Course Description:
Are you responsible for maintaining CSM intranet or internet web pages? If so, come learn how you can utilize Microsoft FrontPage for such functions as adding various types of hyperlinks, inserting graphics and using tables to control page layout. Text formatting options can be used to help you catch the eye of your viewers. Discussion topics will also include some points to keep in mind when creating your web pages, files/folder organization and tips for successful web design from our webmaster. This hands-on session will leave you with knowledge of fundamental concepts you can apply when maintaining your web pages.

Prerequisites:
- Basic computer literacy and some experience working in Windows environment
- Some experience using Microsoft software such as Word or PowerPoint.

Course Outline:
Web design tips
- Audience, goal
- Structure, consistency
- Style requirements
- Legal requirements
- Access to site files/folders
- File/folder organization
- Understand terms
  - HTML
  - PHP
  - CSS
- What is FrontPage?
- Text
  - Add, change, delete
  - Format

 Audience:  
- Employees responsible for maintenance of CSM internet or intranet web pages

Course Length:
- 3 hours

Course Outline (cont’d):
- Hyperlinks
  - Understanding URL’s
    - Relative
    - Absolute
  - Bookmark
  - E-mail address
  - Document/web page
- Graphics
  - Types (GIF, JPEG)
  - Graphics tips
  - Inserting/changing
  - Properties
  - ADA considerations
- Tables
  - Tips
  - Properties
  - Add/delete rows and columns
  - Cell properties
  - Split/merge cells

For more Technical Training information, visit:  
http://info.csmd.edu/Training/technical

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