



# Microsoft FrontPage 1 day Intro & Intermediate Course

---

---

## Aim of the course:

To enable students to produce, edit and publish basic pages both for a company intranet and the Internet

## Topics Covered

### Getting started

The FrontPage screen  
Working with toolbars/menus  
Views used within FrontPage

### Creating a New Web

Using the FrontPage Templates and Wizards  
Adding and Deleting Pages  
Saving, opening and closing

### Working with Text

Typing and Importing Text  
Adding Lists  
Using the Format Painter

### Formatting the Page

Applying background and element colours  
Applying and modifying a theme

### Hyperlinks

Creating Hyperlinks  
Deleting and Changing Hyperlinks

### Navigation View

Creating links  
Renaming pages  
Navigating the web

### Working with Graphics

Inserting, moving and resizing Images  
Editing an Image

### Active Elements

Adding Marquee Text  
Inserting a Hit Counter  
Adding Page Transitions

### Publishing the Web

Verifying hyperlinks  
Spell checking  
Publishing the web

---

Keyboard and Windows experience is strongly recommended for students attending this course.