

Duration: 5 hours

Course level: Introductory

Delivery method: Online

Introduction

In 2005, 70% of businesses reported having a website, while one in three (31%) had an intranet.

Potential customers will expect to find any reputable business on the internet, so not having a website puts the credibility of your business at risk.

FrontPage 2000 is a website creation and management tool that allows users to create and manage exactly the kind of site they want, whether it's creating a small business site, a fully-fledged corporate site, or even an intranet.

This course teaches all the main functions of **FrontPage 2000**.

Who is the course for?

FrontPage 2000 is ideal for anyone with responsibility for creating or maintaining a website using FrontPage. It is intended for people who have little or no previous experience with FrontPage.

There aren't any formal entry requirements, but some familiarity with computers and Microsoft Windows is expected.

What will you get from this course?

When you have completed this course, you will be able to:

- use FrontPage to create simple web pages and sites
- use automated functions like Web Wizard, formatting, templates, hyperlinks and graphics to create complete websites
- publish the website to the internet.

Course features

You can start your online course straight away and access it at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

Simple instructions guide you through a series of step-by-step, simulated activities and a number of consolidation tasks help you to practise what you have learnt. You are in control at all times, so you can work through the course at your own pace and focus on the modules you are most interested in, or least familiar with.

The course includes a number of exercises to test your understanding of the course content, as well as an online test on specific tasks within FrontPage.

You can use this test as a diagnostic tool, to help you decide which modules you need to concentrate on before you start the course, or as an end-of-course assessment, to put your newly-acquired knowledge to the test.

Course modules

1. FrontPage 2000 Basics

Introducing FrontPage
Views and Icons

2. Formatting

Templates and Formatting
Automated Formatting
Using the Web Wizard
Opening, Saving and Closing

3. Hyperlinks, Graphics and Importing

Creating Hyperlinks
Working with Images
Adding a Background
Importing Elements

4. Proofing Tools and Publishing

Working with Folders
Proofing Tools
Publishing to the Web

Other courses you might be interested in

Microsoft Access 2000
Microsoft Excel 2000
Microsoft Word 2000
Microsoft Project 2000

ECDL 7 – Electronic Communication
Marketing
Legalities of eCommerce
eMarketing

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