



# FrontPage Advanced

## Course Outline



<b>Course Synopsis:</b>	Managing Your Site and Adding Advanced Features – Reviewing and How to Approach your Web Design; Maintaining your Site using Special Features in FrontPage Explorer; Web Site Promotion; Getting Listed with Directories and Search Engines; Adding Active Content with ActiveX and Java; Using Databases in the Web; Creating your own themes
<b>Who Should Attend:</b>	Regardless of your industry, everyone can benefit from this informative and exciting class. New features will be discussed in great detail and hands-on exercises will give the student the ability to see the many features of FrontPage 2003 in action.
<b>Prerequisites:</b>	Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up with without slowing down the rest of the class. We highly recommend working with the application tutorial before taking this class.
<b>What You Will Learn:</b>	The user will spend the day creating a web site from scratch using tools and lessons from the past classes. Using Dynamic Web Templates, CSS styles and database forms are also covered extensively.
<b>Time:</b>	Class time is 9:00 a.m. - 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically schedules from 12-1. Students provide their own lunch.
<b>Location:</b>	401 Lewis Hargett Cir. Suite #120 Lexington, KY 40503
<b>Related Courses:</b>	FrontPage Beginning, FrontPage intermediate
<b>Goals:</b>	Our philosophy is that training should be professionally delivered and fun. Spacious classrooms with individual workstations, break room, and friendly environment make for an enjoyable learning experience. Computer Training Solutions' instructor's have both the expertise in the software being taught and the experience in how to utilize the software to improve job performance and productivity. Our instructors maintain Microsoft certification in several products.
<b>Registration:</b>	You can register over the phone or online by emailing Rebecca Williams at  rebeccawilliams@cts-ky.com or 859-277-1771



# FrontPage Advanced

## Course Outline

### COURSE MATERIALS

*COURSE MATERIALS ARE PROVIDED. OUR GOAL IS TO MAKE SURE YOUR CLASS MEETS YOUR OBJECTIVES, NOT OURS. THEREFORE, ALL OF OUR OUTLINES ARE TREATED AS GUIDES TO HELP STEER THE WORKSHOP. WE MAY CHANGE OR ALTER COURSE TOPICS TO BEST SUIT THE CLASSROOM SITUATION.*

#### Managing Web Pages

- Add a Task
- View and Edit Tasks
- Start or Delete a Task
- Using Reports View

#### Publishing Web Pages

- Choose a Web Presence Provider
- Pre-publish Task List
- Change a Web Site's Page Options
- Specify Keywords for a Web Page
- Transfer Web Pages to an Extended Web Server
- Using Remote Web Site View
- Promote Your Web Site

#### Using Web Components

- Understanding Web Components
- Inserting FrontPage Components
- Inserting a Spreadsheet Component
- Using the Commands and Options Dialog Box
- Importing Data into a Spreadsheet Component
- Inserting an Office Chart

#### Creating Forms

- Set up a Form
- Add a Text Box
- Add Check Boxes
- Add Option Buttons
- Add a Drop-down Box
- Access Form Results

#### Using Cascading Style Sheets and Dynamic Web Templates

- Creating and Applying a Custom Style
- Applying a Style
- Modifying a Style
- Creating and Linking a Cascading Style Sheet
- Redefining HTML Tags Using Styles
- Creating a Dynamic Web Template
- Adding Editable Regions to a Dynamic Web Template
- Attaching a Dynamic Web Template

#### Understanding HTML

- Introduction to HTML
  - Using HTML
- Working with: Text, Paragraphs, Lists, Images, Pages, Tables, Hyperlinks, Bookmarks, Forms, Frames, & Cascading Style Sheets (CSS)

#### Advanced Topics

- Hiding, Displaying, and Moving Toolbars
- Customizing FrontPage's Toolbars
- Adding a Browser to the Browser Preview List
- Using the Ruler and Grid
- Using Code Snippets
- Using Layers
- Using Behaviors
- Using Detect and Repair