

# FrontPage Level 2

<b>Audience</b>	This course is appropriate for those who are familiar with creating a basic web document in FrontPage. Students should also have a basic understanding of the HTML tags, how they are applied, and what they do in the HTML document. Students should be familiar with the HTML tags such as headings, simple formatting, hyperlinks, and graphics. (See outline for FrontPage Level 1.)
<b>Description</b>	The course uses a combination of lecture, demonstration, discussion, hands-on practice, and independent exercises to help students apply more sophisticated features to their web pages. Students enhance a web site with tables, frames, sound, video, and Web Components such as Hit Counters and Interactive Buttons. They also learn to create forms and how to manage and publish the web site. Students receive a reference manual to aid them in enhancing their own web page after class. This class does not include information on how to set up the hardware and software for the web site server.
<b>Objectives</b>	After completing the class, students should be able to: <ul style="list-style-type: none"><li>■ manage and publish webs with FrontPage,</li><li>■ spell check and verify links,</li><li>■ create and format tables in web pages,</li><li>■ create, position, and assign URLs to frames in web pages,</li><li>■ create and use templates to automate web page creation,</li><li>■ create and use styles and external style sheets to speed up web page creation,</li><li>■ use FrontPage Web Components to insert a table of contents, search the web, and create a hit counter and an interactive button,</li><li>■ create an input form,</li><li>■ modify form field and form properties,</li><li>■ send input of a form by email or to a database,</li><li>■ insert background sound and video clips into web pages,</li><li>■ set web page transitions,</li><li>■ create collapsible outlines.</li></ul>
<b>Length</b>	1 day

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## I. Creating and Managing Webs

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|------------------------------------|---|
| A. Using FrontPage (Review)        | E. Navigation View                      |
| B. Viewing Web Sites and Web Pages | F. Adding Navigation Bar/Shared Borders |
| C. Managing Web Pages              | G. Deleting a Web Site                  |
| D. Creating a Web Site             | H. Spell Check a Web Site               |
|                                    | I. Displaying Web Site Reports          |



- J. Managing Broken Links
- K. Viewing and Creating Tasks
- L. Publishing the Web Site

## **II. Tables**

- A. Creating Tables
- B. Inserting Table Contents
- C. Selecting Table Elements
- D. Adding/Deleting, Merging/Splitting Cells
- E. Formatting Table Elements
- F. Formatting Individual Cells of a Table
- G. Inserting Images into Tables
- H. Using Layout Tables and Cells (Optional)

## **III. Frames**

- A. What are Frames?
- B. Creating Frames using Templates
- C. Selecting a Frame Template
- D. Defining the Frame Pages
- E. Frame Properties
- F. (Optional) Target Frames

## **IV. Templates and Styles**

- A. Creating Custom Templates
- B. What is a Style?
- C. Working with Cascading Style Sheets
- D. Creating an Embedded Style
- E. Modifying an Embedded Style
- F. Creating an External Style Sheet
- G. Linking an External Style Sheet
- H. Using Dynamic Web Templates

## **V. Using FrontPage Components**

- A. Inserting the Date and Time
- B. What is a FrontPage Web Component?
- C. Inserting a FrontPage Web Component
- D. Using the Table of Contents Web Component
- E. Inserting a Search Form
- F. Adding an Interactive Button
- G. Using the Include Page Web Component
- H. Using the Hit Counter Web Component
- I. Using the Scheduled Picture Web Component (Optional)
- J. Using the Scheduled Include Page Component (Optional)
- K. Inserting Scripts

## **VI. Forms**

- A. What is a Form?
- B. Creating a Form
- C. Using the Form Page Wizard
- D. Inserting Form Fields Manually
- E. Properties of Text Input Fields
- F. Properties of Check Box and Option Buttons
- G. Properties of Drop-down Box Fields
- H. Properties of Push Buttons
- I. Sending Form Results by Email
- J. Sending Form Results to a Database

## **VII. Enhanced Features**

- A. What are Enhanced Features?
- B. Applying Sound
- C. Inserting Video Clips in Web Pages
- D. Modifying the Video Display
- E. Transitioning between Web Pages
- F. Creating Collapsible Outlines

## **Appendix – Creating Web Pages with Office**