

# Microsoft FrontPage 2003 - Module 1

**Course Duration:** 1 day

**Prerequisites:** Microsoft Windows

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## The Fundamentals

Introduction to FrontPage  
Introduction to the World Wide Web  
Starting Microsoft FrontPage  
Understanding the FrontPage Screen  
Using Menus and Toolbars  
Using Hyperlinks  
Keystroke and Right Mouse Button Shortcuts  
Opening and Closing a Web Page  
Getting Help and Using the "What's This" Button

## Creating Web Pages & Web Sites

Creating a Blank Web Page  
Create a Web Page from a Template  
Create a New Web Site Using a Template  
Creating a New Web Site with a Wizard  
Importing Files and Folders  
Importing an Existing Web Page from the Internet  
Inserting and Deleting Text  
Understanding How Web Pages are Saved  
Saving a Web Page  
Cutting, Copying, and Pasting Text  
Moving and Copying Text with Drag and Drop  
Finding and Replacing Text  
Working with Paragraphs and Line Breaks  
Inserting Text from a File  
Correcting Your Spelling  
Using Undo and Redo

## Working with Web Pages

Working with the Views Panel  
Working with Web Pages in Different Page Views  
Using the Folder List  
Navigate Web Pages  
Printing a Web Page  
Displaying a Web Page in a Web Browser  
Changing the Title of a Web Page  
Renaming a Web Page  
Deleting a Web Page

## Formatting Web Pages

Bold, Italicize, or Underline Text  
Changing Font Type, Size and Color

Using the Font Dialog Box  
Changing Paragraph Alignment  
Using the Format Painter  
Indenting Text  
Creating Bulleted and Numbered Lists  
Changing the Background color  
Applying a Theme

## Working with Images

Adding an Image from a file  
Adding a ClipArt Image  
Resize and Move an Image  
Copying and Cropping an image  
Adding a Border to an Image  
Aligning an Image with Text  
Positioning an Image  
Adding a Background Image  
Creating a Thumbnail Image  
Adding Alternative Text to an Image  
Adding a Hyperlink to an Image  
Working with Image Hotspots  
Changing Image File Formats

## Working with Links and Navigation View

Planning a Web Site  
Create a Link to Another Page in the Web Site  
Create a Link to Another Page on the Internet  
Crate a Link within a Web Page  
Create an E-mail Link  
Check a Link in Preview View  
Create a Link with a Hover Button  
Creating Image Hover Buttons  
Previewing Hover Buttons  
Check a Link in Reports View  
Remove a Link  
Using the Hyperlinks View  
Using Navigation View  
Add a Page to a Web Site in Navigation view  
Remove a Page from a Web Site in Navigation view  
Add Shared Borders  
Add Navigation Bars and Change Properties