



## ***Roade IT Training***

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

*Specialists in Microsoft Office & All Corporate Computer Training*

#### **Course Outline**

### **Microsoft FrontPage 2003 Introduction Level**

#### **Overview**

The skills and knowledge gained on this course are sufficient to design, develop, and deploy Web sites that can be viewed on any Web-enabled computer around the world.

#### **Target Audience**

This course is primarily aimed at people who want to create Web sites and Web pages in a graphical application.

#### **Objectives**

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

- understand FrontPage 2003 and Web Development
- create a web site
- create web pages and add text
- add images and drawing to a web page
- create and modify a photo gallery
- create links to pages, hyperlinks and bookmark links
- insert and edit tables
- apply and customise a theme
- create and apply styles
- set the background and format a page
- design and layout web pages
- create and modify navigation structures
- publish a web site

#### **Prerequisites**

This course assumes a basic knowledge of Microsoft Office applications, especially Microsoft Word. This includes creating and editing documents that contain text, tables, and images.

#### **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 £300. 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

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### **Course Contents**

- 1 Creating a Web Site**
  - a) Overview of Web Development
  - b) Create a New Web Site
  - c) Create and Format Web Page Text
  - d) Create Pages
  - e) Import Web Pages
- 2 Adding Images**
  - a) Add a Picture to a Web Page
  - b) Edit a Picture
  - c) Add a New Drawing
  - d) Add a Photo Gallery
  - e) Modify a Photo Gallery
  - f) Adding Photos to a Web Site
- 3 Creating Links**
  - a) Add Hyperlinks
  - b) Add Bookmark Links
  - c) Link from an Image
  - d) Connecting Pages in a Web Site
- 4 Adding Tables**
  - a) Insert a Table
  - b) Set Table Properties
  - c) Set Cell Properties
  - d) Edit Table Structure
  - e) Split Tables
  - f) AutoFormat a Table
  - g) Adding a Table to a Page
- 5 Formatting a Web Page**
  - a) Apply a Theme
  - b) Customize a Theme
  - c) Creating and Formatting with Styles
  - d) Set the Background
  - e) Test in Multiple Browsers
- 6 Designing Your Web Pages**
  - a) Design a Web Page Layout
  - b) Lay Out a Web Page with Tables
  - c) Create and Apply a Dynamic Web Template
  - d) Laying Out a Page with a Table
- 7 Structuring a Web Site with Navigation View**
  - a) Create a Navigation Structure
  - b) Modify a Navigation Structure
  - c) Remove a Web Page from a Web Site's Navigation Structure
  - d) Creating a Web Navigation View
- 8 Publishing a Web Site**
  - a) Prepare Your Web Site for Publishing
  - b) Publish Your Web
  - c) Publish a Web Site from One Location to Another
  - d) Finalizing and Publishing a Web Site