

Microsoft® Office FrontPage 2003: Level 2

Course Overview:

You have created Web pages with text, graphics, and tables. However, you need to add more complex features, dynamic components, and enable two-way interaction with your Web site's visitors. In this course, you will use FrontPage 2003's graphical and convenient tools to add these features to your Web site. Someone needing the skills to enhance and manage his or her web's functionality and usability.

Course Objective: In this course, you will enhance the functionality and usability of your Web site using FrontPage tools.

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: Laying Out a Page with Frames

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 Frames Pages

Topic Overview:

You can use many different techniques to create the layout of your page and to define its graphical look and feel. Frames are one such page layout tool that you can use. In this lesson, you will use frames to display several pages of content in a single window.

Topic Objective: In this topic, you will use frames to display several pages of content in a single window.

Topics Covered:

- use frames to display several pages of content in a single window.

Topic: Add Links to Frames Pages

Topic Overview:

You have created a framed document, one in which multiple pages are displayed at once in the browser window. As with any Web page, to be useful, your frames pages must

contain properly working links. In this topic, you will add links to your frames pages so that the targets of those links are loaded appropriately by the browser.

Topic Objective: In this topic, you will add links to pages within a frames structure so that those links target the correct frame or window.

Topics Covered:

- add links to pages within a frames structure so that those links target the correct frame or window.

Topic: Modify Frames

Topic Overview:

You have created a frames page. But now your needs change or you want a new arrangement of frames. Do you need to throw out all your past work and begin again from scratch? Fortunately, no. In this topic, you will modify the properties of a frames page and its frames.

Topic Objective: In this topic, you will modify the properties of a frames page and its frames.

Topics Covered:

- modify the properties of a frames page and its frames.

Topic: Create an Inline Frame

Topic Overview:

You have laid out your pages with frames and created banner frames. Inline frames are another popular use of frames. In this topic, you will create an inline frame and display content within it.

Topic Objective: In this topic, you will insert an inline frame and modify its properties so that it displays content within the frame.

Topics Covered:

- insert an inline frame and modify its properties so that it displays content within the frame.

Topic: Creating a Frames-based Layout

Topic Overview:

You will be given a scenario and high-level steps to create a Frames-based layout.

Topic Objective: You will create a Frames-based layout.

Topics Covered:

- Creating a Frames-based layout.

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 User Navigation Components

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 Search Capabilities

Topic Overview:

Most professionally produced Web sites include search features. Users will probably expect search capabilities on your Web site. In this topic, you will add search features so that visitors to your Web site can search your site for the information they need.

Topic Objective: In this topic, you will add search Web components that enable visitors to locate content in your FrontPage site.

Topics Covered:

- add search Web components that enable visitors to locate content in your FrontPage site.

Topic: Create an Image Map

Topic Overview:

You have created links using text and graphics as the anchor. But there is another way to use an image as a link. In this topic, you will create an image map.

Topic Objective: In this topic, you will create an image map.

Topics Covered:

- create an image map.

Topic: Insert a Link Bar

Topic Overview:

You have added image maps to your site. But how will visitors who cannot view your graphics or connect over a slow Internet connection navigate your site? In this topic, you will add a link bar to your site to meet those users' needs.

Topic Objective: In this topic, you will insert a link bar FrontPage component.

Topics Covered:

- insert a link bar FrontPage component.

Topic: Create a Table of Contents

Topic Overview:

You have added links, search features, image maps, and link bars to your site. There is yet one more navigation component that you could add to your site to provide users with the means of locating the information they need. In this topic, you will add a table of contents to your site.

Topic Objective: In this topic, you will create a table of contents to aid users in navigating your site.

Topics Covered:

- create a table of contents to aid users in navigating your site.

Topic: Adding Navigation Components to a Web

Topic Overview:

You will be given a scenario and high-level steps to add navigation components to a Web.

Topic Objective: You will add navigation components to a Web.

Topics Covered:

- Adding navigation components to a Web.

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: Working with Forms

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 Form

Topic Overview:

With forms, you can enable two-way communication with your users. Before you can add advanced features to your form, you must create a basic form. In this topic, you will add a form to a Web page.

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

Topics Covered:

- create a form.

Topic: Modify Field Properties

Topic Overview:

You have added a form to a page. However, it might not meet your needs yet. You might need to customize the fields within your form to match your Web page's design or information gathering needs. In this topic, you will modify field properties to create a customized form.

Topic Objective: In this topic, you will modify the properties of form fields.

Topics Covered:

- modify the properties of form fields.

Topic: Send Form Data to a File

Topic Overview:

You have built a form and customized it to your information collection needs. But at this point, you have not specified where the data you collect should be stored. In this topic, you will send the data collected from your form to a file on the Web server.

Topic Objective: In this topic, you will modify a form so that its data is stored in a file on the Web server.

Topics Covered:

- modify a form so that its data is stored in a file on the Web server.

Topic: Send Form Data to a Database

Topic Overview:

You have saved form data to a text file. That technique might not be sufficient if you have to gather lots of data or need to manipulate the data in some way. In this topic, you will configure a form to store the data it collects in a database on your Web server.

Topic Objective: In this topic, you will modify a form so that its data is stored in a database on the Web server.

Topics Covered:

- modify a form so that its data is stored in a database on the Web server.

Topic: Creating a Form

Topic Overview:

You will be given a scenario and high-level steps to create a form.

Topic Objective: You will create a form.

Topics Covered:

- Creating a form.

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: Displaying Dynamic Content

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: Share Content Between Pages

Topic Overview:

Most certainly you have had to re-type or copy information from one page to another page. The process was probably time-consuming and error-prone. In this topic, you will share content among Web pages so that you don't have to rely on copy and paste or typing.

Topic Objective: In this topic, you will include an existing page's contents in another Web page.

Topics Covered:

- include an existing page's contents in another Web page.

Topic: Add an Interactive Button

Topic Overview:

You have added graphics, links, and included page contents dynamically. Another form of dynamic content that you can add to a page is an interactive button, one that reacts to users' actions. In this topic, you will add an interactive button to a Web page.

Topic Objective: In this topic, you will add an interactive button to your Web page.

Topics Covered:

- add an interactive button to your Web page.

Topic: Swap Images

Topic Overview:

Dynamic image effects are one of the most popular dynamic effects on the Web. You have created a similar effect with interactive buttons, but you could not use that technique to enable users to view multiple photos in the same location on the page by clicking a button or pointing a mouse. In this topic, you will swap images displayed on the page when a user takes any one of several actions.

Topic Objective: In this topic, you will add an interactive image to your Web page.

Topics Covered:

- add an interactive image to your Web page.

Topic: Display Database Information on a Page

Topic Overview:

The dynamic effects that you have added so far have created visually animated effects, but the information you displayed with them was static. You can make your data dynamic by displaying information that you retrieve from a database. In this topic, you will display database information on a Web page.

Topic Objective: In this topic, you will display data stored in a database on a Web page.

Topics Covered:

- display data stored in a database on a Web page.

Topic: Insert Redirect Meta Tags

Topic Overview:

You have added various dynamic effects, such as interactive images and database results, to your Web pages. One of the earliest-invented techniques for adding dynamic effects to a Web page is to force the browser to reload the current page or direct it to load another. In this topic, you will insert redirect meta tags to force the browser to do just that.

Topic Objective: In this topic, you will cause a Web page to automatically load a different Web page after a specified delay.

Topics Covered:

- cause a Web page to automatically load a different Web page after a specified delay.

Topic: Add a Chart

Topic Overview:

Some data is best conveyed as a chart. You have worked with charts in Word and perhaps other Office programs. But you have not put charts to use in your Web pages. In this topic, you will add an Office chart to your Web page to display data graphically.

Topic Objective: In this topic, you will display data in a chart by using the Office Chart Web component.

Topics Covered:

- display data in a chart by using the Office Chart Web component.

Topic: Adding Dynamic Content to a Web

Topic Overview:

You will be given a scenario and high-level steps to add dynamic content to a Web.

Topic Objective: You will add dynamic content to a Web.

Topics Covered:

- Adding dynamic content to a Web.

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: Managing Workgroup Development

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: Manage Tasks

Topic Overview:

As a sole developer, tracking what needs to be done can be accomplished with sticky notes and to-do lists. However, when you work in a team, you need a better way to share notes about the tasks needing to be completed. In this topic, you will keep track of jobs that need completing by managing FrontPage tasks.

Topic Objective: In this topic, you will create and complete a task.

Topics Covered:

- create and complete a task.

Topic: Manage Files with Source Control

Topic Overview:

In a team-based development environment, many developers could be working on the same portion of a Web site at the same time. To effectively manage a site, you must coordinate those actions to get the most productivity from your team. In this topic, you will take precautions to ensure that there can be only one person editing a file at a time.

Topic Objective: In this topic, you will manage developers' access to files by using source control.

Topics Covered:

- manage developers' access to files by using source control.

Topic: Manage a File's Review Status

Topic Overview:

You have managed tasks as one way to manage team involvement. However, you might need more—you might need to manage changes and tasks through a complex workflow between the members of your team. In this topic, you will use reports to determine a file's review status within the development process.

Topic Objective: In this topic, you will manage a file's review status.

Topics Covered:

- manage a file's review status.

Topic: Secure a Web

Topic Overview:

Not every member of your team will need the same access to the documents of your site. Not every visitor will require the same level of access to information. Yet your site now allows such uniform access to its contents. In this topic, you will secure a web so that you can provide customized levels of access to the contents of your site.

Topic Objective: In this topic, you will secure a site by adding user-based permissions.

Topics Covered:

- secure a site by adding user-based permissions.

Topic: Managing Workgroup Development

Topic Overview:

You will be given a scenario and high-level steps to manage workgroup development.

Topic Objective: You will manage workgroup development.

Topics Covered:

- managing workgroup development.

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: Maintaining a Site

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: Manage Web Folders

Topic Overview:

Organizing the files in your site is a critical task. Before you can organize files in folders, however, you must manage the folders themselves. In this topic, you will prepare to manage your collection of files by managing web folders.

Topic Objective: In this topic, you will create, rename, and delete folders within your site.

Topics Covered:

- create, rename, and delete folders within your site.

Topic: Manage Web Files

Topic Overview:

Your goal is to manage the files in your site. Once you have created the folders in which to store your files, you are ready to put your files into those folders. In this topic, you will manage web files by organizing them within your site's folders.

Topic Objective: In this topic, you will rename, delete, and organize in folders the files in your site.

Topics Covered:

- rename, delete, and organize in folders the files in your site.

Topic: Correct Broken Hyperlinks

Topic Overview:

Now that you have used FrontPage's reports in general, you are ready to put that knowledge to work. Finding and fixing broken links is a critical task in maintaining your site's functionality. In this topic, you will correct broken hyperlinks using the analysis provided by a FrontPage report.

Topic Objective: In this topic, you will use the Hyperlinks Report to locate and correct broken hyperlinks.

Topics Covered:

- use the Hyperlinks Report to locate and correct broken hyperlinks.

Topic: Analyze a Web's Usage

Topic Overview:

Once you have built your site and published it to the Internet, you will want to know if it's being used and in what ways. You can use FrontPage's reports to determine this information. In this topic, you will analyze a web's usage by using a FrontPage report.

Topic Objective: In this topic, you will analyze the usage of your web.

Topics Covered:

- analyze the usage of your web.

Topic: Display a Top 10 List for Visitors

Topic Overview:

Your site is now well-established and you have gathered usage statistics. You should put those statistics to use and with them provide users a means of finding popular sections of your site. In this topic, you will add a Top 10 List to help users find the most commonly visited pages.

Topic Objective: In this topic, you will add a Top 10 List component to a page.

Topics Covered:

- add a Top 10 List component to a page.

Topic: Change Default Documents

Topic Overview:

You have managed many aspects of your site. You must also manage change—you must make sure that visitors to your site always load the correct starting page, even if the

names and locations of your pages change. In this topic, you will change the default document so that you are sure visitors load the correct starting page for your site.

Topic Objective: In this topic, you will change the default document of your site.

Topics Covered:

- change the default document of your site.

Topic: Maintaining a Web Site

Topic Overview:

You will be given a scenario and high-level steps to maintain a Web site.

Topic Objective: You will maintain a Web site.

Topics Covered:

- Maintaining 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