



Microsoft® FrontPage |

Course Outline |

Introduction Level

Style of training

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

Course aims and objectives

To provide delegates with the knowledge and key skills that will enable them to use Microsoft® FrontPage confidently and competently. On completion, attendees should be able to create their own website, manage its content and upload it to the Internet.

Who should attend?

1. New users with limited (or no) experience of Microsoft® FrontPage
2. Self-taught users who would like to improve their skills, knowledge and confidence
3. Casual users who would like to update existing skills and pick up new tips and shortcuts

Prerequisites

No previous experience of Microsoft® FrontPage is required, however, basic computing skills and some experience browsing websites on the Internet (or an Intranet) are required

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.

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| ● Review of basics and website jargon | ● Linking pages within your website |
| ● Screen layout and navigation | ● Linking to external websites |
| ● Planning your website | ● Creating and linking to bookmarks |
| ● Creating a website - page properties | ● Creating tables - table properties |
| ● Entering and formatting text | ● Managing your website |
| ● Working with bullet lists | ● Using FrontPage components |
| ● Working with pictures and images | ● Publishing your website |

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