



**Airhouse Studios**

## FrontPage 2003 Introductory Course

### Course Aims

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This one-day training course aims to give you the skills you need to build a one page web both for your intranet and the Internet. The training course includes how to create and format content, add bookmarks, graphics, themes and components. By the end of the course, the user will be competent with the following skills:

### Course Outline

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#### **FrontPage Fundamentals**

FrontPage Principles  
Create a Blank Web Site  
The Page View Screen  
Navigation View

#### **Open and Close**

Open a Site  
Open a Page  
Preview the Page  
Close a Page

#### **Create, Develop and Save**

Create a New Page  
Use Different Views  
Rename Pages  
Edit Text  
Format Text  
Save a Page

#### **Background and Themes**

Page Properties  
Apply a Background  
Apply a Theme  
Apply a Shared Border

#### **Hyperlinks**

Create Bookmarks  
Add Text Hyperlinks  
Verify Hyperlinks  
Add E-mail Hyperlinks  
Create Picture Hyperlink

#### **Displaying Data**

Insert a Table  
Table Editing Techniques  
Create Bulleted/Numbered Lists

#### **Pictures**

Insert an Image from a File  
Various Image Editing Techniques

#### **FrontPage Components**

Add an Interactive Button  
Add a Marquee  
Insert a Hit Counter  
Dynamic Effects  
Insert Scheduled Picture  
Timestamp a Page  
Add Substitution Components  
Import a File  
Add Sound/Video

#### **Checking the Web**

Spell Check  
Complete Tasks

#### **Printing**

Printing Page Content or HTML Code

#### **Publish the Current Web**

To a local computer  
To an Intranet site  
To the Internet  
Delete a Web

**This course outline is a guide. All our courses can be tailored to customer requirements.**

### Target Audience

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This training course is designed to introduce FrontPage 2003 to new or recent web page content creators.

### Assumed Knowledge

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Delegates should be familiar with Windows operating system. No previous knowledge of FrontPage 2003 is expected.