



## Microsoft MS FrontPage 2003: Level 1

Tuition: \$225 / 6 hours

### Prerequisite:

To ensure the successful completion of Microsoft FrontPage 2003: Level 1, we recommend prior completion of the following courses (or equivalent knowledge): Microsoft Word 2003: Level 1, Microsoft Word 2003: Level 2, Internet Explorer 6.0: Introduction, Windows XP: Introduction.

### Course Description:

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 Content

### Creating a Web

- Overview of Web Development
- Create a New Web Site
- Create & Format Web Page Text
- Create Pages
- Import Web Pages

### Adding Images

- Add a Picture to a Web Page
- Edit a Picture
- Add a New Drawing
- Add a Photo Gallery
- Modify a Photo Gallery

### Creating Links

- Add Hyperlinks
- Add Bookmark Links
- Link from an Image

### Adding Tables

- Insert a Table
- Set Table Properties
- Set Cell Properties
- Edit a Table's Structure
- Split Tables
- AutoFormat a Table

### Formatting a Web Page

- Apply a Theme
- Customize a Theme
- Create & Format with Styles
- Set the Background
- Test in Multiple Browsers

### Designing Your Web Pages

- Design a Web Page Layout
- Lay Out a Web Page with Tables
- Create & Apply a Dynamic Web Template

### Structuring a Web Site with Navigation View

- Create a Navigation Structure
- Modify a Navigation Structure
- Remove a Web Page from a Web's Navigation Structure

### Publishing a Web

- Prepare Your Web Site for Publishing
- Publish Your Web
- Publish a Web Site from One Location to Another



## Microsoft FrontPage 2003: Level 2

Tuition: \$225 / 6 hours

### **Prerequisite:**

Students taking this course should be familiar with using the Internet. Furthermore, students should have taken the Microsoft FrontPage 2003: Level 1 course or have equivalent knowledge. Recommended, though not required, is the Microsoft Access 2003: Level 1 course.

### **Course Description:**

In this course, you will use Microsoft Office FrontPage 2003's graphical and convenient tools to add more complex features, dynamic components, and to enable two-way interaction with your Web site's visitors.

## Course Content

### **Laying Out a Page with Frames**

- Create Frames Pages
- Add Links to Frames Pages
- Modify Frames
- Create an Inline Frame

### **Adding User Navigation Components**

- Add Search Capabilities
- Create an Image Map
- Insert a Link Bar
- Create a Table of Contents

### **Working with Forms**

- Create a Form
- Modify Field Properties
- Send Form Data to a File
- Send Form Data to a Database

### **Displaying Dynamic Content**

- Share Content Between Pages
- Add an Interactive Button
- Swap Images
- Display Database Information on a Page
- Insert Redirect Meta Tags
- Add a Chart

### **Managing Workgroup Development**

- Manage Tasks
- Manage Files with Source Control
- Manage a File's Review Status
- Secure a Web

### **Maintaining a Site**

- Manage Web Folders
- Manage Web Files
- Correct Broken Hyperlinks
- Analyze a Web's Usage
- Display a Top 10 List for Visitors
- Change Default Documents