

# FrontPage 2000

**Course length:** 4 hours\*

**Course Code:** 103083BT014

**This course gives you the skills and knowledge to build and maintain a professional looking website.**

## Benefits for the Learner

This course is ideal if you want to create and maintain a professional looking website that promotes your business, your products or your services.

You'll be guided through the whole process – from planning your site to publishing it on the Internet. You'll learn how to design and create easy-to-navigate web pages that are both functional and pleasing to the eye. You'll be given all the practical skills you need to organise your website, select and use an appropriate web server and maintain your site efficiently.

## Benefits for the Business

Research by the Office for National Statistics shows that almost 34% of businesses had a website in 2004, a rise of more than 10% on the previous year. If you're keen to take the first steps into the world of e-commerce, but have been put off by potentially high set up and maintenance costs, FrontPage 2000 could be the answer.

It's quick and cost-effective way for you to create a website in-house – and you don't have to be a computer whiz kid to use it! The built-in tools give a step-by-step guide to designing professional looking pages to give your business an immediate presence on the Web.

## What You Get From This Course

After completing this course you will be able to:

- Start FrontPage and navigate around within it
- Set up templates for your web pages
- Use hyperlinks to link text and images to other web pages
- Insert and modify images
- Publish and update your website

## How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 4 hours to complete.

\*Courses are accessible for six months from the date of purchase.