

# Microsoft FrontPage 2003 - Module 2

Course Duration: 1 day

Prerequisites: Microsoft FrontPage Module 1

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## Working with Tables

Using Tables for Page Layout  
Inserting a Table  
Modifying Table Properties  
Modifying Cell Properties  
Adding or Deleting Rows and Columns  
Changing Row Height or Column Width  
Merging and Splitting Cells  
Changing Alignment of Text in a Cell  
Adding an Image to a Table  
Formatting Cell Spacing  
Formatting Cell Padding  
Changing a Table's Borders  
Displaying Tables in Pixels or Percent  
Nesting Tables  
Adding a Background Color to a Table  
Adding a Background Image to a Table

## Working with Frames

Create Frames  
Add Pages to Frames  
Create Frame Targets  
Change Frame Properties  
Save Frames  
Exit Frames

## Creating Forms

Set Up a Form  
Add a Text Box  
Add Check Boxes  
Add Option Buttons  
Add a Drop-Down Box  
Access Form Results

## Formatting with Cascading Style Sheets

Creating and Applying a Custom Style  
Applying a Style  
Modifying a Style  
Creating and Linking a Cascading Style Sheet  
Redefining HTML Tags Using Styles

## Manage Web Pages

Add a Task  
View and Edit Tasks  
Start or Delete a Task  
Using Reports View

## Publishing Web Pages

Choose a Web Presence Provider  
Pre-publish Task List  
Change a Web Site's Page Options  
Specify Keywords for a Web Page  
Transfer Web Pages to the Web Server  
Promote Your Web Site

## Using Web Components

Understanding Web Components  
Inserting FrontPage Components  
Inserting a Spreadsheet Component  
Using the Commands and Options Dialog Box  
Importing Data into a Spreadsheet Component  
Inserting an Office Chart  
Inserting a Pivot Table

## Understanding HTML

Introduction to HTML  
Using HTML  
Working with Text  
Working with Paragraphs  
Working with Lists  
Working with Images  
Working with Pages  
Working with Tables  
Working with Hyperlinks and Bookmarks  
Working with Forms  
Working with Frames  
Working with Cascading Style Sheets (CSS)