swanston IT

Students will learn to implement navigation controls in different ways, to use advanced page formatting options (such as CSS and tables), to collect and incorporate data on web pages and to manage development using user accounts, source control and subwebs.

This training course is for experienced FrontPage users. Students should have experience of FrontPage, gained either from the workplace or through attendance on a 'FrontPage 2002 Introduction' course.

Duration: 1 day

This 1-day course will give students the skills needed to create and manage a website with FrontPage 2002.

Swanston IT Ltd

109/3 Swanston Steading
Edinburgh EH10 7DS

Tel: 0131 445 2552
Fax: 0131 445 5720

www.swanstonit.co.uk

Designing a Website

- Understand some of the issues involved in planning a new site
- Work in navigation view
- Add new and existing pages to a site
- Rename pages and use drag-and-drop to organise or re-structure pages
- Import files and folders into a web
- Analyse page download times and optimise graphics files
- Set browser compatibility options
- Set options for editing HTML

Customising Web Pages

- Position graphics on a page
- Position text on a page
- Add a background image to a web page
- Apply HTML and CSS character effects
- Apply indents and spacing to paragraphs
- Create hypertext rollover effects

Using Tables for Page Layout

- Add a table within a table
- Set table and cell properties, such as alignment, padding and spacing
- Centre an image or text within a table cell
- Apply table borders
- Add background shading or an image to an entire table and to individual table cells

Themes and Styles

- Understand the use of Cascading Style Sheets to format a web page
- Select a new theme and apply it to a website
- Apply and remove theme attributes
- Create a custom theme
- Apply a different theme to selected web pages
- Define a formatting style for basic HTML tags
- Define a custom class style

Shared Borders and Link Bars

- Create a shared border
- Edit content in a shared border
- Add and remove borders from selected pages
- Add a page banner to the top of a web page
- Add a link bar to the top of web pages
- Select/change levels of navigational buttons to include in a link bar

Working with Frames

- Create a frameset page
- Edit the content within a frame
- Change the target frame for hyperlinks
- Modify the layout of a frameset by resizing, adding and removing frames
- Change the properties of frames to use scroll bars, spacing, borders and so on

continued

Managing Web Development

- Recognise the differences between disk-based and server-based web development
- Install Internet Information Server and Microsoft SharePoint Services
- Create and open server-based webs
- Publish a website from one server to another
- Setup user accounts and roles with access rights
- Implement file source control during web page development
- Use subwebs to organise a website
- Import existing webs from a file system or the internet

Active Elements and Special Formatting

- Change FrontPage component properties
- Add a Hover button to a web page
- Edit a Hover button's transitional effect
- Add a search form
- Insert Office web components onto a page

Creating User Input Forms

- Create a data input form
- Add text boxes, check boxes, radio buttons, drop down pick lists and push buttons
- Set validation criteria for controls
- Save a form to an email
- Save a form to a file

Working with Databases

- Create a connection to a database
- Send form data to an Access database
- Display database records on a page using the Database Results Wizard
- Specify query criteria and sort options on data results
- Incorporate data access pages into a website