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KENNETH G. LAUDON KENNETH ROSENBLATT
DAVID LANGLEY

Interactive Computing Series

Microsoft® FrontPage® 2002 Brief Edition

Kenneth C. Laudon • Kenneth Rosenblatt

David Langley

Azimuth Interactive, Inc.



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Coordinator, freelance design: *Pam Verros*

Supplement producer: *Mark Mattson*

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Interactive Computing Series

GOALS/PHILOSOPHY

The **Interactive Computing Series** provides you with an illustrated interactive environment for learning software skills using Microsoft Office. The text uses both “hands-on” instruction, supplementary text, and independent exercises to enrich the learning experience.

APPROACH

The **Interactive Computing Series** is the visual interactive way to develop and apply software skills. This skills-based approach coupled with its highly visual, two-page spread design allows the student to focus on a single skill without having to turn the page. A Lesson Goal at the beginning of each lesson prepares the student to apply the skills with a real-world focus. The Quiz and Interactivity sections at the end of each lesson measure the student’s understanding of the concepts and skills learned in the two-page spreads and reinforce the skills with additional exercises.

ABOUT THE BOOK

The **Interactive Computing Series** offers *two levels* of instruction. Each level builds upon the previous level.

Brief lab manual—covers the basics of the application, contains two to four chapters.

Introductory lab manual—includes the material in the Brief textbook plus two to four additional chapters. The Introductory lab manuals prepare students for the *Microsoft Office User Specialist Proficiency Exam (MOUS Certification)*.

Each lesson is divided into a number of Skills. Each **Skill** is first explained at the top of the page in the Concept. Each **Concept** is a concise description of why the Skill is useful and where it is commonly used. Each **Step (Do It!)** contains the instructions on how to complete the Skill. The appearance of the **MOUS Skill** icon on a Skill page indicates that the Skill contains instruction in at least one of the required MOUS objectives for the relevant exam. Though the icons appear in the Brief manuals as well as the Introductory manuals, only the Introductory manuals may be used in preparation for MOUS Certification.

Figure 1

WD 3.32

LESSON THREE

Advanced Editing

Skill: Each lesson is divided into a number of specific skills

skill

Finding and Replacing Text

Concept: A concise description of why the skill is useful and when it is commonly used

concept

Do It!: Step-by-step directions show you how to use the skill in a real-world scenario

do it!




Hot Tips: Icons introduce helpful hints or troubleshooting tips

More: Provides in-depth information about the skill and related features

more

The Find command enables you to search a document for individual occurrences of any word, phrase, or other unit of text. The Replace command enables you to replace one or all occurrences of a word that you have found. Together, the Find and Replace commands form powerful editing tools for making many document-wide changes in just seconds.

Use Find and Replace to spell a word consistently throughout a document.

1. Open student file, wddoit12.doc, and save it as Report12.doc.
2. If necessary, place the insertion point at the beginning of the document. Word will search the document from the insertion point forward.
3. Click Edit, and then click Replace. The Find and Replace dialog box appears with the Replace tab in front and the insertion point in the Find What text box.
4. In the Find What box, type the two words per cent. Click in the Replace With box, and type the one word percent (see Figure 3-37).
5. Click  to search the document for all instances of per cent and to replace them with percent. A message box appears to display the results. In this case, one replacement was made (see Figure 3-38). In short documents the Find and Replace procedure takes so little time that you usually cannot cancel it before it ends. However, in longer documents you can cancel a search in progress by pressing [Esc].
6. Click  to close the message box. Click  to close the Find and Replace dialog box.
7. Save and close the document, Report12.doc, with your change.

Clicking the Replace All button in the Find and Replace dialog box replaces every instance of the text you have placed in the Find What box. To examine and replace a word or phrase manually instead of automatically, start by clicking the Find Next button. If you desire to replace that instance, click the Replace button. Continue checking the document like this, clicking the Find Next button and then, if desired, the Replace button. Keep clicking the pairs of buttons until you have run through the entire document. Unless you absolutely must do otherwise, use the method for shorter documents only.

The first button under the Replace With box usually displays the word More. Click this button when you want to display the Search Options area of the dialog box. With the area displayed, the More button converts to a Less button. Clicking on the Less button will hide the Search Options area. The Search drop-down list under Search Options determines the direction of the search relative to the insertion point. You can search upward or downward through the document or keep the Word default setting of All to check the whole document, including headers, footers, and footnotes. The Format drop-down list enables you to search criteria for fonts, paragraphs, tabs, and similar items. The Special drop-down list enables you to search for paragraph marks, tab characters, column breaks and related special characters. The No Formatting button removes all formatting criteria from searches. For information on the Search Option activated by the check boxes, consult Table 3-3.

The Find tab of the Find and Replace dialog box matches the Replace tab except it lacks the replace function and only searches documents for items that you specify.

In the book, each skill is described in a two-page graphical spread (Figure 1). The left side of the two-page spread describes the skill, the concept, and the steps needed to perform the skill. The right side of the spread uses screen shots to show you how the screen should look at key stages.

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Figure 1 (cont'd)

INTERACTIVE COMPUTING
Word XP
WD 3.33

Figure 3-37 Find and Replace dialog box

Enter the word or phrase to search for and replace here

Enter the replacement word here

Use check boxes to activate search options

Click to determine direction of search

Figure 3-38 Report12.doc, after Find and Replace activity

Find and Replace makes one change in document

WORD XP

Table 3-3 Search Options

Option	Description
Match case	Finds those items in capitals and/or lowercase that exactly match contents of Find What box
Find whole words only	Finds only those items that are whole words, not parts of a larger word
Use wildcards	Searches for wildcards, special characters, or special search operators found in Find What box
Sounds like	Finds words that sound the same as in Find What box but are spelled differently
Find all word forms	Replaces all forms of the text in Find What box with proper forms of the word in the Replace with box; words in both boxes should be the same part of speech

Practice

Open student file wdprac3-13.doc and save it as mywdprac3-13.doc. Following the instructions that appear at the beginning of the file, practice using the Find and Replace dialog box to search for and replace text. When you have completed the practice exercise, resave and close mywdprac3-13.doc.

Screen shots:
Show you what the screen should look like after following the Do It! steps

Summary tables:
Give you a quick overview of shortcuts, toolbar buttons, and options you can use to complete the skill

Practice: Allows you to practice the skill with a built-in exercise or directs you to a student file

END-OF-LESSON FEATURES

In the book, the learning in each lesson is reinforced at the end by a Quiz and a skills review called Interactivity, which provides step-by-step exercises and real-world problems for the students to solve independently.

The following is a list of supplemental material available with the Interactive Computing Series:

Skills Assessment

SimNet eXpert (Simulated Network Assessment Product)—SimNet provides a way for you to test students' software skills in a simulated environment. SimNet is available for Microsoft Office 97, Microsoft Office 2000, and Microsoft Office XP. SimNet provides flexibility for you in your course by offering:

- Pre-testing options
- Post-testing options
- Course placement testing
- Diagnostic capabilities to reinforce skills
- Proficiency testing to measure skills
- Web or LAN delivery of tests
- Computer based training materials (New for Office XP)
- MOUS preparation exams
- Learning verification reports
- Spanish Version

Instructor's Resource Kits

The Instructor's Resource Kit provides professors with all of the ancillary material needed to teach a course. McGraw-Hill/Irwin is dedicated to providing instructors with the most effective instruction resources available. Many of these resources are available at our **Information Technology Supersite** www.mhhe.com/it. Our Instructor's Kits are available on CD-ROM and contain the following:

Diploma by Brownstone—is the most flexible, powerful, and easy-to-use computerized testing system available in higher education. The diploma system allows professors to create an Exam as a printed version, as a LAN-based Online version, and as an Internet version. Diploma includes grade book features, which automate the entire testing process.

Instructor's Manual—Includes:

- Solutions to all lessons and end-of-unit material
- Teaching Tips
- Teaching Strategies
- Additional exercises

PowerPoint Slides—NEW to the *Interactive Computing Series*, all of the figures from the application textbooks are available in PowerPoint slides for presentation purposes.

Student Data Files—To use the *Interactive Computing Series*, students must have Student Data Files to complete practice and test sessions. The instructor and students using this text in classes are granted the right to post the student files on any network or stand-alone computer, or to distribute the files on individual diskettes. The student files may be downloaded from our IT Supersite at www.mhhe.com/it.

Series Web Site—Available at www.mhhe.com/cit/apps/laudon.

Digital Solutions

Pageout—is our Course Web site Development Center. Pageout offers a Syllabus page, Web site address, Online Learning Center Content, online exercises and quizzes, gradebook, discussion board, an area for students to build their own Web pages, and all the features of Pageout Lite. For more information please visit the Pageout Web site at www.mhla.net/pageout.

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acknowledgments

The *Interactive Computing Series* is a cooperative effort of many individuals, each contributing to an overall team effort. The Interactive Computing team is composed of instructional designers, writers, multimedia designers, graphic artists, and programmers. Our goal is to provide you and your instructor with the most powerful and enjoyable learning environment using both traditional text and interactive techniques. Interactive Computing is tested rigorously prior to publication.

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Ken Rosenblatt (Editorial Director, Writer)
Russell Polo (Technical Director)
Robin Pickering (Developmental Editor, Writer)
David Langley (Writer)
Chris Hahnenberger (Multimedia Designer)

Interactive Computing Series

Microsoft® FrontPage® 2002 Brief Edition

FrontPage 2002 Brief Edition

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^(S) Skill covers at least one MOUS Certification Core objective.

Introducing Microsoft FrontPage

skills

- ✧ **Introducing Microsoft FrontPage**
- ✧ **Starting FrontPage**
- ✧ **Exploring the FrontPage Screen**
- ✧ **Opening a Web Page**
- ✧ **Saving a Web Page**
- ✧ **Using the Page View**
- ✧ **Getting Help in FrontPage**
- ✧ **Exiting FrontPage**

The Internet is the worldwide collection of computers and computer networks that use Internet protocols to communicate with one another. (A protocol is a set of communication rules governing the exchange of data between files or on any type of network, including the Internet.) The World Wide Web is the largest subdivision of the Internet and, as such, is one of the parts that people use most often. The World Wide Web is made up of literally millions of Web sites, which are groups of related Web pages—that is, home pages and their related pages of text, graphics, and multimedia that people read and view.

Pages created for the World Wide Web often resemble ordinary computer documents, but are formatted in Hypertext Markup Language, or HTML. HTML is the standard language that trained programmers use to create Web sites. This language uses strings of text, or tags, to tell Web browsers how to display page elements such as text and graphics. This language also tells Web browsers how to respond to user actions such as entering data, clicking a button on a Web page, or clicking a hyperlink.

HTML contains hundreds of tags, or markers, that are somewhat cryptic and often quite complicated for ordinary computer users. That is where Microsoft's FrontPage 2002 application comes in handy. FrontPage is a Web site authoring application. Web authoring applications help you to quickly create, edit, and enhance Web pages. In general, you will find Web authoring programs such as FrontPage are much faster in generating Web pages than is raw HTML. FrontPage provides an organized environment and many helpful tools for entering text, inserting graphics, and integrating these and other elements such as page banners, navigation buttons, and hyperlinks.

In the next four lessons, you will learn the basic steps of Web page and site design. Lesson 1 explains the basic elements of FrontPage: how to start the software, open a Web page, save a Web page, and get help. Lesson 2 explains how to create new Web pages, use the Web Wizard, and edit a Web page. Lesson 3 explains how to customize Web pages by adding hyperlinks, tables, and custom themes. And Lesson 4 explains how to organize, maintain, and publish Web pages.

Lesson Goal:

In this lesson you will learn how to start and explore FrontPage, open and save a Web page, and use Page view to view the Web page. You also will learn how to get help in FrontPage and how to exit the application.

skill

Introducing Microsoft FrontPage

concept

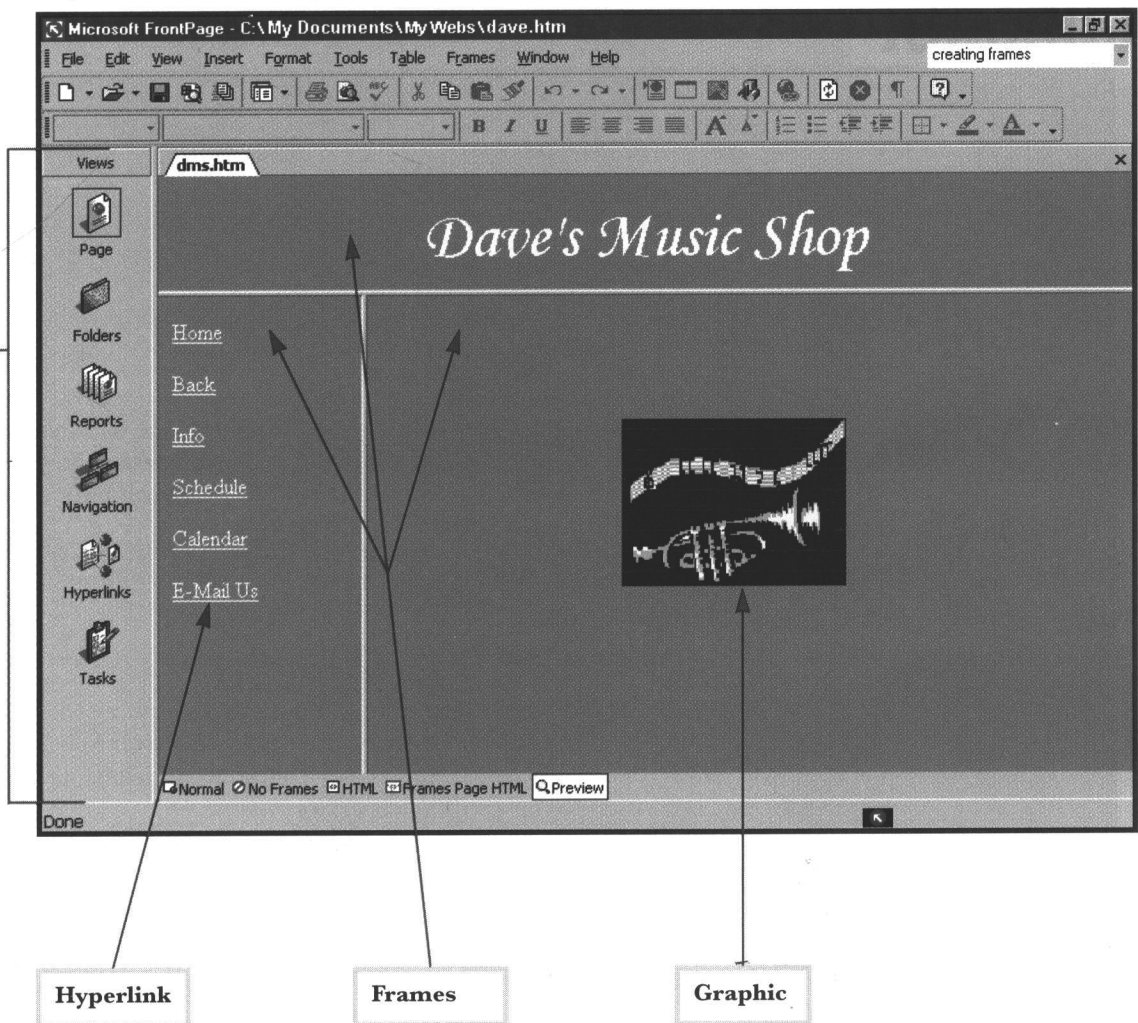
As a Web authoring application, FrontPage takes the time and tedium out of designing, writing, and formatting Web pages. In the past, authoring attractive Web pages required extensive knowledge of HTML. While knowledge of HTML is useful to anyone who wants to create truly effective Web sites, especially sites with advanced designs and features, more user-friendly Web-authoring applications such as FrontPage make it possible to build Web pages without knowing HTML. The barriers to Web site construction are slowly but surely being erased, and FrontPage 2002 is an additional step in knocking down those barriers.

There are many FrontPage users, including small businesses, non-profit institutions, social and cultural clubs, athletic leagues, and similar organizations. Private individuals and larger businesses also use FrontPage. These users can design and develop their own Web sites using FrontPage because it puts the power of Web site design and development in a user-friendly, integrated way directly into the hands of such users.

Figure 1-1 provides an example of a Web page designed in FrontPage 2002 and highlights some of its most essential features:

- **Text**—Although the page that appears in Figure 1-1 is relatively free of text, it still contains a title and some text hyperlinks. Since Figure 1-1 represents a home page, this relative lack of text is quite common. As you go through this book, however, you will have many opportunities to add and format text on your Web pages.
- **Hyperlinks**—The words Home, Back, Info, and so on are colored, underlined areas of text, identifying them as hyperlinks. (Sometimes hyperlinks vary from this format.) When clicked, these hyperlinks would take you to other Web pages within the main site. The last hyperlink, E-Mail Us, would open an electronic mail program for messaging the owner or operator (Webmaster) of the Web site. Home pages almost always contain internal links, but often contain links to Web pages in other Web sites as well.
- **Frames**—are physical subdivisions of a Web page. In Figure 1-1 there are three frames. The top frame contains the main title of the Web site's home page. The left frame contains the hyperlinks of the home page, and the right frame contains a graphic. You can design frames that are scrollable and resizable and that also contain borders.
- **Graphics**—are images such as solid or dotted lines, page banners, Clip Art, photographs, cartoons, or other visual elements on a page. Some graphics even are dynamic—that is, they provide moving images and occasionally sound. Such images identify pages and their topics or functions, break large sections of text into related subsections, illustrate textual material, function as hyperlinks, display additional information, and so on.

Figure 1-1 Web Page in FrontPage 2002



skill



Starting FrontPage

concept

Before you can view or edit a Web page, you must open the FrontPage 2002 application. FrontPage opens with a new blank Web page file.

do it!

Start the FrontPage application.

1. Make sure the computer, monitor, and any other necessary peripheral devices are turned on. The Windows desktop should appear on your screen. Your screen may differ slightly from the one shown in the graphic.
2. Locate the Windows taskbar, usually found at the bottom of your screen. Use your mouse to guide the pointer over the Start button  present on the Windows taskbar and click it. The Start menu appears.
3. Point to Programs. A submenu is displayed, similar to the one shown in Figure 1-2.
 If you do not see Microsoft FrontPage listed separately on the Programs submenu, you may find it under even another submenu for Microsoft Office programs.
4. Click the Microsoft FrontPage command. FrontPage will open with a blank Web page.

more

Each computer varies in its setup, depending on its hardware and software configurations. Therefore, your startup procedure may be slightly different from the one described above. Notice that your mouse has two buttons. Whenever you are told to click a mouse button, click the left button, unless otherwise indicated.