

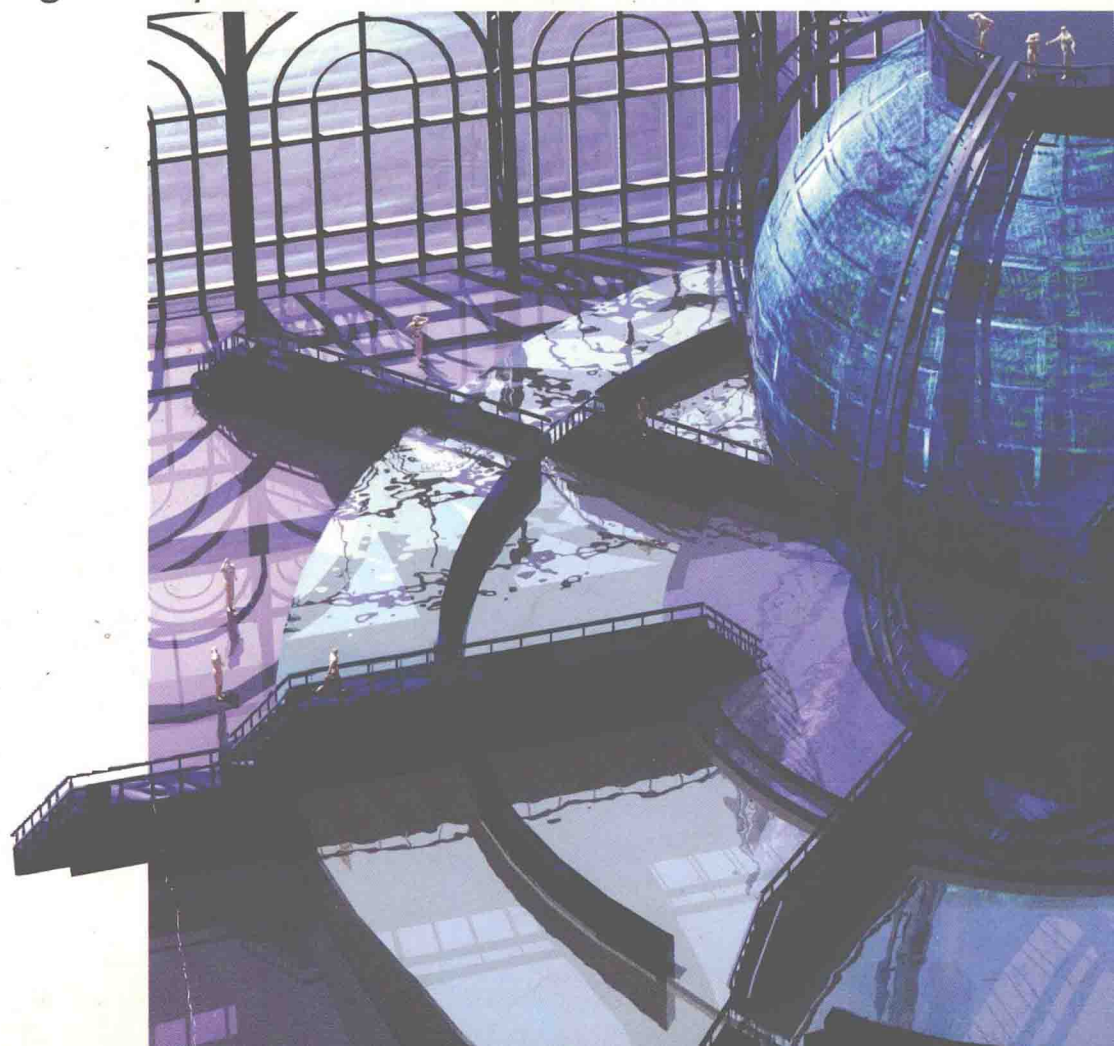


NEW PERSPECTIVES SERIES

Introductory

# Microsoft® FrontPage® 2000

Roger Hayden • Jessica Evans



APPROVED COURSEWARE

New Perspectives on

# MICROSOFT® FRONTPAGE® 2000

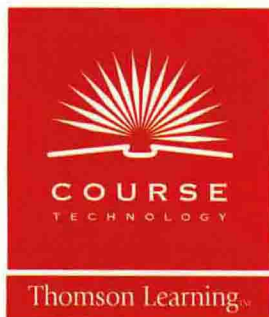
## Introductory

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APPROVED COURSEWARE



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**New Perspectives on Microsoft FrontPage 2000—Introductory is published by Course Technology.**

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ISBN 0-7600-6471-7

Printed in the United States of America

4 5 6 7 8 9 10 \_\_ BM 03 02 01



# PREFACE

## *The New Perspectives Series*

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### 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

#### Introductory

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

#### Comprehensive

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

#### Advanced

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

#### Office

Office suite components  
+ integration + Internet

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

**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:** 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:** 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:** 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 site at [www.course.com](http://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](http://www.mous.net).

### Proven Pedagogy

**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.

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

**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.

## CASE

- 1.
- 2.
- 3.

## TROUBLE?

## Tutorial Tips



**QUICK CHECK****RW****TASK REFERENCE****REVIEW****CASE****LAB****INTERNET****Explore**

**"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 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.

**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** 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.

**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.

**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](http://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:



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](http://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

I would like to thank the following reviewers who contributed to the development of this book for their excellent comments and suggestions: Brandon Hamilton, Ivy Technical State College; Rebekah Tidwell, Carson Newman College; and Kathie Doole, Asheville Buncombe Technical College. I would like to extend my special thanks to Brandon for his help in determining the book's table of contents and to Rebekah for preparing the Instructor's Manual. This book is a better product because of your efforts.

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 for 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.

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Microsoft FrontPage 2000	FP 1.01
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Tutorial 1	FP 1.03
------------	---------

---

*Introducing FrontPage 2000*

Tutorial 2	FP 2.01
------------	---------

---

*Creating and Revising a Web Page*

Tutorial 3	FP 3.01
------------	---------

---

*Using Lists, Hyperlinks, Pictures,  
and the Tasks List*

Tutorial 4	FP 4.01
------------	---------

---

*Creating Tables and Frames in a  
Web Page*

Tutorial 5	FP 5.01
------------	---------

---

*Creating a Web Site with  
Shared Borders and a Theme*

Tutorial 6	FP 6.01
------------	---------

---

*Publishing a Web Site*

Index	1
-------	---

---

Task Reference	7
----------------	---

---

MOUS Certification Grid	15
-------------------------	----

---

File Finder	21
-------------	----

---



# TABLE OF CONTENTS

Preface

iii

Microsoft FrontPage 2000

FP 1.01

Read This Before You Begin

FP 1.02

## Tutorial 1

FP 1.03

### *Introducing FrontPage 2000*

Exploring the Web Site for Sunny Morning Products

#### SESSION 1.1

FP 1.04

The Internet

FP 1.04

The World Wide Web

FP 1.04

Hypertext Markup Language Documents

FP 1.06

Web Servers

FP 1.06

Getting Started with Internet Explorer

FP 1.07

Starting Internet Explorer

FP 1.08

Opening a Web Page with a URL

FP 1.11

Linking to and within Web Pages

FP 1.13

Examining a Frames Page

FP 1.17

Using FrontPage Components

FP 1.19

Using a Form Web Page

FP 1.21

Printing a Web Page

FP 1.23

Quick Check

FP 1.24

#### SESSION 1.2

FP 1.25

What Is FrontPage?

FP 1.25

Starting FrontPage and Opening a Web Site

FP 1.25

Using Views

FP 1.28

Page View

FP 1.28

Folders View

FP 1.31

Reports View

FP 1.31

Navigation View

FP 1.32

Hyperlinks View

FP 1.33

Tasks View

FP 1.36

Closing a Web Site and Exiting FrontPage

FP 1.37

Quick Check

FP 1.37

#### SESSION 1.3

FP 1.38

How HTML Works

FP 1.38

Understanding HTML Tags

FP 1.38

Viewing HTML Code

FP 1.41

Viewing HTML Code Using

FrontPage

FP 1.41

Viewing HTML Code Using

Internet Explorer

FP 1.41

Getting Help in FrontPage

FP 1.42

QuickCheck

FP 1.44

Review Assignments

FP 1.45

Case Problems

FP 1.46

Quick Check Answers

FP 1.48

Lab Assignments

FP 1.49

**Tutorial 2****FP 2.01*****Creating and Revising a Web Page*****Developing the Home Page for Sunny Morning Products**

Changing Text Color FP 2.19

Using the Format Painter FP 2.20

**Testing a Web Page FP 2.21****Printing a Web Page FP 2.23****Quick Check FP 2.23****SESSION 2.1****FP 2.02****Developing a Website****FP 2.02**

Defining the Site's Goal and Purpose FP 2.03

Determining and Preparing the Web Site's Contents FP 2.04

Designing the Web Site FP 2.05

Building the Web Site FP 2.05

Testing the Web Site FP 2.06

**Creating the Sunny Web Site FP 2.06****Creating a Web Page FP 2.09**

Entering Text in a Web Page FP 2.09

Spell Checking a Web Page FP 2.09

Adding a Navigation Bar FP 2.11

**Saving a Web Page FP 2.12****Closing a Web Page, a Web Site, and Frontpage FP 2.12****Quick Check FP 2.13****SESSION 2.2****FP 2.13****Formatting a Web Page FP 2.13**

Creating Headings FP 2.14

Aligning Text FP 2.16

Using Fonts FP 2.17

Inserting Special Characters FP 2.18

Changing Font Size FP 2.18

**SESSION 2.3****FP 2.24****Revising a Web Page FP 2.24****Changing the Background Color a Web Page FP 2.25****Inserting a Background Picture FP 2.28**

Saving an Embedded File in a Web Site FP 2.29

**Adding a Picture to a Web Page FP 2.31****Using Horizontal Lines FP 2.34****Adding a Background Sound to a Web Page FP 2.36****Using a Marquee FP 2.38****Using Meta Tags FP 2.40****Viewing HTML Code FP 2.43****Quick Check FP 2.44****Review Assignments FP 2.45****Case Problems FP 2.45****Quick Check Answers FP 2.52****Tutorial 3****FP 3.01*****Using Lists, Hyperlinks, Pictures, and the Tasks List*****Creating the Employment Web Page**



<b>SESSION 3.1</b>	<b>FP 3.02</b>	<b>Changing a Color in a Picture to Transparent</b>	<b>FP 3.30</b>
Importing a Web Page into a Web Site	FP 3.02	Creating Picture Hotspots	FP 3.32
Specifying a Common Background	FP 3.04	Highlighting Hotspots	FP 3.33
Inserting a File in a Web Page	FP 3.06	Viewing Hyperlinks	FP 3.35
Creating Lists	FP 3.08	Printing Hyperlinks View	FP 3.38
Creating a Definition List	FP 3.08	Quick Check	FP 3.40
Creating a Bulleted List	FP 3.09		
Creating a Numbered, Nested List	FP 3.11	<b>SESSION 3.3</b>	<b>FP 3.40</b>
Quick Check	FP 3.13	Managing a Web Site's Development Using a Tasks List	FP 3.40
<b>SESSION 3.2</b>	<b>FP 3.13</b>	Adding a Task to the Tasks List	FP 3.40
Creating Bookmarks and Hyperlinks to Bookmarks	FP 3.13	Sorting and Changing Tasks	FP 3.45
Creating a Text-Based Bookmark	FP 3.13	Importing a Web Page and Checking It for Broken Links	FP 3.46
Creating a Hyperlink to a Bookmark	FP 3.15	Opening a Web Page from Tasks View	FP 3.47
Creating Nontext-Based Bookmarks	FP 3.19	Marking a Task as Completed	FP 3.48
Creating Multiple Hyperlinks to a Bookmark	FP 3.20	Deleting a Task from the Tasks List	FP 3.49
Linking to Other Web Pages	FP 3.21	Viewing HTML Code	FP 3.50
Creating a Hyperlink Using Drag and Drop	FP 3.23	Quick Check	FP 3.52
Creating a Hyperlink to an E-Mail Address	FP 3.26	Review Assignments	FP 3.54
Converting a Picture to a Different Format	FP 3.28	Case Problems	FP 3.54
		Quick Check Answers	FP 3.61
		Lab Assignments	FP 3.62

<b>Tutorial 4</b>	<b>FP 4.01</b>	<b>Quick Check</b>	<b>FP 4.30</b>
<i>Creating Tables and Frames in a Web Page</i>			
Completing the Investor Relations and Products Web Pages			
<b>SESSION 4.1</b>	<b>FP 4.02</b>	<b>SESSION 4.2</b>	<b>FP 4.31</b>
Reviewing the Tasks list	FP 4.02	Understanding Frames	FP 4.31
Saving a Web Page from a World Wide Web Site	FP 4.02	Creating a Frames Page	FP 4.32
Understanding Tables	FP 4.05	Examining the HTML Code for a Frames Page	FP 4.35
Creating a Table in a Web Page	FP 4.07	Importing Web Pages for Use in a Frames Page	FP 4.37
Aligning a Table	FP 4.10	Setting Initial Pages for Frames	FP 4.37
Inserting Rows and Columns in a Table	FP 4.11	Editing the Frames in a Frames Page	FP 4.39
Selecting and Deleting Rows or Columns	FP 4.14	Specifying the Target Frame	FP 4.40
Splitting and Merging Table Cells	FP 4.15	Examining a Frame's Properties	FP 4.41
Splitting Table Cells	FP 4.15	Using Predefined Frame Names	FP 4.44
Merging Table Cells	FP 4.16	Adding a New Frame to an Existing Frames Page	FP 4.46
Resizing Rows and Columns	FP 4.18	Printing a Frames Page	FP 4.47
Entering Data in a Table	FP 4.20	Viewing HTML Tags for Frames Pages	FP 4.49
Creating A Nested Table	FP 4.21	Quick Check	FP 4.50
Aligning Cell Contents	FP 4.22	Review Assignments	FP 4.51
Inserting a Picture in a Table	FP 4.24	Case Problems	FP 4.53
Adding a Table Caption	FP 4.25	Quick Check Answers	FP 4.58
Setting Table Properties	FP 4.26		
Testing a Table Using Internet Explorer	FP 4.28	<b>Tutorial 5</b>	<b>FP 5.01</b>
Viewing HTML Tags for a Table	FP 4.29	<i>Creating a Web Site with Shared Borders and a Theme</i>	
		Creating the New Recipes Web Site	



<b>SESSION 5.1</b>	<b>FP 5.02</b>	<b>Adding a FrontPage Navigation Bar to a Web Page</b>	<b>FP 5.36</b>
<b>Creating a Thumbnail Picture</b>	<b>FP 5.02</b>	<b>Creating a Page Banner</b>	<b>FP 5.37</b>
<b>Changing Pictures</b>		<b>Applying a Theme to a Web Site</b>	<b>FP 5.38</b>
<b>Characteristics</b>	<b>FP 5.05</b>	Changing a Theme's Attributes	FP 5.42
Adding Text Over a Picture	FP 5.06	Customizing a Theme	FP 5.43
<b>Creating a Hover Button</b>	<b>FP 5.08</b>	<b>Viewing HTML Code for FrontPage Components and Themes</b>	<b>FP 5.45</b>
Changing FrontPage Component Properties	FP 5.12	<b>Quick Check</b>	<b>FP 5.47</b>
<b>Using Dynamic HTML</b>	<b>FP 5.13</b>	<b>Review Assignments</b>	<b>FP 5.47</b>
Creating a Page Transition	FP 5.13	<b>Case Problems</b>	<b>FP 5.48</b>
Creating Animated Text in a Web Page	FP 5.14	<b>Quick Check Answers</b>	<b>FP 5.52</b>
<b>Viewing HTML Code for Frontpage Components</b>	<b>FP 5.17</b>		
<b>Quick Check</b>	<b>FP 5.18</b>		
 <b>SESSION 5.2</b>	 <b>FP 5.18</b>	 <b>Tutorial 6</b>	 <b>FP 6.01</b>
<b>Using a Wizard to Create a New Web Site</b>	<b>FP 5.18</b>	<i>Publishing a Web Site</i>	
<b>Understanding Shared Borders and Navigation Bars</b>	<b>FP 5.21</b>	<b>Preparing the Search and Feedback Web Pages</b>	
<b>Creating a Navigation Structure</b>	<b>FP 5.23</b>		
<b>Creating a Shared Border with Navigation Buttons</b>	<b>FP 5.25</b>	<b>SESSION 6.1</b>	<b>FP 6.02</b>
Editing a Shared Border	FP 5.29	<b>Reviewing the Tasks List</b>	<b>FP 6.02</b>
Revising a Navigation Bar	FP 5.30	<b>Creating the Search Web Page Using a Template</b>	<b>FP 6.03</b>
<b>Revising the Navigation Structure</b>	<b>FP 5.32</b>	Changing the Search Component's Properties	FP 6.06
Deleting a Page from the Navigation Structure	FP 5.33	<b>Creating a Web Page that Contains a Form</b>	<b>FP 6.08</b>
Adding a New Web Page in Navigation View	FP 5.33	Adding a Form Component to a Web Page	FP 6.11
<b>Turning Off Shared Borders for a Single Page</b>	<b>FP 5.35</b>	Adding Radio Buttons to a Form	FP 6.13

Adding a Drop-Down Menu to a Form	FP 6.16	Moving a File Using Drag and Drop	FP 6.52
Adding a One-Line Text Box to a Form	FP 6.18	Global Find and Replace	FP 6.53
Adding a Scrolling Text Box to a Form	FP 6.20	Changing a Filename in Folders View	FP 6.56
Quick Check	FP 6.22	Recalculating and Verifying Hyperlinks	FP 6.57
<b>SESSION 6.2</b>	<b>FP 6.23</b>	Recalculating Hyperlinks	FP 6.57
Validating Form Fields	FP 6.23	Verifying Hyperlinks	FP 6.58
Adding a Check Box to a Form	FP 6.25	Setting Permissions for a Web Site	FP 6.59
Adding Push Buttons	FP 6.26	Going Live	FP 6.60
Using a Form Handler	FP 6.28	Acceptable Use Policies	FP 6.60
Testing a Form on the Client	FP 6.31	FrontPage 2000 Server Extensions	FP 6.61
Opening an Office 2000 Document From a Web Site	FP 6.32	Quick Check	FP 6.61
Viewing HTML Code for a Form	FP 6.34	Review Assignments	FP 6.62
Quick Check	FP 6.35	Case Problems	FP 6.63
<b>SESSION 6.3</b>	<b>FP 6.36</b>	Quick Check Answers	FP 6.69
Using a Personal Web Server	FP 6.36	Index	1
Publishing a Web Site	FP 6.39	Task Reference	7
Publishing Changes to Pages in a Web Site	FP 6.42	MOUS Certification Grid	15
Processing Web Pages on a Server	FP 6.43	File Finder	21
Examining a Form Results File	FP 6.45		
Using a Hit Counter	FP 6.47		
Using the Banner Ad Manager	FP 6.49		



## Reference Window List

Opening a Web Site in Internet Explorer	FP 1.12	Saving a Web Page from a World Wide Web Site	FP 4.03
Using a Search Web Page	FP 1.19	Creating a Table in a Web Page	FP 4.08
Using a Form Web Page	FP 1.21	Aligning a Table in a Web Page	FP 4.10
Opening a Web Site	FP 1.25	Inserting Rows or Columns in a Table	FP 4.13
Spell Checking a Web Page	FP 2.10	Selecting and Deleting Rows or Columns in a Table	FP 4.14
Saving a Web Page	FP 2.12	Splitting Table Cells	FP 4.15
Creating a Heading in a Web Page	FP 2.15	Merging Table Cells	FP 4.16
Aligning Text in a Web Page	FP 2.16	Resizing a Row or Column in a Table	FP 4.18
Testing a Web Page	FP 2.22	Creating a Nested Table	FP 4.21
Changing the Background Color of a Web Page	FP 2.25	Adding a Table Caption	FP 4.25
Inserting a Background Picture in a Web Page	FP 2.28	Changing a Table's Background Color	FP 4.26
Saving a Web Page that Contains an Embedded File	FP 2.29	Changing a Table's Border Color	FP 4.27
Adding a Picture to a Web Page	FP 2.31	Creating a Frames Page	FP 4.33
Adding Alternative Text to a Picture	FP 2.33	Adding a New Frame to an Existing Frames Page	FP 4.46
Inserting a Horizontal Line and Changing Its Properties	FP 2.34	Creating a Thumbnail Picture	FP 5.03
Adding a Background Sound to a Web Page	FP 2.36	Changing Picture Characteristics	FP 5.05
Creating a Marquee in a Web Page	FP 2.38	Adding Text Over a Picture	FP 5.06
Inserting META tags in a Web Page	FP 2.41	Creating a Hover Button in a Web Page	FP 5.09
Importing an Existing Web Page into a Web Site	FP 3.03	Applying a Page Transition	FP 5.13
Inserting a File in a Web Page	FP 3.06	Creating Animated Text or Pictures in a Web Page	FP 5.15
Creating a Definition List	FP 3.08	Using the Import Web Wizard to Create a New Web Site	FP 5.19
Creating a Bulleted List	FP 3.10	Renaming a Page's Filename and Title in Folders View	FP 5.21
Creating a Numbered List	FP 3.11	Renaming a Page's Title in Navigation View	FP 5.25
Creating a Nested List	FP 3.11	Turning on Shared Borders for a Web Site	FP 5.25
Creating a Text-Based Bookmark in a Web Page	FP 3.14	Deleting a Page from the Navigation Structure	FP 5.33
Creating a Hyperlink to a Bookmark	FP 3.17	Adding a New Page in Navigation View	FP 5.34
Creating a Hyperlink to Another Web Page	FP 3.22	Turning Off Shared Borders for a Single Web Page	FP 5.35
Creating a Hyperlink Using Drag and Drop	FP 3.24	Creating a Page Banner	FP 5.37
Creating a Mailto	FP 3.26	Applying a Theme to a Web Site	FP 5.39
Converting a Picture to Another Format	FP 3.29	Creating a Form Component and Adding Form Fields to It	FP 6.12
Changing a Color in a Picture to Transparent	FP 3.30	Publishing a Web Site to Your Computer's Server	FP 6.39
Creating a Picture Hotspot	FP 3.32	Publishing Changes to a Server-Based Web Site	FP 6.42
Highlighting Hotspots on a Picture	FP 3.34	Creating a Hit Counter in a Web Page	FP 6.47
Creating a New Web Page and Adding It to the Tasks List	FP 3.41	Creating a Banner Ad	FP 6.50
Adding a Task in Tasks View	FP 3.43	Renaming a File in Folders View	FP 6.56
Marking a Task as Completed	FP 3.48		
Deleting a Task from the Tasks List	FP 3.49		