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## **MICROSOFT® OFFICE FRONTPAGE 2003: LEVEL 1**

**Course Description:** As you begin this course, you should have the skills you need to work with Microsoft Office applications, especially Microsoft Word. This includes creating and editing documents that contain text, tables, and images. Now you're ready to use a graphical application to create Web sites and Web pages. In this course, you will use Microsoft FrontPage 2003 to design, develop, and deploy Web sites that can be viewed on any Web-enabled computer around the world. FrontPage 2003: Level 1 is for someone who wants to create Web sites and Web pages in a graphical application. It is a prerequisite for taking the FrontPage 2003: Level 2 course.

### **Course Content**

#### **Lesson 1 : Creating a Web**

Topic: Lesson Introduction  
Topic: Overview of Web Development  
Topic: Create a New Web Site  
Topic: Create and Format Web Page  
Text  
Topic: Create Pages  
Topic: Import Web Pages  
Topic: Lab: Creating a New Web Site and Home Page

#### **Lesson 2: Adding Images**

Topic: Lesson Introduction  
Topic: Add a Picture to a Web Page  
Topic: Edit a Picture  
Topic: Add a New Drawing  
Topic: Add a Photo Gallery  
Topic: Modify a Photo Gallery  
Topic: Lab: Adding Photos to a Web Site

#### **Lesson 3: Creating Links**

Topic: Lesson Introduction  
Topic: Add Hyperlinks  
Topic: Add Bookmark Links  
Topic: Link from an Image  
Topic: Lab: Connecting Pages in a Web Site

#### **Lesson 4: Adding Tables**

Topic: Lesson Introduction  
Topic: Insert a Table  
Topic: Set Table Properties  
Topic: Set Cell Properties  
Topic: Edit Table Structure  
Topic: Split Tables  
Topic: AutoFormat a Table  
Topic: Lab: Adding a Table to a Page

Topic: Lesson Follow Up

#### **Lesson 5: Formatting a Web Page**

Topic: Lesson Introduction  
Topic: Apply a Theme  
Topic: Customize a Theme  
Topic: Creating and Formatting with Styles  
Topic: Set the Background  
Topic: Test in Multiple Browsers  
Topic: Lab: Formatting a Web Page

#### **Lesson 6: Designing Your Web Pages**

Topic: Lesson Introduction  
Topic: Design a Web Page Layout  
Topic: Lay Out a Web Page with Tables  
Topic: Create and Apply a Dynamic Web Template  
Topic: Lab: Laying Out a Page with a Table

#### **Lesson 7: Structuring a Web Site with Navigation View**

Topic: Lesson Introduction  
Topic: Create a Navigation Structure  
Topic: Modify a Navigation Structure  
Topic: Remove a Web Page from a Web's Navigation Structure  
Topic: Lab: Creating a Web Navigation View

#### **Lesson 8: Publishing a Web**

Topic: Lesson Introduction  
Topic: Prepare Your Web Site for Publishing  
Topic: Publish Your Web  
Topic: Publish a Web Site from One Location to Another