



Microsoft® Office FrontPage® 2003: Level 1

Course Description

As you begin this course, you should have the skills you need to work with Microsoft® Office System applications, especially Microsoft® Word. This includes the ability to create and edit documents that contain text, tables, and images. Now you're ready to use a graphical application to create Web sites and Web pages. In this course, you will use Microsoft® FrontPage® 2003 to design, develop, and deploy Web sites that can be viewed on any Web-enabled computer around the world.

Course Objective

You will create and publish a Web site using Microsoft® FrontPage® 2003.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create a Web site that includes new and existing Web pages.
- add images to Web pages.
- add links to Web pages.
- add and format tables.
- format a Web page.
- design layouts for your Web pages.
- use Navigation view to structure a Web site.
- publish a FrontPage web.

Course Content

Lesson 1: Creating a Web

Topic 1A: Overview of Web Development

Topic 1B: Create a New Web Site

Topic 1C: Create and Format Web Page Text

Topic 1D: Create Pages

Topic 1E: Import Web Pages

Lesson 2: Adding Images

Topic 2A: Add a Picture to a Web Page

Topic 2B: Edit a Picture

Topic 2C: Add a New Drawing

Topic 2D: Add a Photo Gallery

Topic 2E: Modify a Photo Gallery

Lesson 3: Creating Links

Topic 3A: Add Hyperlinks

Topic 3B: Add Bookmark Links

Topic 3C: Link from an Image

Lesson 4: Adding Tables

- Topic 4A: Insert a Table
- Topic 4B: Set Table Properties
- Topic 4C: Set Cell Properties
- Topic 4D: Edit a Table's Structure
- Topic 4E: Split Tables
- Topic 4F: AutoFormat a Table

Lesson 5: Formatting a Web Page

- Topic 5A: Apply a Theme
- Topic 5B: Customize a Theme
- Topic 5C: Create and Format with Styles
- Topic 5D: Set the Background
- Topic 5E: Test in Multiple Browsers

Lesson 6: Designing Your Web Pages

- Topic 6A: Design a Web Page Layout
- Topic 6B: Lay Out a Web Page with Tables
- Topic 6C: Create and Apply a Dynamic Web Template

Lesson 7: Structuring a Web Site with Navigation View

- Topic 7A: Create a Navigation Structure
- Topic 7B: Modify a Navigation Structure
- Topic 7C: Remove a Web Page from a Web's Navigation Structure

Lesson 8: Publishing a Web

- Topic 8A: Prepare Your Web Site for Publishing
- Topic 8B: Publish Your Web
- Topic 8C: Publish a Web Site from One Location to Another