

Microsoft[®] Office FrontPage 2003: Level 1

Course Overview:

As you begin this course, you should have the skills you need to work with Microsoft Office applications, especially Microsoft Word. This includes creating and editing 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. FrontPage 2003: Level 1 is for someone who wants to create Web sites and Web pages in a graphical application. It is a prerequisite for taking the FrontPage 2003: Level 2 course.

Course Objective: In this course, you will create and publish a Web site using Microsoft FrontPage 2003.

Lesson: Course Introduction

Topic: Course Introduction

Topic Overview:

This will introduce you to the course content.

Topic Objective: In this topic, you will identify the relevance of the course-content.

Topics Covered:

- Identify the relevance of the course content

Lesson: Creating a Web

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

- Identify the relevance of the lesson content

Topic: Overview of Web Development

Topic Overview:

You're ready to start using FrontPage 2003 to create a Web site. Before you dive in, you'll need to understand a few Web development concepts. In this topic, you'll discover some of the basic principles of Web design and explore the FrontPage 2003 application environment.

Topic Objective: In this topic, you will list and describe the steps required to properly develop and deploy a Web site.

Topics Covered:

- List and describe the steps required to properly develop and deploy a Web site

Topic: Create a New Web Site

Topic Overview:

Now that you've explored the FrontPage environment and the Web creation process, you're ready to apply your knowledge to start creating your own Webs. In this topic, you'll use a FrontPage template to create a new FrontPage Web site.

Topic Objective: In this topic, you will create a new FrontPage web.

Topics Covered:

- Create a new FrontPage Web

Topic: Create and Format Web Page Text

Topic Overview:

You've created a FrontPage Web and a new Web page. The next logical step in the development process is to add some content to your Web page. In this section, you'll add text to your Web pages.

Topic Objective: In this topic, you will add text to a Web page.

Topics Covered:

- Add text to a Web page

Topic: Create Pages

Topic Overview:

You've created a Web site and a Web page that contains formatted text. To facilitate the organization and presentation of more information, your site will probably need to contain more than one page. In this section, you'll add pages to your site.

Topic Objective: In this topic, you will create a Web page.

Topics Covered:

- Create a Web page

Topic: Import Web Pages

Topic Overview:

You've created a Web site that contains several new pages. As you're developing your Web site, you're likely to discover that your co-workers or friends have created Web pages that you'd like to include in your site. In this topic, you'll import existing Web pages into your FrontPage Web.

Topic Objective: In this topic, you will import existing Web pages into the FrontPage Web.

Topics Covered:

- Import existing Web pages into the FrontPage Web

Topic: Lab: Creating a New Web Site and Home Page

Topic Overview:

You will be given a scenario and high-level steps to create a new web site and home page.

Topic Objective: Create a new web site and home page.

Topics Covered:

- Create a new Web site and home page

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

- Summarize what you learned throughout this lesson

Lesson: Adding Images

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

- Identify the relevance of the lesson content

Topic: Add a Picture to a Web Page

Topic Overview:

Your ultimate goal is to create a complete Web site. Almost any Web site would be incomplete without graphics and pictures. In this topic, you'll add a picture to a Web page.

Topic Objective: In this topic, you will add a picture to a Web page.

Topics Covered:

- Add a picture to a Web page

Topic: Edit a Picture

Topic Overview:

Now that you've added an image to a Web page, you'll probably want to make some simple changes to the image's appearance. In this topic, you'll edit a picture in FrontPage.

Topic Objective: In this topic, you will use FrontPage to edit an image.

Topics Covered:

- Use FrontPage to edit an image

Topic: Add a New Drawing

Topic Overview:

You've added images to your Web pages and edited existing images. Next, you may want to create your own graphics to add to your site. In this topic, you'll create a graphic right in FrontPage.

Topic Objective: In this topic, you will add a new drawing to a Web page.

Topics Covered:

- Add a new drawing to a Web page

Topic: Add a Photo Gallery

Topic Overview:

You've added pictures and graphics to your Web site. Next, you may want to create a photo gallery to display your pictures. In this topic, you'll use a FrontPage tool to automatically create a photo gallery.

Topic Objective: In this topic, you will add a Photo Gallery to a Web page.

Topics Covered:

- Add a photo gallery to a Web page

Topic: Modify a Photo Gallery

Topic Overview:

You've used the FrontPage component tool to automatically create a photo gallery. Now, you're likely to want to make some changes to the gallery. In this topic, you'll modify an existing photo gallery.

Topic Objective: In this topic, you will modify a photo gallery.

Topics Covered:

- Modify a photo gallery

Topic: Lab: Adding Photos to a Web Site

Topic Overview:

You will be given a scenario and high-level steps to add photos to a web site.

Topic Objective: Add photos to a web site.

Topics Covered:

- Add photos

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

- Summarize what you learned throughout this lesson

Lesson: Creating Links

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

- Identify the relevance of the lesson content

Topic: Add Hyperlinks

Topic Overview:

You have a Web site that includes pages with images and text. One characteristic of a Web site is that its pages are connected to each other through hyperlinks. Your next task is to link the pages of your site together by adding hyperlinks.

Topic Objective: In this topic, you will add hyperlinks to Web pages.

Topics Covered:

- Add hyperlinks to Web pages

Topic: Add Bookmark Links

Topic Overview:

You've added links that connect several of the pages in your Web site. Bookmark are another type of link that you are likely to use. In this topic, you'll add bookmark links to a Web page.

Topic Objective: In this topic, you will add bookmark links.

Topics Covered:

- Add bookmark links

Topic: Link from an Image

Topic Overview:

Your Web pages now contain text links and bookmark links. The next type of link that you'll want to employ is the image link. In this topic, you'll add links to images.

Topic Objective: In this topic, you will add a link to an image.

Topics Covered:

- Add a link to an image

Topic: Lab: Connecting Pages in a Web Site

Topic Overview:

Connecting pages in a web site.

Topic Objective: Connect pages in a web site.

Topics Covered:

- Connect pages in a web site

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

- Summarize what you learned throughout this lesson

Lesson: Adding Tables

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

- Identify the relevance of the lesson content

Topic: Insert a Table

Topic Overview:

Inserting a table is the first step in organizing content on a page. With a table, content such as text and pictures can be arranged however you want it.

Topic Objective: In this topic, you will add a table to a Web page.

Topics Covered:

- Add a table to a Web page

Topic: Set Table Properties

Topic Overview:

You have discovered that tables are a powerful tool for positioning items in a page. But tables can do more than position items on a page. Now you're ready to manipulate the properties of a table in FrontPage.

Topic Objective: In this topic, you will set the properties of a table.

Topics Covered:

- Set the properties of a table

Topic: Set Cell Properties

Topic Overview:

You have added tables to your Web pages and manipulated the properties of a table. Because tables are composed of individual cells, the next step is to set the properties of the individual table cells.

Topic Objective: In this topic, you will set the properties of a table cell.

Topics Covered:

- Set the properties of a table cell

Topic: Edit Table Structure

Topic Overview:

You've created a table and modified the table and cell properties. There is more to manipulating tables than modifying the individual table components. The next task that you might want to attempt is to edit the structure of a table.

Topic Objective: In this topic, you will change the structure of a table.

Topics Covered:

- Change the structure of a table

Topic: Split Tables

Topic Overview:

You've succeeded in displaying Web page content in tables and in merging and splitting Web cells, rows, and columns. You may also want to manipulate entire tables in the same way. In this section, you'll split a single table into two smaller, more manageable tables.

Topic Objective: In this topic, you will split a table into multiple tables.

Topics Covered:

- Split a table into multiple tables

Topic: AutoFormat a Table

Topic Overview:

You've created tables and manipulated individual table and cell properties. FrontPage also provides tools to configure tables in a single step. You're ready to use FrontPage to create an auto-formatted table.

Topic Objective: In this topic, you will apply AutoFormat to format a table.

Topics Covered:

- Apply AutoFormat to format a table

Topic: Lab: Adding a Table to a Page

Topic Overview:

Adding a table to a page.

Topic Objective: Add a table to a page.

Topics Covered:

- Add tables

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

- Summarize what you learned throughout this lesson

Lesson: Formatting a Web Page

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

- Identify the relevance of the lesson content

Topic: Apply a Theme

Topic Overview:

You've created a variety of Web pages with different formatting. You'd probably like to make your pages look like they all belong to the same Web site. The simplest way to give your Web pages a common look-and-feel is to apply a theme.

Topic Objective: In this topic, you will apply a theme to a Web page.

Topics Covered:

- Apply a theme to a Web page

Topic: Customize a Theme

Topic Overview:

Now that you've added a theme to your pages, you may want to make some modifications to the theme. In this topic, you'll create a custom theme.

Topic Objective: In this topic, you will customize an existing theme.

Topics Covered:

- Customize an existing theme

Topic: Creating and Formatting with Styles

Topic Overview:

You've used themes to specify your Web pages' fonts and colors. CSS is another way of automatically formatting your page's fonts and colors. In this section, you'll use CSS to apply your own fonts and colors to pages.

Topic Objective: In this topic, you will use CSS to format a paragraph.

Topics Covered:

- Use CSS to format a paragraph

Topic: Set the Background

Topic Overview:

You've used a theme to format the fonts and colors of your page. Although background colors are part of themes, you can set the background of a page without applying an entire theme. The next step in the development of your Web pages is to set the background color or image.

Topic Objective: In this topic, you will set the background.

Topics Covered:

- Set the background

Topic: Test in Multiple Browsers

Topic Overview:

You've created a wide range of Web pages. Given that your users may view these pages in a range of different computer environments, you may want to test your pages in different browsers. In this topic, you'll test your pages in multiple browsers.

Topic Objective: In this topic, you will test Web pages in multiple browsers.

Topics Covered:

- Test Web pages in multiple browsers

Topic: Lab: Formatting a Web Page

Topic Overview:

Formatting a web page.

Topic Objective: Format a web page.

Topics Covered:

- Format a Web page

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

- Summarize what you learned throughout this lesson

Lesson: Designing Your Web Pages

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

- Identify the relevance of the lesson content

Topic: Design a Web Page Layout

Topic Overview:

You have used several Web development techniques to develop pages that incorporate text, images, tables, and Web components. Next, you'll explore techniques for bringing all of these elements together in a well-designed Web page layout.

Topic Objective: In this topic, you will design a Web page layout.

Topics Covered:

- Design a Web page layout

Topic: Lay Out a Web Page with Tables

Topic Overview:

You have just designed a page layout. Once you have a page layout in mind you'll want to implement it in an actual Web page. In this section, you'll use tables to implement your layout design in a Web page.

Topic Objective: In this topic, you will layout a Webpage using tables.

Topics Covered:

- Lay out a Web page using tables

Topic: Create and Apply a Dynamic Web Template

Topic Overview:

You've used a table to layout components in a Web page. While tables are one means of creating a repeatable layout, dynamic Web templates are a better way of creating a repeatable layout. The next task you're likely to undertake is to create and apply a Dynamic Web Template.

Topic Objective: In this topic, you will create and apply a FrontPage template.

Topics Covered:

- Create and apply a FrontPage template

Topic: Lab: Laying Out a Page with a Table

Topic Overview:

Layout a page with a table.

Topic Objective: Layout a page with a table.

Topics Covered:

- Lay out a page with a table

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

- Summarize what you learned throughout this lesson

Lesson: Structuring a Web Site with Navigation View

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

- Identify the relevance of the lesson content

Topic: Create a Navigation Structure

Topic Overview:

You have developed a range of Web pages in a Web site. A Web site has a natural hierarchical structure, starting with the home page. The first step in structuring your site is to create a navigation structure.

Topic Objective: In this topic, you will create a navigation structure for a Web site.

Topics Covered:

- Create a navigation structure for a Web site

Topic: Modify a Navigation Structure

Topic Overview:

You've created a site navigation structure that graphically displays the structure of your site. After you've created a navigation structure, you may need to make modifications to the navigation structure. In this section, you'll change the navigation structure of your Web site.

Topic Objective: In this topic, you will change the navigation structure of a Web site.

Topics Covered:

- Change the navigation structure of a Web site

Topic: Remove a Web Page from a Web's Navigation Structure

Topic Overview:

You've created a navigation structure to help manage your site and you've modified your site's navigation structure. Although you add pages to a site over time, you may also need to delete pages from the site. Next, you'll remove a page from the navigation structure.

Topic Objective: In this topic, you will remove a Web page from navigation structure.

Topics Covered:

- Remove a Web page from the navigation structure

Topic: Lab: Creating a Web Navigation View

Topic Overview:

Create a web navigation view

Topic Objective: Create a web navigation view.

Topics Covered:

- Create a Web navigation view

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

- Summarize what you learned throughout this lesson

Lesson: Publishing a Web

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

- Identify the relevance of the lesson content

Topic: Prepare Your Web Site for Publishing

Topic Overview:

Your Web pages are almost ready for publishing. But before you can publish, there are a few tasks that you should take care of. In this section, you'll prepare your Web site for publishing by checking spelling and using FrontPage's smart find and replace.

Topic Objective: In this topic, you will prepare a Web for publishing.

Topics Covered:

- Prepare a Web for publishing

Topic: Publish Your Web

Topic Overview:

Now that your site has been spell-checked and finalized, you're ready to make it available to your end users. Typically, this involves uploading the site to a Web server. In this section, you'll publish your Web.

Topic Objective: In this topic, you will publish your Web to a Web server.

Topics Covered:

- Publish your Web to a Web server

Topic: Publish a Web Site from One Location to Another

Topic Overview:

Now that you've published your Web site to a Web server, you may need to publish it to a different location in order to create a backup copy of the site. In this section, you'll publish a Web site from one location to another.

Topic Objective: In this topic, you will publish a Web site from one location to another.

Topics Covered:

- Publish a Web site from one location to another

Topic: Lab: Finalizing and Publishing a Web Site

Topic Overview:

Finalizing and Publishing a Web Site

Topic Objective: Finalizing and Publishing a Web Site

Topics Covered:

- Finalize and Publish a Web Site

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

- Summarize what you learned throughout this lesson

Lesson: Course Follow Up

Topic: Course Follow Up

Topic Overview:

You will review what you learned throughout this course.

Topic Objective: In this topic, you will summarize what you learned throughout this course.

Topics Covered:

- Summarize what you learned throughout this course