

# KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

<b>Course Title:</b>	<b>Introduction to Microsoft FrontPage</b>
<b>Course Length:</b>	1 day
<b>Prerequisite:</b>	Basic Computer Skills
<b>Course Description:</b>	Topics include navigating the work area, using tables for page layout, hyperlinks, setting background color, inserting images, setting image properties, linking to images, applying transparency, creating thumbnail images, meta tags, and publishing the Web site.
<b>Performance Objectives:</b>  <b>Students will become skilled in ...</b>	<ol style="list-style-type: none"><li>1. Structuring a Web<ol style="list-style-type: none"><li>1.1. Planning the Website</li><li>1.2. FrontPage Server Extensions</li><li>1.3. Creating a Web Using a Wizard</li></ol></li><li>2. Using FrontPage Views<ol style="list-style-type: none"><li>2.1. Navigating the FrontPage Window</li><li>2.2. Using Design and Code Views</li><li>2.3. Using Folders View</li><li>2.4. Using Navigation View</li><li>2.5. Using Hyperlinks View</li><li>2.6. Using Tasks View</li></ol></li><li>3. Working in Page View<ol style="list-style-type: none"><li>3.1. Entering Text into a Web Page</li><li>3.2. Opening HTML Files</li><li>3.3. Viewing a Component</li><li>3.4. Inserting a File into a Web Page</li><li>3.5. Formatting Text in Web Pages</li></ol></li><li>4. Using Tables for Page Layout<ol style="list-style-type: none"><li>4.1. Inserting and Nesting Tables</li><li>4.2. Selecting Table Components</li><li>4.3. Modifying Table Structure</li><li>4.4. Merging and Splitting Table Cells</li><li>4.5. Adjusting Table and Cell Properties</li></ol></li><li>5. Using Hyperlinks<ol style="list-style-type: none"><li>5.1. Linking to Pages in the Current Web</li><li>5.2. Linking to External Internet Resources</li><li>5.3. Linking to a Target Location in a Page</li><li>5.4. Creating a Mail To Link</li><li>5.5. Editing a Hyperlink</li></ol></li><li>6. Using Graphics<ol style="list-style-type: none"><li>6.1. Understanding How to Use Images in Web Pages</li><li>6.2. Locating Images on the Web</li><li>6.3. Inserting an Image From a File</li><li>6.4. Saving Pages with Images</li><li>6.5. Setting Image Properties</li><li>6.6. Creating a Transparent Image Background</li><li>6.7. Creating Thumbnail Images</li></ol></li><li>7. Finalizing a Website<ol style="list-style-type: none"><li>7.1. Inserting Meta Tags</li><li>7.2. Using Cross-File Spell Check</li><li>7.3. Verifying Hyperlinks</li><li>7.4. Publishing a Web to an Internet Server</li></ol></li></ol>