

Get Started Here

Microsoft FrontPage is a popular program for designing and editing web pages.

One-on-One Personal Computer Training provides a comprehensive introduction to FrontPage 2003 and will enable your students to become productive with the product.

Learning Outcomes

This course is designed for people who are new to web page editors. It covers the essential features people need in day-to-day use of FrontPage.

At the end of the course, the student will be able to:

- ☞ Understand the terminology of web page editing
- ☞ Create, edit and format a web
- ☞ Work with FrontPage views
- ☞ Open, save and close a web
- ☞ Include tables, forms, images, clip art, lines, lists, links and navigation bars
- ☞ Structure a page with features such as tables, frames and shared borders
- ☞ Save time with features such as themes, shortcut menus,
- ☞ Format Painter, wizards and templates
- ☞ Include multimedia, special effects and FrontPage components
- ☞ Improve the layout, design and appearance of webs
- ☞ Increase productivity with FrontPage

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

Contents

Part 1

- ☞ Introduction to web page editing and terminology
- ☞ Starting and leaving FrontPage
- ☞ Screen components, menus, toolbars, shortcut menus
- ☞ and views
- ☞ Help and the spelling checker
- ☞ Opening, closing and saving pages and webs
- ☞ Creating a web with a template
- ☞ Adding a new page
- ☞ Selecting, moving, copying and deleting text
- ☞ Heading and paragraph styles
- ☞ Bullets and numbered lists
- ☞ Paragraph alignment and character formatting
- ☞ Hyperlinks and bookmarks
- ☞ Backgrounds, horizontal lines, graphics and clip art

Part 2

- ☞ Navigation view
- ☞ Navigation bars, shared borders and page banners
- ☞ Creating, editing and formatting a table
- ☞ Page layout using tables
- ☞ Frames
- ☞ Selecting and modifying a theme
- ☞ Creating a web using a wizard
- ☞ Editing and formatting images
- ☞ AutoThumbnails, image maps and layers
- ☞ Inserting a form
- ☞ Multimedia and special effects
- ☞ Hover buttons, banner ads, marquee and hit counter
- ☞ File management and publishing a web

Prerequisites

Students should already be familiar with PCs and Windows but no experience is necessary in designing and editing web pages.

Enquiries

Telephone - 07 4723 7811

Fax - 07 4723 7814

Email - info@1-on-1.biz

Web Address - <http://www.1-on-1.biz>

