



FrontPage Intermediate

Course Outline



Course Synopsis:	Adding Special Features to Your Site – Using Office Documents; Publishing to a Web Site; Working with an Image; Adding Video and Sound; Working with Tables; Stylesheets; Creating Forms; Special Effects
Who Should Attend:	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.
Prerequisites:	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.
What You Will Learn:	The student will learn the structure of internal and external hyperlinks. They will also spend time creating Frames and utilizing FrontPage components and add-ins.
Time:	Class time is 9:00 a.m. - 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically scheduled from 12-1. Students provide their own lunch.
Location:	401 Lewis Hargett Cir. Suite #120 Lexington, KY 40503
Related Courses:	FrontPage Beginning
Goals:	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.
Registration:	You can register over the phone or online by emailing Rebecca Williams at rebeccawilliams@cts-ky.com or 859-277-1771



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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.

Working with Links and Navigation View

- Planning a Web Site
- Create a Link to Another Page in the Web Site
- Creating a Link to Another Page on the Internet
- Creating a Link within a Web Page
- Creating an E-mail Link
- Checking a Link
- Checking a Link in Reports View
- Removing a Link
- Creating a Link with an Interactive Button
- Previewing and Changing Interactive Buttons
- Using Hyperlinks View
- Using Navigation View and the Navigation Pane
- Adding a Page to a Web Site in Navigation View
- Removing a Page from a Web Site in Navigation View
- Adding Shared Borders
- Inserting Link Bars
- Changing Link Bar Properties

Working with Tables

- Using Tables for Page Layout
- Using Layout Tools
- Inserting a Table
- Modifying Table Properties
- Modifying Cell Properties
- Adding or Deleting Rows and Columns
- Changing Row Height or Column Width
- Merging and Splitting Cells
- Changing Alignment of Text in a Cell
- Adding and Image to a Table
- Formatting Cell Spacing
- Formatting Cell Padding
- Changing a Table's Borders
- Displaying Tables in Pixels or Percent
- Nesting Tables
- Adding a Background Color to a Table
- Adding and Background Image to a Table

Working with Frames

- Create Frames
- Add Pages to Frames
- Create Frame Targets
- Change Frame Properties
- Save Frames
- Exit Frames