

MICROSOFT FrontPage 2000

Level 1 - Beginning

This course introduces student to some to the basic features of FrontPage 2000, including; working with text, using hyperlinks, working with graphic, adding page elements, creating tables and managing a webpage.

Upon Completion of this course students will be familiar with and have skill to:

Getting Started

- Understanding FrontPage 2000
- Examining The Project
- Understanding The World Wide Web
- Opening FrontPage
- Using Templates
- Using The Web Wizard
- Viewing A Web

Working With Text

- Formatting Text
- Applying Font Styles
- Arranging Text
- Working With Lists

Using Hyperlinks

- Understanding Hyperlinks
- Creating Hyperlinks
- Working With Bookmarks
- Looking At Hyperlinks
- Editing Hyperlinks

Using Graphics

- Understanding Images
- Inserting Images
- Importing Images
- Changing Image Properties
- Using Images With Hyperlinks
- Making An Image Map

Adding Page Elements

- Using Breaks And Lines
- Understanding FrontPage Components
- Using FrontPage Components
- Using Other Elements
- Applying A Theme

Adding Tables

- Creating A Table
- Modifying A Table
- Adding Table Text
- Enhancing Tables

Managing A Webpage

- Finding And Replacing Text
- Managing Files
- Organizing Files
- Working With Tasks
- Viewing A Web

Application Project

- The Space 2000 Web Site

Common Tools And Shortcuts

- Standard Tools
- Formatting Tools
- Picture Tools
- Table Tools
- Keyboard Shortcuts
- Navigation Shortcuts

