Microsoft Office FrontPage 2003: Level 1

Course Overview:

As you begin this course, you should have the skills you need to work with Microsoft Office applications, especially Microsoft Word. This includes creating and editing documents that contain text, tables, and images. Now you're ready to use a graphical application to create Web sites and Web pages. In this course, you will use Microsoft FrontPage 2003 to design, develop, and deploy Web sites that can be viewed on any Web-enabled computer around the world. FrontPage 2003: Level 1 is for someone who wants to create Web sites and Web pages in a graphical application. It is a prerequisite for taking the FrontPage 2003: Level 2 course.

Course Objective: In this course, you will create and publish a Web site using Microsoft FrontPage 2003.

Lesson: Course Introduction

Topic: Course Introduction

Topic Overview:

This will introduce you to the course content.

Topic Objective: In this topic, you will identify the relevance of the course-content.

Topics Covered:

 Identify the relevance of the course content

Lesson: Creating a Web

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

 Identify the relevance of the lesson content

Topic: Overview of Web Development

Topic Overview:

You're ready to start using FrontPage 2003 to create a Web site. Before you dive in, you'll need to understand a few Web development concepts. In this topic, you'll discover some of the basic principles of Web design and explore the FrontPage 2003 application environment.

Topic Objective: In this topic, you will list and describe the steps required to properly develop and deploy a Web site.

Topics Covered:

 List and describe the steps required to properly develop and deploy a Web site

Topic: Create a New Web Site

Topic Overview:

Now that you've explored the FrontPage environment and the Web creation process, you're ready to apply your knowledge to start creating your own Webs. In this topic, you'll use a FrontPage template to create a new FrontPage Web site.

Topic Objective: In this topic, you will create a new FrontPage web.

Topics Covered:

 Create a new FrontPage Web

Topic: Create and Format Web Page Text

Topic Overview:

You've created a FrontPage Web and a new Web page. The next logical step in the development process is to add some content to your Web page. In this section, you'll add text to your Web pages.

Topic Objective: In this topic, you will add text to a Web page.

Topics Covered:

 Add text to a Web page

Topic: Create Pages

Topic Overview:

You've created a Web site and a Web page that contains formatted text. To facilitate the organization and presentation of more information, your site will probably need to contain more than one page. In this section, you'll add pages to your site.

Topic Objective: In this topic, you will create a Web page.

Topics Covered:

 Create a Web page

Topic: Import Web Pages

Topic Overview:

You've created a Web site that contains several new pages. As you're developing your Web site, you're likely to discover that your co-workers or friends have created Web pages that you'd like to include in your site. In this topic, you'll import existing Web pages into your FrontPage Web.

Topic Objective: In this topic, you will import existing Web pages into the FrontPage Web.

Topics Covered:

 Import existing Web pages into the FrontPage Web

Topic: Lab: Creating a New Web Site and Home Page

Topic Overview:

You will be given a scenario and high-level steps to create a new web site and home page.

Topic Objective: Create a new web site and home page.

Topics Covered:

 Create a new Web site and home page

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

Summarize what you learned throughout this lesson

Lesson: Adding Images

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

 Identify the relevance of the lesson content

Topic: Add a Picture to a Web Page

Topic Overview:

Your ultimate goal is to create a complete Web site. Almost any Web site would be incomplete without graphics and pictures. In this topic, you'll add a picture to a Web page.

Topic Objective: In this topic, you will add a picture to a Web page.

Topics Covered:

 Add a picture to a Web page

Topic: Edit a Picture

Topic Overview:

Now that you've added an image to a Web page, you'll probably want to make some simple changes to the images appearance. In this topic, you'll edit a picture in FrontPage.

Topic Objective: In this topic, you will use FrontPage to edit an image.

Topics Covered:

 Use FrontPage to edit an image

Topic: Add a New Drawing

Topic Overview:

You've added images to your Web pages and edited existing images. Next, you may want to create your own graphics to add to your site. In this topic, you'll create a graphic right in FrontPage.

Topic Objective: In this topic, you will add a new drawing to a Web page.

Topics Covered:

 Add a new drawing to a Web page

Topic: Add a Photo Gallery

Topic Overview:

You've added pictures and graphics to your Web site. Next, you may want to create a photo gallery to display your pictures. In this topic, you'll use a FrontPage tool to automatically create a photo gallery.

Topic Objective: In this topic, you will add a Photo Gallery to a Web page.

Topics Covered:

 Add a photo gallery to a Web page

Topic: Modify a Photo Gallery

Topic Overview:

You've used the FrontPage component tool to automatically create a photo gallery. Now, you're likely to want to make some changes to the gallery. In this topic, you'll modify an existing photo gallery.

Topic Objective: In this topic, you will modify a photo gallery.

Topics Covered:

 Modify a photo gallery

Topic: Lab: Adding Photos to a Web Site

Topic Overview:

You will be given a scenario and high-level steps to add photos to a web site.

Topic Objective: Add photos to a web site.

Topics Covered:

Add photos

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

 Summarize what you learned throughout this lesson

Lesson: Creating Links

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

 Identify the relevance of the lesson content

Topic: Add Hyperlinks

Topic Overview:

You have a Web site that includes pages with images and text. One characteristic of a Web site is that its pages are connected to each other through hyperlinks. Your next task is to link the pages of your site together by adding hyperlinks.

Topic Objective: In this topic, you will add hyperlinks to Web pages.

Topics Covered:

 Add hyperlinks to Web pages

Topic: Add Bookmark Links

Topic Overview:

You've added links that connect several of the pages in your Web site. Bookmark are another type of link that you are likely to use. In this topic, you'll add bookmark links to a Web page.

Topic Objective: In this topic, you will add bookmark links.

Topics Covered:

Add bookmark links

Topic: Link from an Image

Topic Overview:

Your Web pages now contain text links and bookmark links. The next type of link that you'll want to employ is the image link. In this topic, you'll add links to images.

Topic Objective: In this topic, you will add a link to an image.

Topics Covered:

Add a link to an image

Topic: Lab: Connecting Pages in a Web Site

Topic Overview:

Connecting pages in a web site.

Topic Objective: Connect pages in a web site.

Topics Covered:

Connect pages in a web site

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

 Summarize what you learned throughout this lesson

Lesson: Adding Tables

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

 Identify the relevance of the lesson content

Topic: Insert a Table

Topic Overview:

Inserting a table is the first step in organizing content on a page. With a table, content such as text and pictures can be arranged however you want it.

Topic Objective: In this topic, you will add a table to a Web page.

Topics Covered:

 Add a table to a Web page

Topic: Set Table Properties

Topic Overview:

You have discovered that tables are a powerful tool for positioning items in a page. But tables can do more than position items on a page. Now you're ready to manipulate the properties of a table in FrontPage.

Topic Objective: In this topic, you will set the properties of a table.

Topics Covered:

 Set the properties of a table

Topic: Set Cell Properties

Topic Overview:

You have added tables to your Web pages and manipulated the properties of a table. Because tables are composed of individual cells, the next step is to set the properties of the individual table cells.

Topic Objective: In this topic, you will set the properties of a table cell.

Topics Covered:

 Set the properties of a table cell

Topic: Edit Table Structure

Topic Overview:

You've created a table and modified the table and cell properties. There is more to manipulating tables than modifying the individual table components. The next task that you might want to attempt is to edit the structure of a table.

Topic Objective: In this topic, you will change the structure of a table.

Topics Covered:

 Change the structure of a table

Topic: Split Tables

Topic Overview:

You've succeeded in displaying Web page content in tables and in merging and splitting Web cells, rows, and columns. You may also want to manipulate entire tables in the same way. In this section, you'll split a single table into two smaller, more manageable tables.

Topic Objective: In this topic, you will split a table into multiple tables.

Topics Covered:

 Split a table into multiple tables

Topic: AutoFormat a Table

Topic Overview:

You've created tables and manipulated individual table and cell properties. FrontPage also provides tools to configure tables in a single step. You're ready to use FrontPage to create an auto-formatted table.

Topic Objective: In this topic, you will apply AutoFormat to format a table.

Topics Covered:

 Apply AutoFormat to format a table

Topic: Lab: Adding a Table to a Page

Topic Overview:

Adding a table to a page.

Topic Objective: Add a table to a page.

Topics Covered:

 Add tables

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

 Summarize what you learned throughout this lesson

Lesson: Formatting a Web Page

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

Identify the relevance of the lesson content

Topic: Apply a Theme

Topic Overview:

You've created a variety of Web pages with different formatting. You'd probably like to make your pages look like they all belong to the same Web site. The simplest way to give your Web pages a common look-and-feel is to apply a theme.

Topic Objective: In this topic, you will apply a theme to a Web page.

Topics Covered:

Apply a theme to a Web page

Topic: Customize a Theme

Topic Overview:

Now that you've added a theme to your pages, you may want to make some modifications to the theme. In this topic, you'll create a custom theme.

Topic Objective: In this topic, you will customize an existing theme.

Topics Covered:

Customize an existing theme

Topic: Creating and Formatting with Styles

Topic Overview:

You've used themes to specify your Web pages fonts and colors. CSS is another way of automatically formatting your pages fonts and colors. In this section, you'll use CSS to apply your own fonts and colors to pages.

Topic Objective: In this topic, you will use CSS to format a paragraph.

Topics Covered:

Use CSS to format a paragraph

Topic: Set the Background

Topic Overview:

You've used a theme to format the fonts and colors of your page. Although background colors are part of themes, you can set the background of a page without applying an entire theme. The next step in the development of your Web pages is to set the background color or image.

Topic Objective: In this topic, you will set the background.

Topics Covered:

 Set the background

Topic: Test in Multiple Browsers

Topic Overview:

You've created a wide range of Web pages. Given that your users may view these pages in a range of different computer environments, you may want to test your pages in different browsers. In this topic, you'll test your pages in multiple browsers.

Topic Objective: In this topic, you will test Web pages in multiple browsers.

Topics Covered:

 Test Web pages in multiple browsers

Topic: Lab: Formatting a Web Page

Topic Overview:

Formatting a web page.

Topic Objective: Format a web page.

Topics Covered:

 Format a Web page

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

Summarize what you learned throughout this lesson

Lesson: Designing Your Web Pages

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

Identify the relevance of the lesson content

Topic: Design a Web Page Layout

Topic Overview:

You have used several Web development techniques to develop pages that incorporate text, images, tables, and Web components. Next, you'll explore techniques for bringing all of these elements together in a well-designed Web page layout.

Topic Objective: In this topic, you will design a Web page layout.

Topics Covered:

Design a Web page layout

Topic: Lay Out a Web Page with Tables

Topic Overview:

You have just designed a page layout. Once you have a page layout in mind you'll want to implement it in an actual Web page. In this section, you'll use tables to implement your layout design in a Web page.

Topic Objective: In this topic, you will layout a Webpage using tables.

Topics Covered:

Lay out a Web page using tables

Topic: Create and Apply a Dynamic Web Template

Topic Overview:

You've used a table to layout components in a Web page. While tables are one means of creating a repeatable layout, dynamic Web templates are a better way of creating a repeatable layout. The next task you're likely to undertake is to create and apply a Dynamic Web Template.

Topic Objective: In this topic, you will create and apply a FrontPage template.

Topics Covered:

Create and apply a FrontPage template

Topic: Lab: Laying Out a Page with a Table

Topic Overview:

Layout a page with a table.

Topic Objective: Layout a page with a table.

Topics Covered:

Lay out a page with a table

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

Summarize what you learned throughout this lesson

Lesson: Structuring a Web Site with Navigation View

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

Identify the relevance of the lesson content

Topic: Create a Navigation Structure

Topic Overview:

You have developed a range of Web pages in a Web site. A Web site has a natural hierarchical structure, starting with the home page. The first step in structuring your site is to create a navigation structure.

Topic Objective: In this topic, you will create a navigation structure for a Web site.

Topics Covered:

Create a navigation structure for a Web site

Topic: Modify a Navigation Structure

Topic Overview:

You've created a site navigation structure that graphically displays the structure of your site. After you've created a navigation structure, you may need to make modifications to the navigation structure. In this section, you'll change the navigation structure of your Web site.

Topic Objective: In this topic, you will change the navigation structure of a Web site.

Topics Covered:

Change the navigation structure of a Web site

Topic: Remove a Web Page from a Webs Navigation Structure

Topic Overview:

You've created a navigation structure to help manage your site and you've modified your sites navigation structure. Although you add pages to a site over time, you may also need to delete pages from the site. Next, you'll remove a page from the navigation structure.

Topic Objective: In this topic, you will remove a Web page from navigation structure.

Topics Covered:

 Remove a Web page from the navigation structure

Topic: Lab: Creating a Web Navigation View

Topic Overview:

Create a web navigation view

Topic Objective: Create a web navigation view.

Topics Covered:

 Create a Web navigation view

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

 Summarize what you learned throughout this lesson

Lesson: Publishing a Web

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

 Identify the relevance of the lesson content

Topic: Prepare Your Web Site for Publishing

Topic Overview:

Your Web pages are almost ready for publishing. But before you can publish, there are a few tasks that you should take care of. In this section, you'll prepare your Web site for publishing by checking spelling and using FrontPages smart find and replace.

Topic Objective: In this topic, you will prepare a Web for publishing.

Topics Covered:

 Prepare a Web for publishing

Topic: Publish Your Web

Topic Overview:

Now that your site has been spell-checked and finalized, you ready to make it available to your end users. Typically, this involves uploading the site to a Web server. In this section, you'll publish your Web.

Topic Objective: In this topic, you will publish your Web a to Web server.

Topics Covered:

 Publish your Web a to Web server

Topic: Publish a Web Site from One Location to Another

Topic Overview:

Now that you've published your Web site to a Web server, you may need to publish it to a different location in order to create a backup copy of the site. In this section, you'll publish a Web site from one location to another.

Topic Objective: In this topic, you will publish a Web site from one location to another.

Topics Covered:

 Publish a Web site from one location to another

Topic: Lab: Finalizing and Publishing a Web Site

Topic Overview:

Finalizing and Publishing a Web Site

Topic Objective: Finalizing and Publishing a Web Site

Topics Covered:

 Finalize and Publish a Web Site

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

 Summarize what you learned throughout this lesson

MicrosoftOffice FrontPage 2003: Level 2

Course Overview:

You have created Web pages with text, graphics, and tables. However, you need to add more complex features, dynamic components, and enable two-way interaction with your Web sites visitors. In this course, you will use FrontPage 2003s graphical and convenient tools to add these features to your Web site. Someone needing the skills to enhance and manage his or her webs functionality and usability.

Course Objective: In this course, you will enhance the functionality and usability of your Web site using FrontPage tools.

Lesson: Course Introduction

Topic: Course Introduction

Topic Overview:

This will introduce you to the course content.

Topic Objective: In this topic, you will identify the relevance of the course-content.

Topics Covered:

 Identify the relevance of the course content

Lesson: Laying Out a Page with Frames

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

 Identify the relevance of the lesson content.

Topic: Create Frames Pages

Topic Overview:

You can use many different techniques to create the layout of your page and to define its graphical look and feel. Frames are one such page layout tool that you can use. In this lesson, you will use frames to display several pages of content in a single window.

Topic Objective: In this topic, you will use frames to display several pages of content in a single window.

Topics Covered:

 use frames to display several pages of content in a single window.

Topic: Add Links to Frames Pages

Topic Overview:

You have created a framed document, one in which multiple pages are displayed at once in the browser window. As with any Web page, to be useful, your frames pages must contain properly working links. In this topic, you will add links to your frames pages so that the targets of those links are loaded appropriately by the browser.

Topic Objective: In this topic, you will add links to pages within a frames structure so that those links target the correct frame or window.

Topics Covered:

 add links to pages within a frames structure so that those links target the correct frame

or window.

Topic: Modify Frames

Topic Overview:

You have created a frames page. But now your needs change or you want a new arrangement of frames. Do you need to throw out all your past work and begin again from scratch Fortunately, no. In this topic, you will modify the properties of a frames page and its frames.

Topic Objective: In this topic, you will modify the properties of a frames page and its frames.

Topics Covered:

 modify the properties of a frames page and its frames.

Topic: Create an Inline Frame

Topic Overview:

You have laid out your pages with frames and created banner frames. Inline frames are another popular use of frames. In this topic, you will create an inline frame and display content within it.

Topic Objective: In this topic, you will insert an inline frame and modify its properties so that it displays content within the frame.

Topics Covered:

 insert an inline frame and modify its properties so that it displays content within the

frame.

Topic: Creating a Frames-based Layout

Topic Overview:

You will be given a scenario and high-level steps to create a Frames-based layout.

Topic Objective: You will create a Frames-based layout.

Topics Covered:

 Creating a Frames-based layout.

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

 Summarize what you learned throughout this lesson.

Lesson: Adding User Navigation Components

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

 Identify the relevance of the lesson content.

Topic: Add Search Capabilities

Topic Overview:

Most professionally produced Web sites include search features. Users will probably expect search capabilities on your Web site. In this topic, you will add search features so that visitors to your Web site can search your site for the information they need.

Topic Objective: In this topic, you will add search Web components that enable visitors to locate content in your FrontPage site.

Topics Covered:

 add search Web components that enable visitors to locate content in your FrontPage site.

Topic: Create an Image Map

Topic Overview:

You have created links using text and graphics as the anchor. But there is another way to use an image as a link. In this topic, you will create an image map.

Topic Objective: In this topic, you will create an image map.

Topics Covered:

 create an image map.

Topic: Insert a Link Bar

Topic Overview:

You have added image maps to your site. But how will visitors who cannot view your graphics or connect over a slow Internet connection navigate your site. In this topic, you will add a link bar to your site to meet those users' needs.

Topic Objective: In this topic, you will insert a link bar FrontPage component.

Topics Covered:

 insert a link bar FrontPage component.

Topic: Create a Table of Contents

Topic Overview:

You have added links, search features, image maps, and link bars to your site. There is yet one more navigation component that you could add to your site to provide users with the means of locating the information they need. In this topic, you will add a table of contents to your site.

Topic Objective: In this topic, you will create a table of contents to aid users in navigating your site.

Topics Covered:

 create a table of contents to aid users in navigating your site.

Topic: Adding Navigation Components to a Web

Topic Overview:

You will be given a scenario and high-level steps to add navigation components to a Web.

Topic Objective: You will add navigation components to a Web.

Topics Covered:

 Adding navigation components to a Web.

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

 Summarize what you learned throughout this lesson.

Lesson: Working with Forms

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

 Identify the relevance of the lesson content.

Topic: Create a Form

Topic Overview:

With forms, you can enable two-way communication with your users. Before you can add advanced features to your form, you must create a basic form. In this topic, you will add a form to a Web page.

Topic Objective: In this topic, you will create a form.

Topics Covered:

 create a form.

Topic: Modify Field Properties

Topic Overview:

You have added a form to a page. However, it might not meet your needs yet. You might need to customize the fields within your form to match your Web pages design or information gathering needs. In this topic, you will modify field properties to create a customized form.

Topic Objective: In this topic, you will modify the properties of form fields.

Topics Covered:

 modify the properties of form fields.

Topic: Send Form Data to a File

Topic Overview:

You have built a form and customized it to your information collection needs. But at this point, you have not specified where the data you collect should be stored. In this topic, you will send the data collected from your form to a file on the Web server.

Topic Objective: In this topic, you will modify a form so that its data is stored in a file on the Web server.

Topics Covered:

 modify a form so that its data is stored in a file on the Web server.

Topic: Send Form Data to a Database

Topic Overview:

You have saved form data to a text file. That technique might not be sufficient if you have to gather lots of data or need to manipulate the data in some way. In this topic, you will configure a form to store the data it collects in a database on your Web server.

Topic Objective: In this topic, you will modify a form so that its data is stored in a database on the Web server.

Topics Covered:

 modify a form so that its data is stored in a database on the Web server.

Topic: Creating a Form

Topic Overview:

You will be given a scenario and high-level steps to create a form.

Topic Objective: You will create a form.

Topics Covered:

 Creating a form.

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

Summarize what you learned throughout this lesson.

Lesson: Displaying Dynamic Content

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

 Identify the relevance of the lesson content.

Topic: Share Content Between Pages

Topic Overview:

Most certainly you have had to re-type or copy information from one page to another page. The process was probably time-consuming and error-prone. In this topic, you will share content among Web pages so that you don't have to rely on copy and paste or typing.

Topic Objective: In this topic, you will include an existing pages contents in another Web page.

Topics Covered:

 include an existing pages contents in another Web page.

Topic: Add an Interactive Button

Topic Overview:

You have added graphics, links, and included page contents dynamically. Another form of dynamic content that you can add to a page is an interactive button, one that reacts to users actions. In this topic, you will add an interactive button to a Web page.

Topic Objective: In this topic, you will add an interactive button to your Web page.

Topics Covered:

 add an interactive button to your Web page.

Topic: Swap Images

Topic Overview:

Dynamic image effects are one of the most popular dynamic effects on the Web. You have created a similar effect with interactive buttons, but you could not use that technique to enable users to view multiple photos in the same location on the page by clicking a button or pointing a mouse. In this topic, you will swap images displayed on the page when a user takes any one of several actions.

Topic Objective: In this topic, you will add an interactive image to your Web page.

Topics Covered:

 add an interactive image to your Web page.

Topic: Display Database Information on a Page

Topic Overview:

The dynamic effects that you have added so far have created visually animated effects, but the information you displayed with them was static. You can make your data dynamic by displaying information that you retrieve from a database. In this topic, you will display database information on a Web page.

Topic Objective: In this topic, you will display data stored in a database on a Web page.

Topics Covered:

 display data stored in a database on a Web page.

Topic: Insert Redirect Meta Tags

Topic Overview:

You have added various dynamic effects, such as interactive images and database results, to your Web pages. One of the earliest-invented techniques for adding dynamic effects to a Web page is to force the browser to reload the current page or direct it to load another. In this topic, you will insert redirect meta tags to force the browser to do just that.

Topic Objective: In this topic, you will cause a Web page to automatically load a different Web page after a specified delay.

Topics Covered:

 cause a Web page to automatically load a different Web page after a specified delay.

Topic: Add a Chart

Topic Overview:

Some data is best conveyed as a chart. You have worked with charts in Word and perhaps other Office programs. But you have not put charts to use in your Web pages. In this topic, you will add an Office chart to your Web page to display data graphically.

Topic Objective: In this topic, you will display data in a chart by using the Office Chart Web component.

Topics Covered:

 display data in a chart by using the Office Chart Web component.

Topic: Adding Dynamic Content to a Web

Topic Overview:

You will be given a scenario and high-level steps to add dynamic content to a Web.

Topic Objective: You will add dynamic content to a Web.

Topics Covered:

 Adding dynamic content to a Web.

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

 Summarize what you learned throughout this lesson.

Lesson: Managing Workgroup Development

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

 Identify the relevance of the lesson content.

Topic: Manage Tasks

Topic Overview:

As a sole developer, tracking what needs to be done can be accomplished with sticky notes and to-do lists. However, when you work in a team, you need a better way to share notes about the tasks needing to be completed. In this topic, you will keep track of jobs that need completing by managing FrontPage tasks.

Topic Objective: In this topic, you will create and complete a task.

Topics Covered:

 create and complete a task.

Topic: Manage Files with Source Control

Topic Overview:

In a team-based development environment, many developers could be working on the same portion of a Web site at the same time. To effectively manage a site, you must coordinate those actions to get the most productivity from your team. In this topic, you will take precautions to ensure that there can be only one person editing a file at a time.

Topic Objective: In this topic, you will manage developers access to files by using source control.

Topics Covered:

 manage developers access to files by using source control.

Topic: Manage a Files Review Status

Topic Overview:

You have managed tasks as one way to manage team involvement. However, you might need more you might need to manage changes and tasks through a complex workflow between the members of your team. In this topic, you will use reports to determine a files review status within the development process.

Topic Objective: In this topic, you will manage a files review status.

Topics Covered:

 manage a files review status.

Topic: Secure a Web

Topic Overview:

Not every member of your team will need the same access to the documents of your site. Not every visitor will require the same level of access to information. Yet your site now allows such uniform access to its contents. In this topic, you will secure a web so that you can provide customized levels of access to the contents of your site.

Topic Objective: In this topic, you will secure a site by adding user-based permissions.

Topics Covered:

 secure a site by adding user-based permissions.

Topic: Managing Workgroup Development

Topic Overview:

You will be given a scenario and high-level steps to manage workgroup development.

Topic Objective: You will manage workgroup development.

Topics Covered:

 managing workgroup development.

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

 Summarize what you learned throughout this lesson.

Lesson: Maintaining a Site

Topic: Lesson Introduction

Topic Overview:

This will introduce you to the lesson content.

Topic Objective: In this topic, you will identify the relevance of the lesson content.

Topics Covered:

 Identify the relevance of the lesson content.

Topic: Manage Web Folders

Topic Overview:

Organizing the files in your site is a critical task. Before you can organize files in folders, however, you must manage the folders themselves. In this topic, you will prepare to manage your collection of files by managing web folders.

Topic Objective: In this topic, you will create, rename, and delete folders within your site.

Topics Covered:

 create, rename, and delete folders within your site.

Topic: Manage Web Files

Topic Overview:

Your goal is to manage the files in your site. Once you have created the folders in which to store your files, you are ready to put your files into those folders. In this topic, you will manage web files by organizing them within your sites folders.

Topic Objective: In this topic, you will rename, delete, and organize in folders the files in your site.

Topics Covered:

 rename, delete, and organize in folders the files in your site.

Topic: Correct Broken Hyperlinks

Topic Overview:

Now that you have used FrontPages reports in general, you are ready to put that knowledge to work. Finding and fixing broken links is a critical task in maintaining your sites functionality. In this topic, you will correct broken hyperlinks using the analysis provided by a FrontPage report.

Topic Objective: In this topic, you will use the Hyperlinks Report to locate and correct broken hyperlinks.

Topics Covered:

 use the Hyperlinks Report to locate and correct broken hyperlinks.

Topic: Analyze a Webs Usage

Topic Overview:

Once you have built your site and published it to the Internet, you will want to know if it's being used and in what ways. You can use FrontPages reports to determine this information. In this topic, you will analyze a webs usage by using a FrontPage report.

Topic Objective: In this topic, you will analyze the usage of your web.

Topics Covered:

 analyze the usage of your web.

Topic: Display a Top 10 List for Visitors

Topic Overview:

Your site is now well-established and you have gathered usage statistics. You should put those statistics to use and with them provide users a means of finding popular sections of your site. In this topic, you will add a Top 10 List to help users find the most commonly visited pages.

Topic Objective: In this topic, you will add a Top 10 List component to a page.

Topics Covered:

 add a Top 10 List component to a page.

Topic: Change Default Documents

Topic Overview:

You have managed many aspects of your site. You must also manage change. You must make sure that visitors to your site always load the correct starting page, even if the names and locations of your pages change. In this topic, you will change the default document so that you are sure visitors load the correct starting page for your site.

Topic Objective: In this topic, you will change the default document of your site.

Topics Covered:

Change the default document of your site.

Topic: Maintaining a Web Site

Topic Overview:

You will be given a scenario and high-level steps to maintain a Web site.

Topic Objective: You will maintain a Web site.

Topics Covered:

Maintaining a Web site.

Topic: Lesson Follow Up

Topic Overview:

You will review what you learned throughout this lesson.

Topic Objective: In this topic, you will summarize what you learned throughout this lesson.

Topics Covered:

 Summarize what you learned throughout this lesson.