



## ***Roade IT Training***

### **The Roade to Successful IT Training**

*Specialists in Microsoft Office & All Corporate Computer Training*

#### **Course Outline**

### **Microsoft FrontPage 2003 Advanced Level**

#### **Overview**

The skills and knowledge gained on this course are sufficient to add more complex features, dynamic components, and enable two-way interaction with your Web site's visitors.

#### **Target Audience**

This course is primarily aimed at people who want to enhance and manage their web's functionality and usability.

#### **Objectives**

At the completion of this course participants will be able to:

- layout a page with frames
- add user navigation components
- work with forms
- display dynamic content
- manage workgroup development
- maintain a site

#### **Prerequisites**

This course assumes a basic knowledge of Microsoft FrontPage including the ability to create Web pages with text, graphics, and tables.

#### **Course Duration**

This course outline is an example of a typical 1 day course; we would like to meet with you for a no-obligation chat to discuss how we can best format the course to suit your needs.

#### **Course Cost**

From £350. Manuals to accompany the course are available at £35 each  
*Prices vary please contact us for a quote to suit your budget.*

#### **Versions Offered:**

Microsoft Office 97, 2000, XP & 2003

---

## ***Roade IT Training***

info@roadetraining.co.uk

www.roadetraining.co.uk

07709 336 819

23 Abbots Way, Roade, Northamptonshire, NN7 2LY



### **Course Contents**

- 1 Laying Out a Page with Frames**
  - a) Create Frames Pages
  - b) Add Links to Frames Pages
  - c) Modify Frames
  - d) Create an Inline Frame
  - e) Creating a Frames-based Layout
- 2 Adding User Navigation Components**
  - a) Add Search Capabilities
  - b) Create an Image Map
  - c) Insert a Link Bar
  - d) Create a Table of Contents
  - e) Adding Navigation Components to a Web
- 3 Working with Forms**
  - a) Create a Form
  - b) Modify Field Properties
  - c) Send Form Data to a File
  - d) Send Form Data to a Database
  - e) Creating a Form
- 4 Displaying Dynamic Content**
  - a) Share Content Between Pages
  - b) Add an Interactive Button
  - c) Swap Images
  - d) Display Database Information on a Page
  - e) Insert Redirect Meta Tags
  - f) Add a Chart
  - g) Adding Dynamic Content to a Web
- 5 Managing Workgroup Development**
  - a) Manage Tasks
  - b) Manage Files with Source Control
  - c) Manage a File's Review Status
  - d) Secure a Web
  - e) Managing Workgroup Development
- 6 Maintaining a Site**
  - a) Manage Web Folders
  - b) Manage Web Files
  - c) Correct Broken Hyperlinks
  - d) Analyze a Web's Usage
  - e) Display a Top 10 List for Visitors
  - f) Change Default Documents
  - g) Maintaining a Web Site