

FrontPage: Level 1

Course Description

You will create, edit, and publish web pages that include formatting, FrontPage components, tables, text, and images.

Course Content

Lesson 1: Creating a Web

Topic 1A: Planning: Before Creating a Web
Topic 1B: Creating an Empty Web
Topic 1C: Creating a Home Page
Topic 1D: Adding Text to a Page
Topic 1E: Applying Text Formatting

Lesson 2: Working with Tables

Topic 2A: Inserting a Table
Topic 2B: Editing a Table's Structure
Topic 2C: Formatting a Table
Topic 2D: Converting a Text File into a Table
Topic 2E: Splitting a Table

Lesson 3: Connecting Pages

Topic 3A: Adding Hyperlinks to Pages
Topic 3B: Creating a Shared Border
Topic 3C: Adding Pages to Navigation Structure
Topic 3D: Custom Link Bar Web Component
Topic 3E: Removing a Page from a Web's
Navigation Structure

Lesson 4: Adding Visual Appeal to a Web

Topic 4A: Adding a Picture to a Page
Topic 4B: Editing a Picture
Topic 4C: Creating an Image Map
Topic 4D: Using the Drawing Tools
Topic 4E: Adding a Photo Gallery
Topic 4F: Modifying a Photo Gallery
Topic 4G: Applying a Theme to an Entire Web
Topic 4H: Modifying a Theme & Applying It to an
Individual Page

Lesson 5: Preparing and Publishing a Web

Topic 5A: Creating and Managing Tasks
Topic 5B: Organizing Your Web's Files
Topic 5C: Viewing FrontPage Reports
Topic 5D: Correcting a Broken Link Using the
Hyperlinks Report
Topic 5E: Using Text Editing Tools
Topic 5F: Publishing Your Web to the Personal
Web Manager
Topic 5G: Creating a Backup Copy of a Web

FrontPage: Level 2

Course Description

You will modify existing pages and webs by creating a splash screen, frames, forms, and FrontPage Web components to create and manage more collaborative, dynamic, and interactive webs.

Course Content

Lesson 1: Creating a Template Based on an Existing Page

Topic 1A: Modifying a Page Layout
Topic 1B: Apply a Background Image
Topic 1C: Apply a Background Sound
Topic 1D: Make a Template Available in Web

Lesson 2: Creating a Splash Page

Topic 2A: Add Flash Movies
Topic 2B: Change Default Documents
Topic 2C: Insert Redirect Meta Tags
Topic 2D: Publishing a Single Page

Lesson 3: Displaying Content

Topic 3A: Use Frames to Display Related Pages in One Window
Topic 3B: Modifying Frames
Topic 3C: Add Banner Content
Topic 3D: Using an Inline Frame
Topic 3E: Use Existing Content in Many Pages

Lesson 4: Collecting & Displaying Info

Topic 4A: Collect Data from Site Visitors
Topic 4B: Modifying a Form's Elements
Topic 4C: Modifying a Form's Properties

Topic 4D: Create a Form Automatically
Topic 4E: Display Database Information on Page
Topic 4F: Showing Data in a Bar Chart

Lesson 5: Helping People Find Information

Topic 5A: Connect to External Web Content
Topic 5B: Categorize Files - Used in Workgroup
Topic 5C: Table of Contents Based on Categories
Topic 5D: Add Search Capabilities
Topic 5E: Prepare a Page for Search Engines

Lesson 6: Managing a Web and Its Contents

Topic 6A: Prevent Open Files from Being Overwritten
Topic 6B: Use Review Status Workflow Report
Topic 6C: Manage Content with Subwebs
Topic 6D: Create a Custom Theme for a Subweb
Topic 6E: Secure Your Webs
Topic 6F: Analyze a Web's Usage
Topic 6G: Displaying a Top 10 List for Visitors