

## Design And Manage a FrontPage Business Website

This workshop will teach you to create a business website. You will master the powerful FrontPage editor and develop all the skills needed to establish a complete business web presence.

We concentrate on the core fundamentals of webs and web design and teach you all the skills you need to build your confidence. During this one-day workshop, you will actually build, manage and publish a working corporate website.

WORKSHOP ID: 21 | LENGTH: 2 DAYS | TIME: 9:00AM-12:30PM | FEE: \$595/PERSON + GST

## Topics and Skills

### PLAN YOUR WEB

- Plan your web
- Create a home page title
- Use shared boards

### HTML BASICS

- How HTML tags work
- How HTML structure works
- Format in HTML view

### CREATE A NEW WEB

- Create a new web
- Name a web
- Set a location for a web

### PUBLISH YOUR WEB

- Register a domain
- Publish to your a server
- Update your site

### FORMAT PAGES

- Format with menus
- Format commands

### MANAGE VIEWS

- Page view
- Folder view
- Navigation view

### DESIGN BASICS

- Decide on the right design
- Use other websites

### WEB TERMINOLOGY

- FP Server Extension
- Web Page, Web Site
- HTML, URL, IP Address

### USE STYLES

- Cascade style sheets
- Edit styles
- Apply styles

### ORGANIZE WEBS

- Plan your web
- Organize with folders
- Name pages

### CREATE WEB FORMS

- Create forms with a wizard
- Build a form from scratch
- Handle form input

### MASTER TABLES

- Format a table
- Set table properties
- Control layout with tables

### NAVIGATE A WEB

- Plan navigation
- Create a navigation bar
- Edit bookmarks and hyperlinks

### CREATE IMAGES

- Create web images
- Place clip art
- Add sounds & animations

### YOUR INTRANET

- Intranet needs assessment
- Designate a Webmaster
- Compile a list of resources

### TEST YOUR SITE

- Work with web browsers
- Use personal web server
- Download test browsers

### WEB DATABASES

- Set up a database
- Make the connection
- Capture data from forms

## Who Should Attend

Anybody who wishes to understand web design fundamentals and build a business website from scratch should attend this workshop. No programming experience is required. An intermediate knowledge of Microsoft Word or WordPerfect is suggested.

## Call Now or Visit Our Website to Register

Toronto  
Toll Free  
Register Online

(416) 929-8324 (Dial 1 For Customer Service)  
1800-654-3251  
<http://www.edtech.ca/course.asp?id=21>