

## FrontPage Introduction

Course duration:	1 day
Course timings:	9:30 - 4:30
Prerequisites:	Delegates must be experienced with using a mouse and working in the Windows environment. Some word processing experience is helpful.
Training formats:	Private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

### Introduction

web basics • FrontPage on the world wide web

### New Webs

starting FrontPage • creating a new web • using templates and wizards • the explorer window • working with pages • applying a theme • opening web pages in the FrontPage editor

### FrontPage Views

folders view • hyperlinks view • reports view • navigation view

### Creating a Web

closing FrontPage editor and explorer • inserting, moving and resizing images • co-ordinating text and images • editing an image • creating an imagemap

### Hyperlinks

creating text hyperlinks • creating image hyperlinks • following hyperlinks • deleting and changing hyperlinks

### Working With Tables

creating a table • typing and moving in a table • selecting in a table • deleting rows and columns • inserting rows and columns • changing column width • merging cells

### Additional Components

adding marquee text • adding a search form • inserting a hit counter • adding page transitions • creating animations

### Productivity Features

proofing tools • checking spelling • finding and replacing • updating and verifying hyperlinks • using tasks

### Working with Webs

opening an existing web • typing & importing text • copying and pasting text • using the office clipboard • format painter • saving & opening a page in FrontPage editor