a Web Site

- Working with FrontPage Web Wizards
- Working with FrontPage Explorer
- Working with different Web Site Views
- Checking Your Web Site's Hyperlinks
- Working with Web Pages and Images
- Using the To Do List

Working with Web Page Text

- Entering text in a Page
- Moving and Copying Text
- Formatting Characters
- Creating Headings and Subheadings
- Formatting Paragraphs
- Working with Paragraph Lists

Using Image Composer

- Working with Graphic Elements
- Working with Text Elements
- Special Effects for Graphics/Text Sprites
- Saving Compositions & Graphic Images
- Working with Graphic Image Hotspots

Managing Web Pages

- Opening Web Pages
- Using Control Menu Commands
- Navigating Web Pages; Linking Pages
- Internet Protocols and URLs
- Printing & Saving Web Pages

Tables

- The Parts of a Table
- Creating Tables
- Filling a Table with Information
- Changing a Table's Appearance

Using Frames

- Creating Framesets
- Editing Framesets
- Specifying Target Frames

Using Special Effects

- Adding Background Sound
- Using Background Colors and Images
- Inserting Video Clips
- Using Marques

Using WebBots

- Working with WebBots
- Using Automated WebBots
- Using Interactive WebBots
- Using Discussion WebBots

Working with Forms

- The Parts of a Form
- Creating Forms
- Using the Forms Wizard & Templates

Administrating a Web Site

- Working with Configuration Variables
- Changing Web Site Settings
- Working with Web Site Security
- Publishing a Web Site
- Deleting a Web Site