

COURSE OUTLINE

CMSY-125 Microsoft FrontPage 1 Semester Hour

HOWARD COMMUNITY COLLEGE

Description

After successful completion of this course, the student will be able to use Microsoft FrontPage to create a Web site, customize the appearance of a Web site, create and maintain hyperlinks, work with pictures, create tables and frames, and publish a Web site. This course may be completed in fewer than 14 weeks and may be started at any time during the school year. All of the work (except tests) may be done outside of class if the student has compatible software.

Overall Course Objectives

Upon completion of this course, the student will be able to:

1. Create a Web site by entering text and inserting files from other Microsoft programs.
2. Format text and apply paragraph styles.
3. Use Navigation view to add existing and blank pages.
4. Turn on shared borders and change the content of a shared border.
5. Apply and customize a theme.
6. Insert a picture and change the properties of a picture.
7. Create an image map, WordArt, thumbnail picture, and a photo gallery.
8. Create a table and change the alignment, organization, and appearance of the table.
9. Create Web pages with frames.
10. Create forms and set form properties.
11. Publish a Web site which includes testing its components.

Major Topics

- I. Introduction to Front Page
 - A. Planning a FrontPage Web site
 - B. Opening an existing Web site
 - C. Changing the Web view
 - D. Using the Tasks list and Help
- II. Create a new Web site
 - A. Entering text in a Web page
 - B. Inserting a file into a Web page
 - C. Applying paragraph styles
 - D. Formatting text
 - E. Importing pages into a Web site
 - F. Previewing and print a Web page
- III. Web Hyperlinks and appearance
 - A. Adding existing and new pages to Navigation view
 - B. Turning on and change the content of a shared border
 - C. Applying a theme to a Web site

- IV. Pictures
 - A. Changing the properties of a picture
 - B. Adding text over a picture
 - C. Creating an image map, WordArt, thumbnail picture, and photo gallery
- V. Tables
 - A. Entering table data and resize cells
 - B. Aligning, format, insert, delete, merge and split cells
 - C. Applying AutoFormats
- VI. Frames
 - A. Creating a frame using a template
 - B. Setting pages to open in a frames page and in the main frame
 - C. Creating and delete a new frame in a frames page
- VII. Forms
 - A. Adding a text box and text area, drop-down box, option button group, and a check box
 - B. Setting form properties
 - C. Creating a search form
- VIII. Publish a Web site
 - A. Opening a Web site from a server
 - B. Recalculating and verify hyperlinks
 - C. Testing pages that contain form components and search components
 - D. Setting Web permissions
 - E. Creating a hit counter
 - F. Maintaining a published Web site

Course Requirements

- Grading/exams:** Specific assignments and procedures for evaluating student performance in the class will be described in the individual class syllabus, but will include the following:
1. Multiple choice, true/false tests
 2. Projects

Other Course Information

Call 410-772-4876 between 9 a.m. and 3 p.m. for more information about this course.
This course is a business elective.