



Microsoft FrontPage Introduction - 1 Day

Getting Started	Tables
Internet and HTML	Inserting a Table in Standard view
FrontPage working environment	Adding Rows and columns
Previewing a page using a browser	Dragging Rows and Columns
Creating Web Pages	Merging and Splitting Cells
Creating and saving pages	Table and Cell properties
Page properties	Images
Designing a Site	Inserting images
Planning	Image alignment
Creating a web site	Image properties
Local and remote sites	Connecting Web Pages
Text formatting	Hyperlinks
Similarities and differences to Word Processing	Using Bookmarks
Web safe fonts	External and Email links
Lists	Uploading your site
Copying and Pasting Text form MS Word	Uploading your site to a Web Server using FrontPage

Microsoft FrontPage Intermediate - 1 Day

Review of the Basics	Banner Ad Manager
Quick review of introductory topics	Creating a scrolling Marquee
Navigation Components	Hit Counters
Adding Pages to the Navigation View	Templates
Establishing Parent and Child relationships	Using existing Templates
Changing the Text label	Creating a Template
Using a Navigation Bar	Editing Templates
Changing the Navigation Bar Properties	Creating Forms
Front Page Themes	Inserting form controls
Applying a Theme to a Web site. Modifying a Theme	Understanding form controls
Introduction to Style Sheets	Managing form content with FrontPage extensions
Working with cascading styles	Creating & Editing Head content
Order of priority	Inserting Meta Tags
Creating a style sheet	Wed Site Design Tips and Techniques
Attaching a style sheet	Good design practice
Images & Multimedia	Web search engines and how they work
Image maps	Telling the world about your site
Hover buttons	Using the Task View

Microsoft FrontPage Advanced - 1 Day

Quick review of introduction and intermediate topics	Creating and using a Confirmation Form
Creating links in a frame page, Creating No-Frames content	Making the Web Site Compatible with Different
Advantages and disadvantages of frames	Browsers, Handling Differences between Browsers
Animating a Web Page, Creating a transition effect between	Server Compatibility Issues, Restrict specific technol-
pages, Animating Page Elements with DHTML	ogy on a Web, Making Use Of FrontPage Reports
Creating a Mouseover Picture, Creating Graphical Menus, Adding	Using and Interpreting the Reports View, Checking
Videos or Animations, Adding Sounds	Hyperlinks, Identifying Slow pages, Looking at Pub-
Using FrontPage Components, Using the Table of Contents tool	lished Status
to create a site map, Using the Search tool to include search	Managing Web Site Workflow, Checking tasks In and
capabilities to your site	Out when collaborating on a site