

## Microsoft® Office FrontPage® 2003: Level 2

**Course length:** 1.0 day(s)

### Course Description

You have created Web pages with text, graphics, and tables. However, you need to add more complex features, dynamic components, and to enable two-way interaction with your Web site's visitors. In this course, you will use Microsoft® Office FrontPage® 2003's graphical and convenient tools to add these features to your Web site.

**Course Objective:** You will enhance the functionality and usability of your Web site using Microsoft® Office FrontPage tools.

**Target Student:** This course is designed for students needing the skills to enhance and manage his or her web's functionality and usability.

**Prerequisites:** Students taking this course should be familiar with using the Internet. Furthermore, students should have taken the Microsoft® FrontPage® 2003: Level 1 course from Element K or have equivalent knowledge. Recommended, though not required, is the Microsoft® Access 2003: Level 1 course.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Use frames to display several pages of Web content within a single browser window.
- Add user navigation components to your site, including search, image maps, and a table of contents.
- Create Web forms and save collected data to a file and a database.
- Add dynamic content to Web pages.
- Manage workgroup-based development of FrontPage webs.
- Maintain a site with FrontPage tools.

## **Course Content**

### **Lesson 1: Laying Out a Page with Frames**

Topic 1A: Create Frames Pages

Topic 1B: Add Links to Frames Pages

Topic 1C: Modify Frames

Topic 1D: Create an Inline Frame

### **Lesson 2: Adding User Navigation Components**

Topic 2A: Add Search Capabilities

Topic 2B: Create an Image Map

Topic 2C: Insert a Link Bar

Topic 2D: Create a Table of Contents

### **Lesson 3: Working with Forms**

Topic 3A: Create a Form

Topic 3B: Modify Field Properties

Topic 3C: Send Form Data to a File

Topic 3D: Send Form Data to a Database

Lesson 4: Displaying Dynamic Content

### **Topic 4A: Share Content Between Pages**

Topic 4B: Add an Interactive Button

Topic 4C: Swap Images

Topic 4D: Display Database Information on a Page

Topic 4E: Insert Redirect Meta Tags

Topic 4F: Add a Chart

### **Lesson 5: Managing Workgroup Development**

Topic 5A: Manage Tasks

Topic 5B: Manage Files with Source Control

Topic 5C: Manage a File's Review Status

Topic 5D: Secure a Web

### **Lesson 6: Maintaining a Site**

Topic 6A: Manage Web Folders

Topic 6B: Manage Web Files

Topic 6C: Correct Broken Hyperlinks

Topic 6D: Analyze a Web's Usage

Topic 6E: Display a Top 10 List for Visitors

Topic 6F: Change Default Document