Unit 8

Microsoft FrontPage

Introduction

A number of Software Packages are available in market for creating a website. Among popular software's are Dreamweaver, Microsoft FrontPage and Flash. To design web page using front page we do not need to write html code for positioning of each item on website. Front page generate the code automatically. We shall discuss FrontPage in detail so that after reading this unit, a student will be able to create a Website of his/her own using FrontPage.

Lesson 8.1

Microsoft FrontPage-1

Upon completion of this unit you will be able to:

Outcomes

Describe Front page

Create Front Page document.

Save Front Page document.

View Front Page document.

Microsoft FrontPage

Microsoft FrontPage is a tool that helps to develop and maintain, Web sites. FrontPage uses a graphical interface that allows anyone with Windows experience to develop Web pages. It does not require a prior knowledge of HTML. It creates the HTML code and the Web browser interprets it to display the pages correctly. FrontPage lets

❑ Insert text and graphics

❑ Add hyperlinks

❑ Easily view and manage the entire Web site

❑ Import and export files

Starting Microsoft FrontPage

Invoke the Microsoft FrontPage from Windows as

Start → All Programs → Microsoft Office→ Microsoft Office FrontPage

Creating Webpage

For creating a new Web Page document, click on
- ❑ File → New → Page.
- ❑ Click on the General tab.
- ❑ Select the desired Template. It provides a layout of the page design i.e. how to place the text graphics, hyperlinks, labeling of items etc. on the web page.
- ❑ To create a Page in your own style, click on Normal Page. This will create a blank Page where you can add items of your choice. Now click OK.

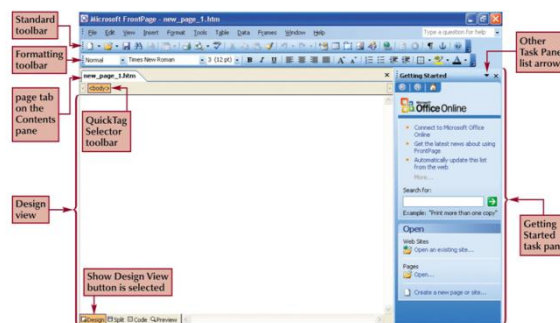The new Page displays and it looks like the Figure below

Figure 1.1 New pages

Saving Web Page

For saving a web page
- ❑ Click the Save button on the Standard toolbar. Type the file name. The page will be stored in the current web. We can also give the full path name along with web name if we do want to store it in the current web. The file will be stored with .htm extension.

    Or
- ❑ Click File on the menu bar, then click Save and follow the above same steps.

Closing WEB Page

To close the current web page

Select File → Close Or

Click close **X** on the page title bar

Previewing a Web Page

Click the Show Preview View button at the bottom of the Contents pane.

Viewing the Web Page in Code View
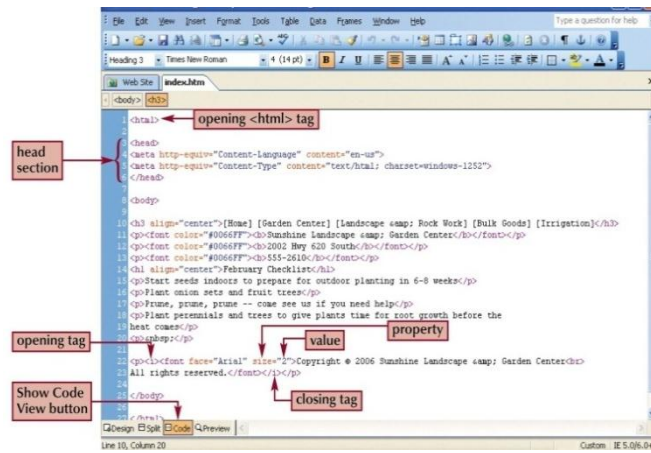
Click the Code button at the bottom of the Contents pane

Figure 1.2 Code view

Lesson 8.2

Microsoft FrontPage- 2

Upon completion of this unit you will be able to:

Change background color.

Format web page.

Outcomes

Create marquee on a webpage.

Changing background color

By default, the background color of a Web page is white. Most text and graphics display best on a white background, but there is little visual interest to that. You can use any of the standard colors or the Web-safe colors available in the More Colors palette. It is important to emphasize that you select one that coordinates well with the text color you have selected. If, after making edits, you find that none of the colors work, you can always change back to the white background. To apply a background color, click the Format menu and then click Background to open the Page Properties dialog box. In the dialog box, select the Formatting tab. Click the Background list arrow in the Colors section to display the Standard Colors chart. Click a color to apply it to the Web page. Click OK to return to the page and see how it looks. If the color you chose is too dark, the text will be hard to read and you will have to repeat the process until you find a color that works.
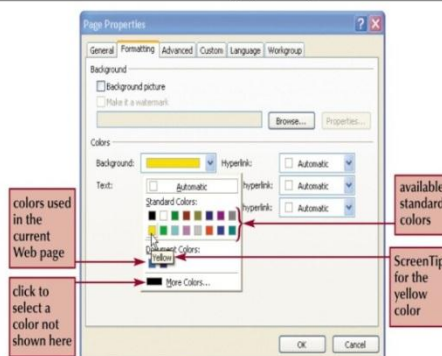

Figure 2.1 Background color Tab

Creating Heading

Click anywhere in the paragraph that you want to format as a heading. Click the Style list arrow on the Formatting toolbar to display a list of available paragraph format styles, and then click the desired heading

Inserting Marquee

A marquee is an eye-catching graphic that you can add to a Web page. It's actually a text box that displays a scrolling message that you create. You can use existing text for the marquee or add new text. Marquees should be used sparingly because they can easily overpower a page and distract the Web page viewer.

To add a marquee:

Select the text for the scrolling message or click on the page in the area you want the marquee text to appear. Click the Web Component button on the Standard toolbar to open the Insert Web Component dialog box. Click on Dynamic Effects in the Component type list, and then click Marquee in the Choose an effect list. Click the Finish button, and the Marquee Properties dialog box will open. Click OK to activate the marquee. You can apply formats and other characteristics to the marquee using options in this dialog box. You can test the marquee by first saving the page, then changing to Preview page view.
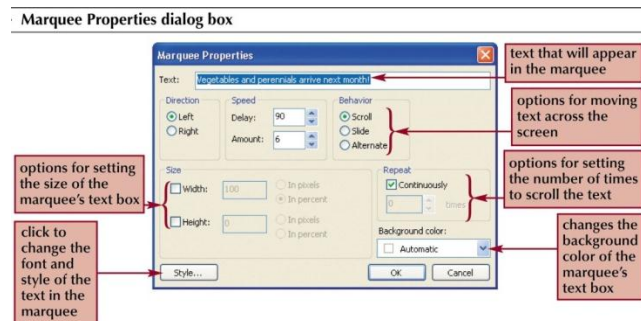
The Marquee Properties dialog box

Figure 2.2 Marquee dialog box

Formatting Web Page

Microsoft Office FrontPage allows you to format your Web Page similar to how you would format a word processing document in Microsoft Office Word

- ❑ Align text
- ❑ Use fonts
- ❑ Insert special characters
- ❑ Change font size and color
- ❑ Format Painter

Button Name	Button	Function
Style list box	Normal	Lets you apply different styles, such as headings, to paragraphs in your document; contains styles compatible with HTML
Font list box	Times New Roman	Lets you apply a font to a selection; contains fonts that are available on your system
Font Size list box	3 (12 pt)	Lets you apply different font sizes to a selection; contains sizes compatible with HTML, where 1 is the smallest, 7 is the largest, and 3 is the default
Bold	B	Changes selected text to bold
Italic	I	Changes selected text to italic
Underline	U	Underlines the selected text
Align Left		Aligns the selected paragraph or object to the left
Center		Centers the selected paragraph or object
Align Right		Aligns the selected paragraph or object to the right
Justify		Justifies the selected paragraph
Increase Font Size	A	Increases the font size of the selected text to the next higher HTML level
Decrease Font Size	A	Decreases the font size of the selected text to the next lower HTML level
Numbering		Changes a list of selected items to a numbered list
Bullets		Changes a list of selected items to a bulleted list
Decrease Indent		Moves the indentation of a selected paragraph or object left by one tab stop (0.5 inch)
Increase Indent		Moves the indentation of a selected paragraph or object right by one tab stop (0.5 inch)
Borders		Adds a border to the selected text; use the list arrow to select a border option other than the one displayed on the button
Highlight		Highlights the selected text; click the list arrow to choose a highlight color other than the one displayed on the button or to choose None to remove highlighting from the selected text
Font Color	A	Changes the color of the selected text; click the list arrow to choose a text color other than the one displayed on the button

Figure 2.3 Formatting box

Inserting Picture

Web pages need more than text and navigation bars to be interesting. Logos, graphics, and photographs can all work together to make your site attractive and inviting to the user. The three most widely used file formats for graphics are GIF, JPEG, and PNG:GIF files are small and load fast. JPEG files are usually larger than GIF, but are best-suited for photographs. PNG was created as a license-free alternative to GIF

When you save a Web page in which you have inserted a picture, you must be sure to save the picture to the Web site's images folder.

To add a picture to your Web page, click in the page where you want the picture to be placed.

- Click the Insert Picture from File button on the Standard toolbar.
- In the Picture dialog box, click the Look in list arrow to locate the picture and double-click it to insert it on your page

Lesson 8.3

Microsoft Front Page- 3

Upon completion of this unit you will be able to:

Create hyperlink.

Create table.

Outcomes

Creating Hyperlinks

To create hyperlinks to Web pages

1. Select the text that will be the link.
2. Click the Insert Hyperlink button on the Standard toolbar.
3. When the Insert Hyperlink dialog box opens:
4. Click the Existing File or Web Page button
5. Locate the file name in the file list
6. Click the OK button

Understanding Tables

A table consists of one or more rows of cells that organize and arrange data. A cell is the smallest component of a table, where you can place text or a picture. A border is a line that surrounds each cell and the entire table. Cell padding is the distance between the contents of a cell and the edge of the cell, measured in pixels. Cell spacing is the distance between table cells, also measured in pixels.

Creating table

Click the location in the Web page where you want to insert the table.
Click the Insert Table button on the Standard toolbar to open the Insert Table button grid, click the grid cell that represents the desired table size or drag the last cell in the Insert Table button grid to expand the grid to the desired table size, and then release the mouse button.
Right-click anywhere in the table to open the shortcut menu, and
Then click Table Properties.
In the Table Properties dialog box, click the Alignment list arrow in the Layout section, click the desired alignment, and then click the OK button.

Inserting column

Click a cell adjacent to where you want to insert the new column, click Table on the menu bar, point to Insert, and then click Rows or Columns to open the Insert Rows or Columns dialog box.
Click the Columns option button, and then enter the number of columns to insert in the Number of columns text box.
Click the Left of selection option button to insert the new column(s) to the left of the currently selected column, or click the Right of selection option button to insert the new column(s) to the right of the currently selected column.
Click the OK button.

Inserting row

Click a cell adjacent to where you want to insert the new row, click Table on the menu bar, point to Insert, and then click Rows or Columns to open the Insert Rows or Columns dialog box.

Click the Rows option button, and then enter the number of rows to insert in the Number of rows text box.

Click the Above selection option button to insert the new row(s) above the currently selected row, or click the below selection option button to insert the new row(s) below the currently selected row.

Click the OK button.

Adding Table Caption

A table caption is a title that appears either above or below a table. It can contain one or more lines of text.
1. Click anywhere in the table to select it.
2. Click Table on the menu bar, point to Insert, and then click Caption.
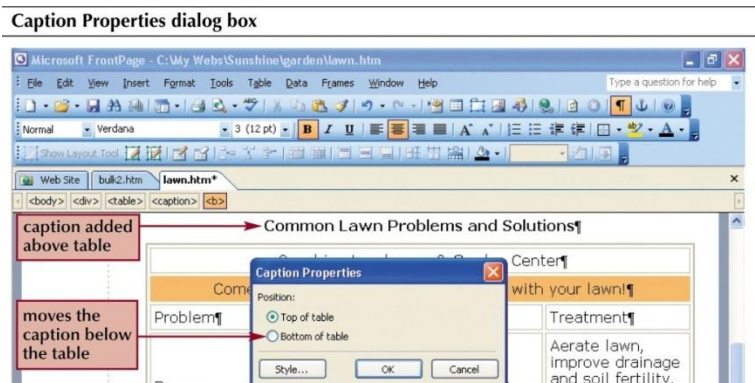3. Type the caption at the location of the insertion point.
Caption Properties Dialog Box

Figure 3.1 Table dialog box