



Microsoft® FrontPage

Course Outline

Intermediate Level

### Style of training

A structured, hands-on, tutor-led session using practical examples and exercises.

### Course aims and objectives

This course is designed to take existing users to the next ability level by providing them with new skills and a more in-depth understanding of Microsoft® FrontPage's capabilities. On completion, attendees should be able to create and manage their own website using best practices and web friendly techniques to portray a professional image.

### Who should attend?

1. Users who have previously attended an introduction / improver level course
2. Self-taught users who would like to improve their skills and use best practice methods
3. Users who wish to update or add to existing skills and pick up new tips and shortcuts

### Prerequisites

Delegates attending this course should have previous experience using Microsoft® FrontPage to either build or manage a website. Good Microsoft® Word skills also assist.

### Course duration

1 day – Typically 9.30am to 4/4.30pm (We can be flexible with times to suit your needs)

### A selection of topics covered

A typical course at this level would include the following topics. If you require any specific topics not listed, we will be happy to tailor make a course to suit your needs.

- |   |  |
|---|--|
| ● What makes a successful website?          | ● Customising images & auto thumbnails       |
| ● Quick Review of FrontPage basics          | ● Creating image hotspots & links            |
| ● Effective use of fonts, formats & colours | ● Effective use of tables – table properties |
| ● Page properties - text & hyperlink styles | ● Creating your own template designs         |
| ● Creating mouse roll over effects          | ● FrontPage navigation & site management     |
| ● Effective use of bookmarks & hyperlinks   | ● Active components – web forms              |
| ● Importing files from other programs       | ● Publishing your website & meta tags        |

### Benefits to the individual and organisation

- ✓ Create, manage and publish your own professional websites
- ✓ Save time, get the job done quickly and efficiently
- ✓ Discover smart short cuts and valuable hints and tips
- ✓ Improve standards of presentation to portray a professional image
- ✓ Learn new skills and develop your IT confidence
- ✓ Add to your CV and improve your career prospects
- ✓ Do it properly - avoid time wasting and costly mistakes
- ✓ Stay ahead of the competition
- ✓ Save money. Investment in training pays for itself over and over again