



Roade IT Training

The Roade to Successful IT Training

Specialists in Microsoft Office & All Corporate Computer Training

Course Outline

Microsoft FrontPage 2003 Customisable Course

Overview

You choose the skills and knowledge covered on this course to match your requirements. Select which areas you would like to be covered in the training and we will help you to build a course that covers only the areas you need.

Target Audience

This course is primarily designed for companies who can see the potential in building customised course for each team. Through creating a customised course, companies see a higher return on investment and delegates enjoy not having to re-learn the parts of Word that they already feel comfortable with. Because the training covers only the areas required, the delegates are not bombarded with information they will never need to know or use. This reduces the time spent in training and increases knowledge retention.

Objectives

You set the objectives!

Prerequisites

This course assumes no prior knowledge of Microsoft FrontPage. It would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

Course Duration

Various.

Course Cost

From £350 per day. Customised manuals to accompany the course are priced from £30 each
Prices vary please contact us for a quote to suit your budget.

Versions Offered:

Microsoft Office 97, 2000, XP & 2003

Roade IT Training

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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
- 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
- 9 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
- 10 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
- 11 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
- 12 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
- 13 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
- 14 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



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