



## Microsoft FrontPage – Expert Level

### Getting Started

- Opening Microsoft FrontPage
- FrontPage Views and Parts of the Screen
- FrontPage Wizards and Templates

### Adding Content and Formatting

- The HTML, Head, Title and Body Tags
- Entering and Formatting Text
- Page and Paragraph Formatting
- Ordered, Unordered and Definition Lists
- Creating Bookmarks, Hyperlinks and Table of Contents
- Cascading Style Sheets (CSS): Inline, Embedded & External Styles Sheets / Themes
- Adding a Hit Counter

### Images and Animation

- Image Formats: GIF, JPEG, PNG, Interlacing Images, How graphics affect your web
- Adding and Manipulating Graphics – The Picture Toolbar – Picture Properties
- Resizing, Resampling and Creating Thumbnails
- Creating an Image Map – Adding hotspots to a graphic
- Marquees, Hover Buttons, Banner Ads, DHTML, Transitions

### Working with Tables

- Ways to create a table
- Customizing Tables

### Navigating, Shared Borders and Frames

- Shared Borders
- Setting up Navigation: Navigation Bars and Navigation View
- Frames

### Working with Microsoft Office and Forms

- Saving Office Applications as HTML and Creating Hyperlinks
- Databases Connections, Importing from Access & Excel, Database Results Wizard
- Let Visitors Search For Information or Add Information to a Database Using Forms

### Publishing

- Managing Tasks – Using the Tasks View
- Using the Reports and Hyperlinks Views
- Publishing