NEW PERSPECTIVES SERIES
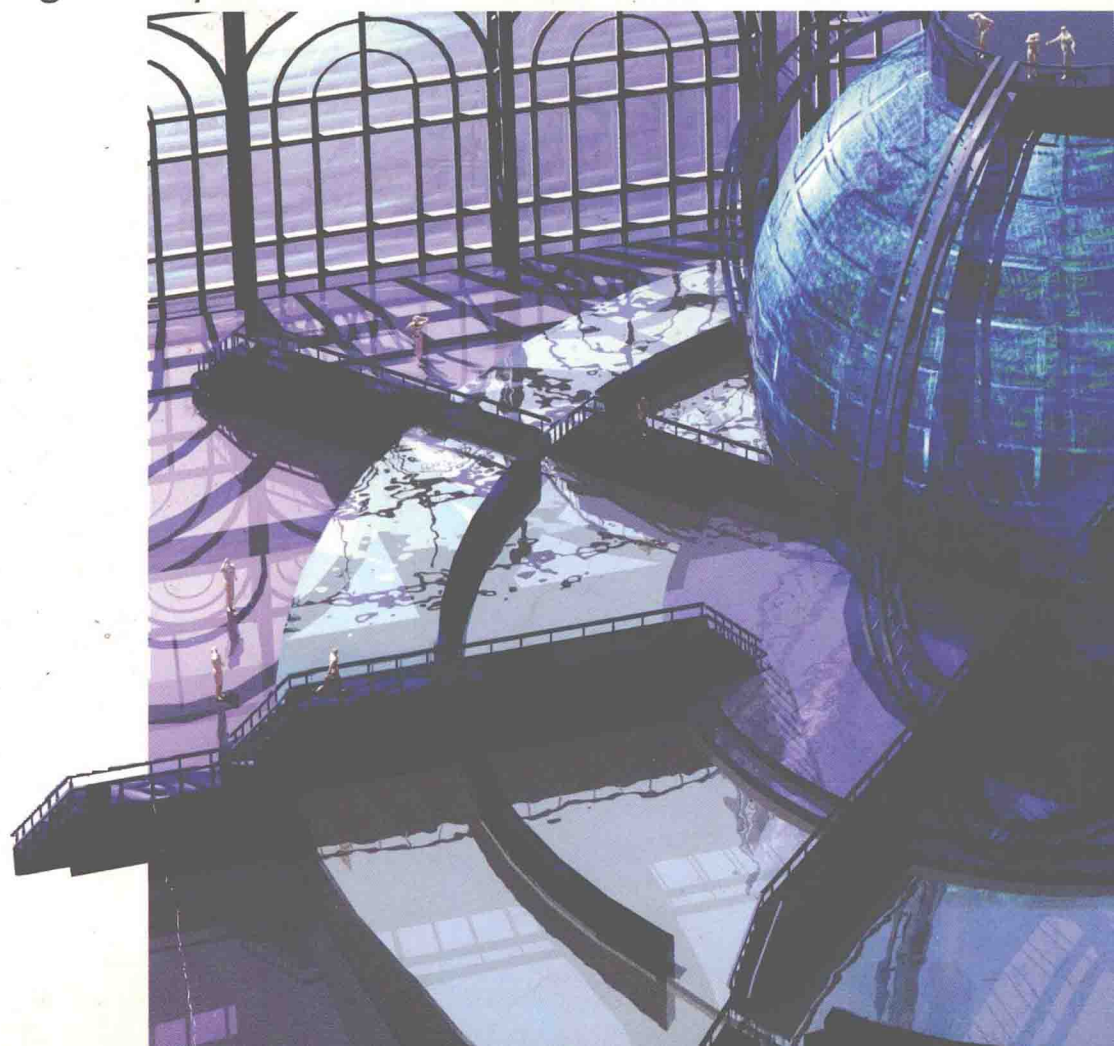
Introductory

Microsoft®
FrontPage® 2000

Roger Hayen · Jessica Evans

New Perspectives on

MICROSOFT® FRONTPAGE® 2000

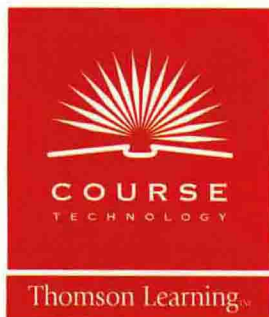## Introductory

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APPROVED COURSEWARE

COURSE TECHNOLOGY
Thomson Learning™

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PREFACE

The New Perspectives Series

About New Perspectives

Course Technology's **New Perspectives Series** is an integrated system of instruction that combines text and technology products to teach computer concepts, the Internet, and microcomputer applications. Users consistently praise this series for innovative pedagogy, use of interactive technology, creativity, accuracy, and supportive and engaging style.

How is the New Perspectives Series different from other series?

The **New Perspectives Series** distinguishes itself by **innovative technology**, from the renowned Course Labs to the state-of-the-art multimedia that is integrated with our Concepts texts. Other distinguishing features include **sound instructional design**, **proven pedagogy**, and **consistent quality**. Each tutorial has students learn features in the context of solving a realistic case problem rather than simply learning a laundry list of features. With the **New Perspectives Series**, instructors report that students have a complete, integrative learning experience that stays with them. They credit this high retention and competency to the fact that this series incorporates critical thinking and problem-solving with computer skills mastery. In addition, we work hard to ensure accuracy by using a multi-step quality assurance process during all stages of development. Instructors focus on teaching and students spend more time learning.

Choose the coverage that's right for you

New Perspectives applications books are available in the following categories:

Brief
2-4 tutorials

Brief: Approximately 150 pages long, two to four "Level I" tutorials, teaches basic application skills.

Introductory
6 or 7 tutorials, or Brief + 2 or 3 more tutorials

Introductory: Approximately 300 pages long, four to seven tutorials, goes beyond the basic skills. These books often build out of the Brief book, adding two or three additional "Level II" tutorials. The book you are holding is an Introductory book.

Comprehensive
Introductory + 4 or 5 more tutorials. Includes Brief Windows tutorials and Additional Cases

Comprehensive: Approximately 600 pages long, eight to twelve tutorials, all tutorials included in the Introductory text plus higher-level "Level III" topics. Also includes two Windows tutorials and three or four fully developed Additional Cases.

Advanced
Quick Review of basics + in-depth, high-level coverage

Advanced: Approximately 600 pages long, cover topics similar to those in the Comprehensive books, but offer the highest-level coverage in the series. Advanced books assume students already know the basics, and therefore go into more depth at a more accelerated rate than the Comprehensive titles. Advanced books are ideal for a second, more technical course.

Office
Office suite components + integration + Internet

Office: Approximately 800 pages long, covers all components of the Office suite as well as integrating the individual software packages with one another and the Internet.

Custom Editions

Choose from any of the above to build your own Custom Editions or CourseKits

Custom Books The New Perspectives Series offers you two ways to customize a New Perspectives text to fit your course exactly: *CourseKit*™ are two or more texts shrink-wrapped together, and offer significant price discounts. *Custom Editions*® offer you flexibility in designing your concepts, Internet, and applications courses. You can build your own book by ordering a combination of topics bound together to cover only the subjects you want. There is no minimum order, and books are spiral bound. Contact your Course Technology sales representative for more information.

What course is this book appropriate for?

New Perspectives on Microsoft FrontPage 2000—Introductory can be used in any course in which you want students to learn some of the most important topics of FrontPage 2000, including introducing FrontPage 2000, creating and revising a web page, using lists, hyperlinks, pictures, and task lists, and other such skills. It is particularly recommended for a short-semester course on Microsoft FrontPage 2000. This book assumes that students have learned basic Windows navigation and file management skills from Course Technology's *New Perspectives on Microsoft Windows 95—Brief*, or the equivalent book for Windows 98 or NT.

What is the Microsoft Office User Specialist Program?

The Microsoft Office User Specialist Program provides an industry-recognized standard for measuring an individual's mastery of an Office application. Passing one or more MOUS Program certification exam helps your students demonstrate their proficiency to prospective employers and gives them a competitive edge in the job marketplace. Course Technology offers a growing number of Microsoft-approved products that cover all of the required objectives for the MOUS Program exams. For a complete listing of Course Technology titles that you can use to help your students get certified, visit our Web sit at www.course.com.

New Perspectives on Microsoft FrontPage 2000—Introductory has been approved by Microsoft as courseware for the Microsoft Office User Specialist (MOUS) Program. After completing the tutorials and exercises in this book, students may be prepared to take the MOUS exam for Microsoft FrontPage 2000. For more information about certification, please visit the MOUS program site at www.mous.net.

Proven Pedagogy

CASE

Tutorial Case Each tutorial begins with a problem presented in a case that is meaningful to students. The case turns the task of learning how to use an application into a problem-solving process.

45-minute Sessions. Each tutorial is divided into sessions that can be completed in about 45 minutes to an hour. Sessions allow instructors to more accurately allocate time in their syllabus, and students to better manage their own study time.

1.
2.
3.

Step-by-Step Methodology We make sure students can differentiate between what they are to do and what they are to read. Through numbered steps—clearly identified by a gray shaded background—students are constantly guided in solving the case problem. In addition, the numerous screen shots with callouts direct students' attention to what they should look at on the screen.

TROUBLE?

TROUBLE? Paragraphs These paragraphs anticipate the mistakes or problems that students may have and help them continue with the tutorial.

Tutorial Tips —

Tutorial Tips Page This page, following the Table of Contents, offers students suggestions on how to effectively plan their study and lab time, what to do when they make a mistake, how to use the Reference Windows, MOUS grids, Quick Checks, and other features of the New Perspectives Series.

"Read This Before You Begin" Page Located opposite the first tutorial's opening page for each level of the text, the Read This Before You Begin Page helps introduce technology into the classroom. Technical considerations and assumptions about software are listed to save time and eliminate unnecessary aggravation. Notes about the Student Disks help instructors and students get the right files in the right places, so students get started on the right foot.

QUICK CHECK

Quick Check Questions Each session concludes with meaningful, conceptual Quick Check questions that test students' understanding of what they learned in the session. Answers to the Quick Check questions are provided at the end of each tutorial.

RW

Reference Windows Reference Windows are succinct summaries of the most important tasks covered in a tutorial and they preview actions students will perform in the steps to follow.

TASK REFERENCE

Task Reference Located as a table at the end of the book, the Task Reference contains a summary of how to perform common tasks using the most efficient method, as well as references to pages where the task is discussed in more detail.

REVIEW
CASE
LAB
INTERNET
Explore

End-of-Tutorial Review Assignments, Case Problems, and Lab Assignments Review Assignments provide students with additional hands-on practice of the skills they learned in the tutorial using the same case presented in the tutorial. These Assignments are followed by three to four Case Problems that have approximately the same scope as the tutorial case but use a different scenario. In addition, some of the Review Assignments or Case Problems may include Exploration Exercises that challenge students encourage them to explore the capabilities of the program they are using, and/or further extend their knowledge. Finally, if a Course Lab accompanies a tutorial, Lab Assignments are included after the Case Problems.

File Finder Chart This chart, located in the back of the book, visually explains how a student should set up their data disk, what files should go in what folders, and what they'll be saving the files as in the course of their work.

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MOUS Certification Chart In the back of the book, you'll find a chart that lists all the skills for the Microsoft Office User Specialist Exam on FrontPage 2000. With page numbers referencing where these skills are covered in this text and where students get hands-on practice in completing the skills, the chart can be used as an excellent study guide in preparing for the FrontPage MOUS exam.

The Instructor's Resource Kit for this title contains:

- Electronic Instructor's Manual
- Data Files
- Solution Files
- Course Labs
- Course Test Manager Testbank
- Course Test Manager Engine
- Figure files
- WebCT
- Sample Syllabus

These teaching tools come on CD-ROM. If you don't have access to a CD-ROM drive, contact your Course Technology customer service representative for more information.

The New Perspectives Supplements Package

Electronic Instructor's Manual Our Instructor's Manuals include tutorial overviews and outlines, technical notes, lecture notes, solutions, and Extra Case Problems. Many instructors use the Extra Case Problems for performance-based exams or extra credit projects. The Instructor's Manual is available as an electronic file, which you can get from the Instructor Resource Kit (IRK) CD-ROM or download it from **www.course.com**.

Data Files Data Files contain all of the data that students will use to complete the tutorials, Review Assignments, and Case Problems. A Readme file includes instructions for using the files. See the "Read This Before You Begin" page/pages for more information on Student Files.

Solution Files Solution Files contain every file students are asked to create or modify in the tutorials, Tutorial Assignments, Case Problems, and Extra Case Problems. A Help file on the Instructor's Resource Kit includes information for using the Solution files.

Course Labs: Concepts Come to Life These highly interactive computer-based learning activities bring concepts to life with illustrations, animations, digital images, and simulations. The Labs guide students step-by-step, present them with Quick Check questions, let them explore on their own, test their comprehension, and provide printed feedback. Lab icons at the beginning of the tutorial and in the tutorial margins indicate when a topic has a corresponding Lab. Lab Assignments are included at the end of each relevant tutorial. The Labs available with this book and the tutorials in which they appear are:

The Internet: World Wide Web	Computer History Hypermedia	Web Pages & HTML
Tutorial 1	Tutorial 1	Tutorial 3

Figure Files Many figures in the text are provided on the IRK CD-ROM to help illustrate key topics or concepts. Instructors can create traditional overhead transparencies by printing the figure files. Or they can create electronic slide shows by using the figures in a presentation program such as PowerPoint.

Course Test Manager: Testing and Practice at the Computer or on Paper Course Test Manager is cutting-edge, Windows-based testing software that helps instructors design and administer practice tests and actual examinations. Course Test Manager can automatically grade the tests students take at the computer and can generate statistical information on individual as well as group performance.

Online Companions: Dedicated to Keeping You and Your Students Up-To-Date Visit our faculty sites and student sites on the World Wide Web at **www.course.com**. Here instructors can browse this text's password-protected Faculty Online Companion to obtain an online Instructor's Manual, Solution Files, Student Files, and more. Students can also access this text's Student Online Companion, which contains Student files and all the links that the students will need to complete their tutorial assignments.

More innovative technology

Course CBT

Enhance your students' Office 2000 classroom learning experience with self-paced computer-based training on CD-ROM. Course CBT engages students with interactive multimedia and hands-on simulations that reinforce and complement the concepts and skills covered in the textbook. All the content is aligned with the MOUS (Microsoft Office User Specialist) program, making it a great preparation tool for the certification exams. Course CBT also includes extensive pre- and post-assessments that test students' mastery of skills. These pre- and post-assessments automatically generate a "custom learning path" through the course that highlights only the topics students need help with.

Course Assessment

How well do your students really know Microsoft Office? Course Assessment is a performance-based testing program that measures students' proficiency in Microsoft Office 2000. Previously known as SAM, Course Assessment is available for Office 2000 in either a live or simulated environment. You can use Course Assessment to place students into or out of courses, monitor their performance throughout a course, and help prepare them for the MOUS certification exams.

WebCT

WebCT is a tool used to create Web-based educational environments and also uses WWW browsers as the interface for the course-building environment. The site is hosted on your school campus, allowing complete control over the information. WebCT has its own internal communication system, offering internal e-mail, a Bulletin Board, and a Chat room.

Course Technology offers pre-existing supplemental information to help in your WebCT class creation, such as a suggested Syllabus, Lecture Notes, Figures in the Book/ Course Presenter, Student Downloads, and Test Banks in which you can schedule an exam, create reports, and more.

Acknowledgments

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I have always been blessed to be a part of the best publishing team in the business. I would like to thank all of the people at Course Technology who have made this book possible, and especially Catherine Donaldson, Rachel Crapser, Melissa Dezotell, and Donna Gridley. You are simply the best. Also, thanks to Matthew Carroll, Jeffrey Schwartz, and John Freitas, Quality Assurance Testers. I would also like to thank my Developmental Editor, Cat Skintik, for her patience, humor, excellent suggestions, and willingness to turn things around on a tight schedule.

And finally, to my daughter Hannah and my husband Richard: Thank you for all of the support along the way. To the best dad in the world, Buck Sherman: Yes, now we can head to Colorado. And to Richard, thanks for your confidence in me and for encouraging me to take a few chances every now and then.

Jessica Evans
September 22, 1999

Tutorial Tips

These tutorials will help you learn about Microsoft FrontPage 2000. The tutorials are designed to be worked through at a computer. Each tutorial is divided into sessions. Watch for the session headings, such as Session 1.1 and Session 1.2. Each session is designed to be completed in about 45 minutes, but take as much time as you need. It's also a good idea to take a break between sessions.

To use the tutorials effectively you, read the following questions and answers before you begin.

Where do I start?

Each tutorial begins with a case, which sets the scene for the tutorial and gives you background information to help you understand what you will be doing. Read the case before you go to the lab. In the lab, begin with the first session of a tutorial.

How do I know what to do on the computer?

Each session contains steps that you will perform on the computer to learn how to use Microsoft FrontPage 2000. Read the text that introduces each series of steps. The steps you need to do at a computer are numbered and are set against a shaded background. Read each step carefully and completely before you try it.

How do I know if I did the step correctly?

As you work, compare your computer screen with the corresponding figure in the tutorial. Don't worry if your screen display is somewhat different from the figure. The important parts of the screen display are labeled in each figure. Check to make sure these parts are on your screen.

What if I make a mistake?

Don't worry about making mistakes—they are part of the learning process. Paragraphs labeled "TROUBLE?" identify common problems and explain how to get back on track. Follow the steps in a TROUBLE? paragraph only if you are having the problem described. If you run into other problems:

- Carefully consider the current state of your system, the position of the pointer, and any messages on the screen.

- Complete the sentence, "Now I want to…" Be specific, because identifying your goal will help you rethink the steps you need to take to reach that goal.

- If you are working on a particular piece of software, consult the Help system.

- If the suggestions above don't solve your problem, consult your technical support person 1for assistance.

How do I use the Reference Windows?

Reference Windows summarize the procedures you will learn in the tutorial steps. Do not complete the actions in the Reference Windows when you are working through the tutorial. Instead, refer to the Reference Windows while you are working on the assignments at the end of the tutorial.

How can I test my understanding of the material I learned in the tutorial?

At the end of each session, you can answer the Quick Check questions. The answers for the Quick Checks are at the end of that tutorial.

After you have completed the entire tutorial, you should complete the Review Assignments and Case Problems. They are carefully structured so that you will review what you have learned and then apply your knowledge to new situations.

What if I can't remember how to do something?

You should refer to the Task Reference at the end of the book; it summarizes how to accomplish tasks using the most efficient method.

Before you begin the tutorials, you should know the basics about your computer's operating system. You should also know how to use the menus, dialog boxes, Help system, and My Computer.

How can I prepare for MOUS Certification?

The Microsoft Office User Specialist (MOUS) logo on the cover of this book indicates that Microsoft has approved it as a study guide for the FrontPage 2000 MOUS exam. At the back of this text, you'll see a chart that outlines the specific Microsoft certification skills for FrontPage 2000 that are covered in the tutorials. You'll need to learn these skills if you're interested in taking a MOUS exam. If you decide to take a MOUS exam, or if you just want to study a specific skill, this chart will give you an easy reference to the page number on which the skill is covered. To learn more about the MOUS certification program refer to the preface in the front of the book or go to http://www.mous.net.

Now that you've read Tutorial Tips, you are ready to begin.

Reference Window List