



## **MICROSOFT FRONTPAGE 2003 BEGINNERS COURSE OUTLINE**

### **1. Introduction to FrontPage 2003**

- What is FrontPage 2003?
- Creating new Pages
- Page Properties

### **2. The FrontPage 2003 Interface**

- FrontPage 2003 workspace
- Changing Windows

### **3. FrontPage 2003 - Toolbars**

- The Standard Toolbar
- The Formatting Toolbar

### **4. FrontPage 2003 - Text**

- Working with Text
- Adding text
- Editing text
- Creating Bulleted lists

### **5. FrontPage 2003 - Working with colours**

- Picking colours
- Using the Colour dialog box

### **6. FrontPage 2003 - Images**

- Working with images
- Adding images
- Using Jpg files
- Using Gif files

## **7. FrontPage 2003 - Links**

- Using Hyperlinks
- Using Email Links

## **8. FrontPage 2003 - Tables and Cells**

- Working with Tables
- Working with Cells

## **9. FrontPage 2003 - Productivity**

- Working With Web Pages
- Using text and Graphics
- Linking Pages

## **10. FrontPage 2003 - Publishing**

- Publishing a Site