

**MICROSOFT FRONTPAGE**

**INTRODUCTION**

Microsoft FrontPage is a program designed primarily for creating and editing web pages. The program will enable you to create web pages without any html background.

**OBJECTIVE**

Upon completion of the course, participants will be able to: -

- To create, edit, manage, and update site
- Multiple views in FrontPage allow participants to see all the files in Web
- Run reports to find slow pages and older files
- Site's navigational structure set up
- Keeping track of Web tasks

**WHO SHOULD ATTEND**

The courses are applicable for all working adults.

- IT Working Adults
- IT Professionals
- Graphic Designers
- Web Developers

**ABOUT SAINS**

SARAWAK INFORMATION SYSTEMS SDN BHD (SAINS) officially began operation in 1992 and has strategically developed a presence in Malaysia as a leading ICT Systems Integrator and Solutions Provider. SAINS, has effectively enlarged and intensify the utilisation of ICT in the State of Sarawak. At the onset, our stakeholders set out to ensure we build a critical mass of knowledge and know-how of mainstream technology. Today, SAINS is widely recognised as a leader among governments in the region for cost effective deployment and efficient utilisation of IT.

**COURSE CONTENTS**

- Day 1** Lesson 1 - **Getting Started**  
 Lesson 2 - **Building a Web Site**  
 Lesson 3 - **Working with Tables**  
 Lesson 4 - **Working with Images**
- Day 2** Lesson 5 - **Using Hyperlink**  
 Lesson 6 - **Using Dynamic Html Effects, Active Elements**  
 Lesson 7 - **Using Frontpage Components**
- Day 3** Lesson 8 - **Managing A Frontpage Web**  
 Lesson 9 - **Working In Tasks View**  
 Lesson 10 - **Using Frontpage Web Templates And Web Wizard**

**DURATION : 3 Days**

**COURSE FEE : RM435.00**

**METHODOLOGY**

- Screen Projection
- Lecturing
- Practical
- Workshop

**SPECIAL FACILITIES**

- LCD Projector
- Personal Computer
- Microsoft Frontpage Program

**SBL Scheme Claimable**

**TRAINER'S PROFILE**

**Tarmit Kaur** is currently the senior IT Trainer with SAINS. She has an extensive and deep understanding in theory and technical education. She also has conducted IT development programs for various level of customers from Government sectors, Statutory Bodies and Corporate Bodies. She is also appointed as test administrator for PEARSON VUE and PROMETRIC Testing Centre. She is a practical trainer who ensures participants learning are relevant to the needs of organization and her presentation is designed to bring change in attitudes and skills.