

PC SIMPLICITY!

SIMPLE FrontPage 2003: Getting Started

How to create, design and publish a website.

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SESSION 6

Revision of functions from previous sessions.

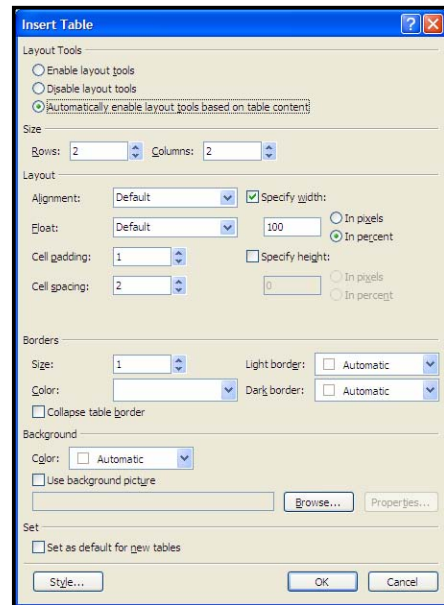
New Functions: Working with Tables, Line Spacing, Page Transitions, Switching between Open Pages, Table Properties, Cell Properties.

Step 1. Have your computer switched On and run the Microsoft FrontPage program.

Step 2. Close the Task Pane on the right.

Tables are a great function for controlling text positioning on a page.

Step 3. On the current new normal page insert a Table that has two columns and two rows.



INSERTING A TABLE

- Click on **Table** from the main menu
 - Click on **Insert** from the next menu
 - Click on **Table** from the next menu
 - Enter **2** into the **Rows** area (Click type)
 - Enter **2** into the **Columns** area (Click type)
 - Click on the **Ok** button
- * A Table will appear on your page

Step 4. Enter the following text into the first cell of the second row as shown in the diagram below.

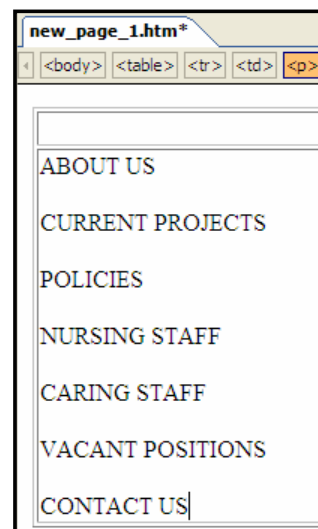
ENTERING TEXT INTO A TABLE

- Click in the **first cell of the second row** to place the cursor
 - Type**
 - Press the **Enter** key to insert a **Paragraph Break Code** and move to the next line
- * The cell height will increase

Step 5. Decrease the column width of the first column so it is only as wide as the largest text.

ADJUST COLUMN WIDTH

- Position the mouse pointer on the **right cell border** of the first column
- * The mouse pointer will switch to a double-headed arrow specifying the resize symbol
- Click-drag the border left** to decrease the column width



Step 6. Select the two cells of the first row. (The entire top row that is divided into two columns)

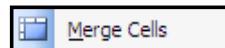
SELECTING MULTIPLE CELLS

- Click in the **first cell** to place the cursor
 - Hold the **Shift key** down
 - Press the **Right Arrow key** to select the second cell
 - Release the **Shift key**
- * The two cells should be highlighted in black

Step 7. Apply the Merge Cells function.

MERGE CELLS

- * Have the cells you want to merge selected
- Click on **Table** from the main menu
 - Click on **Merge Cells** from the next menu



Step 8. Cancel the selection placed on the Table. (Click in another cell)

Step 9. Enter the following text 'WILD LIFE SUPPORT – AUSTRALIA' in the first cell on the first row being the merged cell. (View the diagram on the next page)

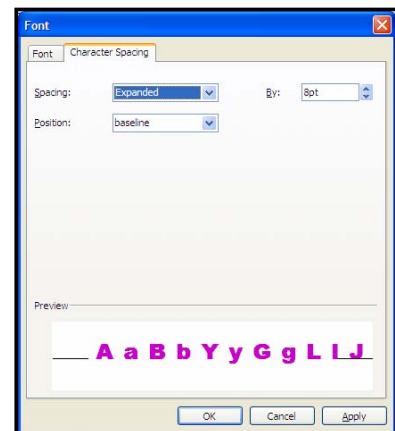
Step 10. Select the text (Click-drag over it) and set the Size to 5 (18) pt, the Font to Arial Black, the Font Color to Lilac, apply the Bold, Italics and Center functions.

Step 11. Keep the text selected and apply the Character Spacing function and set the Spacing to Expanded by 8 pts.

CHARACTER SPACING

- Click on **Format** from the main menu
 - Click on **Font** from the next menu
- * The Font window appears
- Click on the **Character Spacing** tag
 - Click on the **Spacing scroll bar** and click on **Expanded**
 - Click on the **By: up scroll bar** until it reads **8pt**
 - Click on the **Ok** button

Step 12. Click in the second cell of the second row and notice that the cursor is placed vertically down the middle of the cell and not at the top left of the cell. Enter the following text shown in the diagram on the next page. Select the text and apply the Center function, then apply the Increase Size function once. (Click on the Increase Size icon once)



Step 13. Cancel the selection. (Click anywhere on the page)