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FrontPage XP

Manual - Foundation Level

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Introduction to FrontPage 2002

When you have completed this learning module you will have seen how to:

- Name files
- Add new pages
- Save pages
- Open pages
- Remove pages
- Use Page templates
- Use the Page Properties dialog box
- Use the General tab
- Use the Background tab
- Use the Margins tab
- Use web site templates
- Open a web site
- Close a web site
- Delete a web site

What is FrontPage 2002?

What's new for 2002?

- **Microsoft FrontPage 2002** incorporates many **new** design tools as well as new web site maintenance and administration features.

An HTML overview

- **Hypertext Markup Language (HTML)** is a universal formatting language used by web site developers to create web pages.
- **FrontPage 2002** generates **HTML** for you while you design web pages in a word processing environment with specialized design tools.

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Naming files

- HTML files are text files that can be delivered using the extensions:

  .htm

  OR

  .html.

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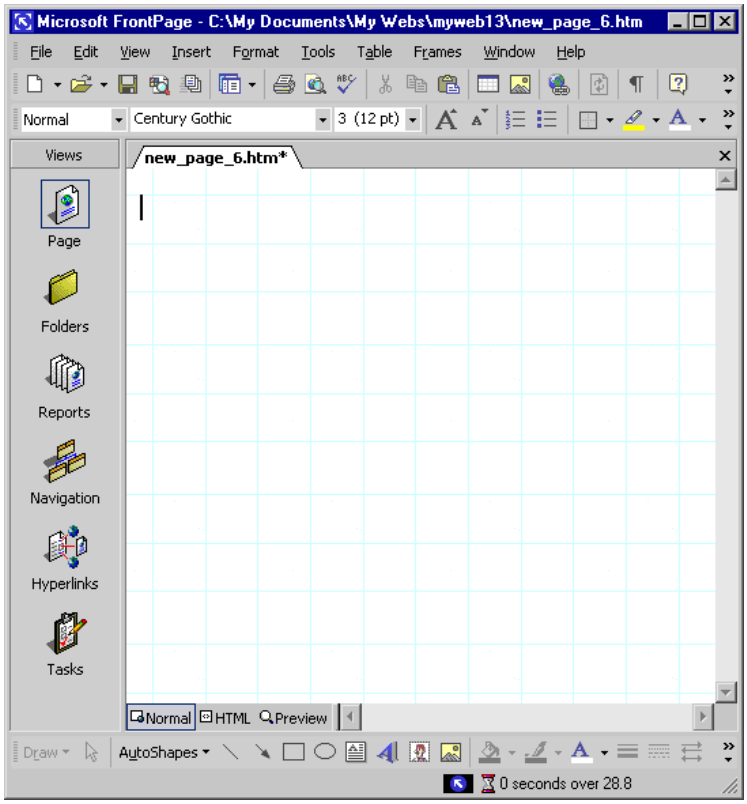
Creating New Pages

Creating New Pages

- When you open a new blank page, it appears in the Page view:



Adding new pages

- From the **File** menu, choose **New > Page or Web**. The **New Page or Web** pane opens on the right side of the screen:

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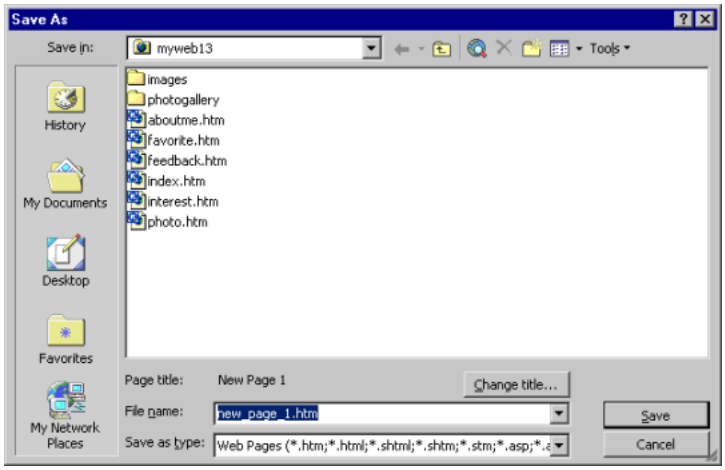
- Under **New**, choose **Blank Page**.

Saving pages

- From the **File** menu, choose **Save**

  OR press the **Ctrl+S** key combination.

- If you previously saved the file, it is updated in its current location under its current name.
- If this is your first time saving the page, the **Save As** dialog box opens:



- Provide a file name for the page and ensure the **Save in** location is correct.
- Select the appropriate file type from the **Save as type** drop-down menu. While creating your web page, you should save it as **Web Pages**.

Opening pages

- From the **File** menu, choose **Open**

  OR press the **Ctrl+O** key combination.

  The **Open File** dialog box opens:

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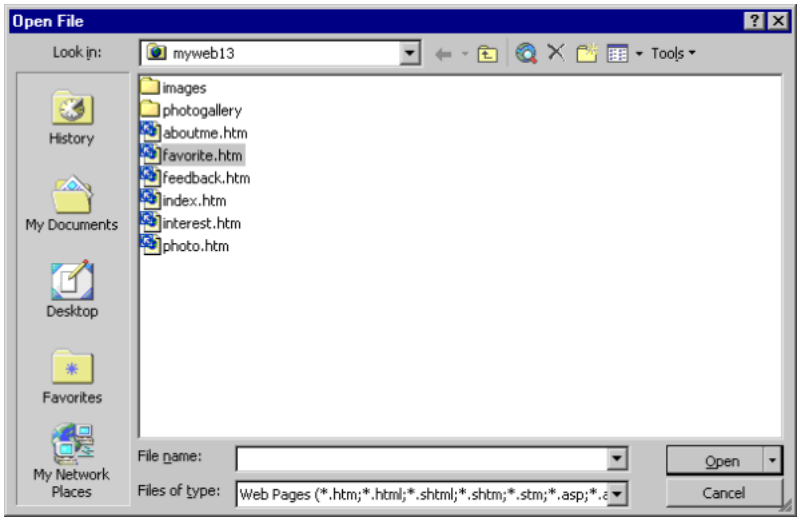

- Locate and select the desired file. Click **Open**.

Removing pages

To remove pages from a website:

- From the **Views** pane, choose **Navigation**:

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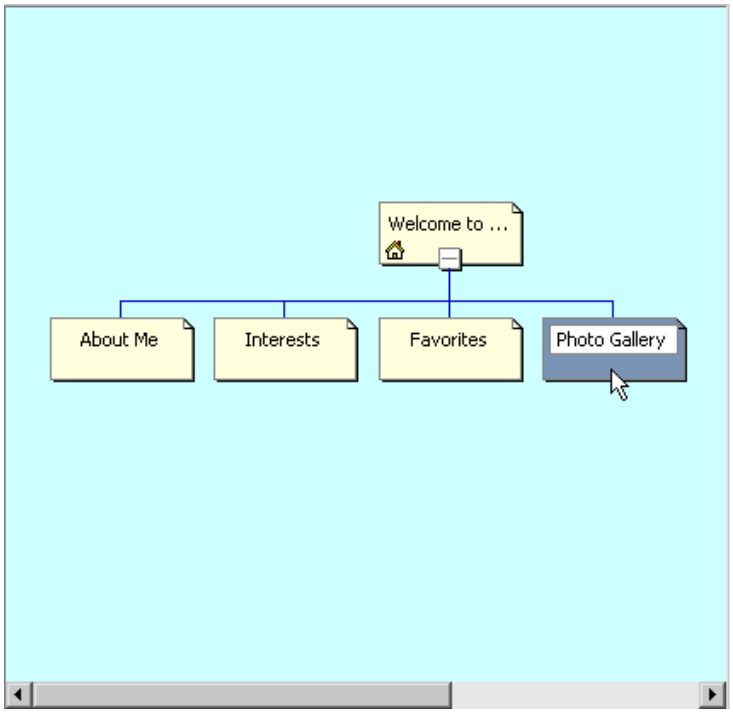
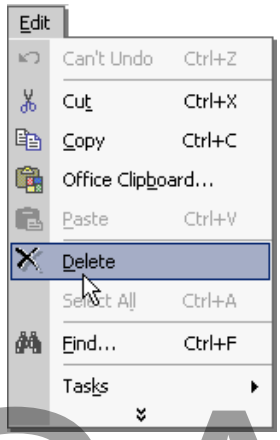
- In the navigation window, select the page you want to **remove**:



- From the **Edit** menu, choose **Delete**



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Using Page templates

- **Page templates** are pre-formatted web pages provided with **FrontPage 2002**.
- Depending on the type of information you want to present, you can select the **template** you need and use it as a basis for **your own page**.

To use a template:

- From the **File** menu, choose **New > Page or Web**.
- The New **Page or Web** pane opens on the right side of the screen.
- Under New from template, choose Page Templates:

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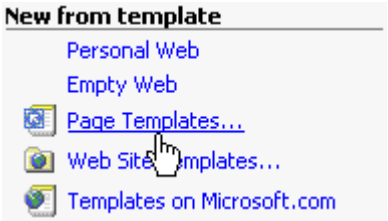
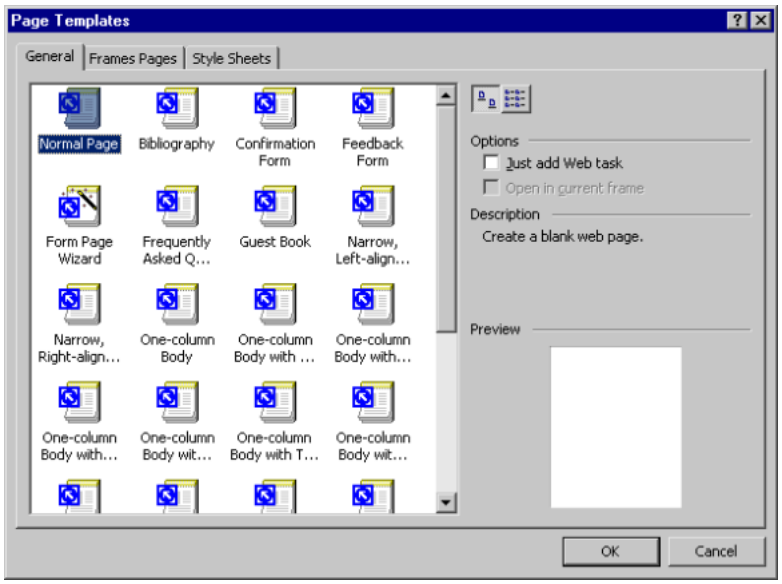


- In the **Page Templates** dialog box, select a template.
- Click **OK**:



- The **template** page opens. You can now enter the content of your web page into the format provided.

Page Properties

Using Page Properties dialog box

- The **Page Properties** dialog box allows you to configure your web page. It consists of tabs where you can specify properties such as background and margin settings.

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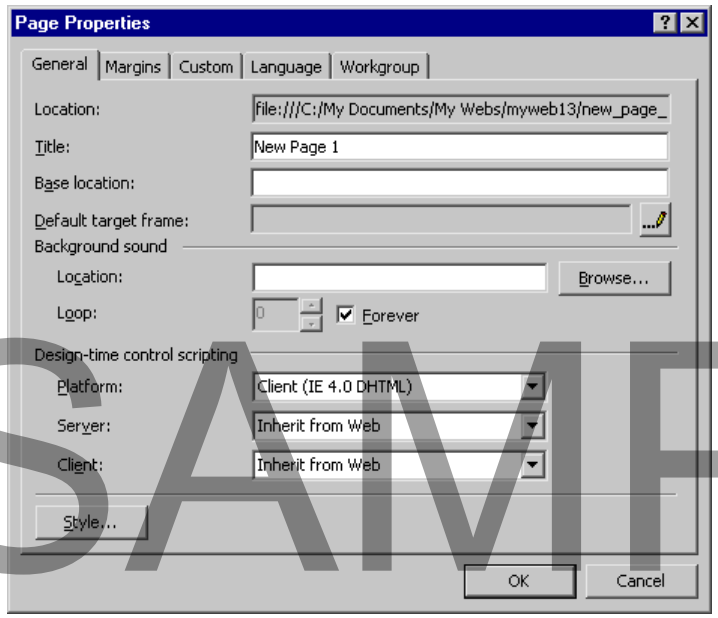
- From the **File** menu, choose **Properties**:

Using the General tab

- The **General** tab allows you to specify the location (**URL**) and title of your page. You can also include sound files to be played when the page opens (if such files are supported by the browser), and you can also specify **scripting languages**:



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Using the Background tab

- The **Background** tab allows you to configure formatting and color options.
- You can specify a **picture** to be used as the **page's background**, create effects when users move the mouse pointer over hyperlinks on your page, as well as set the colors for the **background, text** and **hyperlinks**:

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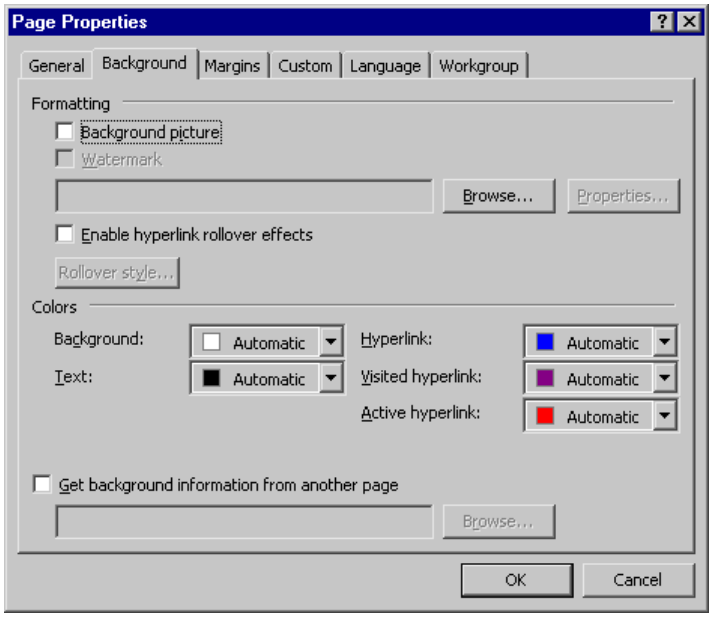
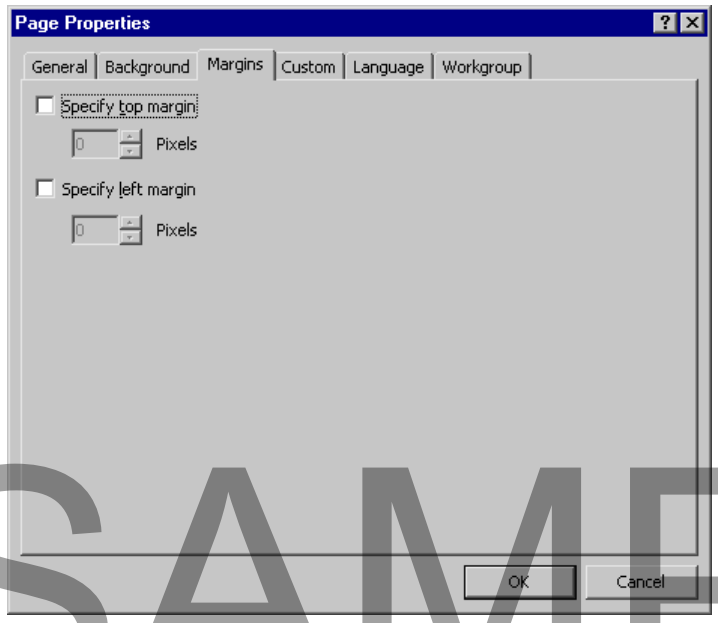


Using the Margins tab

- The **Margins** tab allows you to specify **top and left margins** for your page:



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Creating a New Web File

Using web site templates

- **Web site templates** are pre-formatted web sites, complete with themed pages and a link structure.

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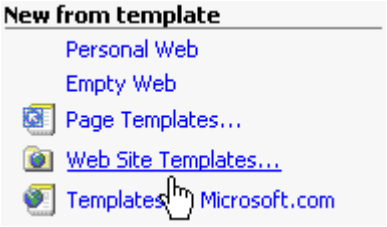
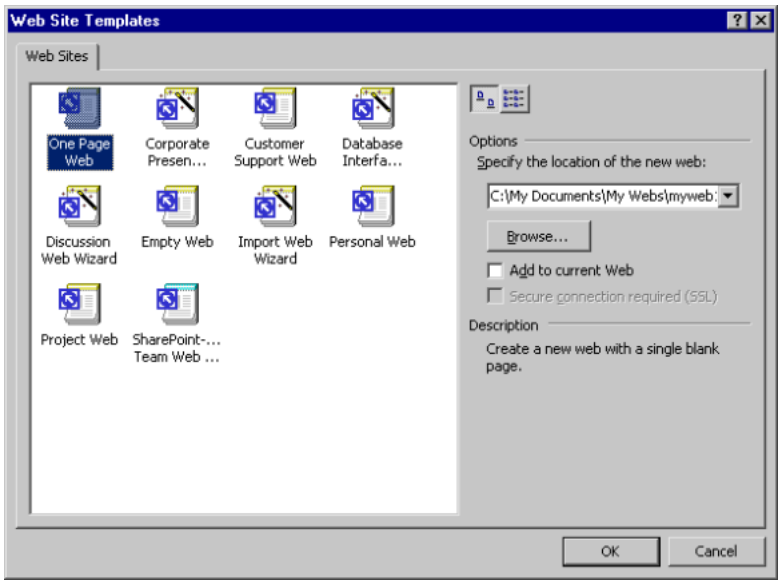
- **The templates,** provided by **FrontPage 2002,** are designed to suit different contexts. Depending on the type of web site you want to create, you can select the style you need and use it as a basis for your own site.

To open a web site template:

- From the **File** menu, choose **New > Page or Web**.
- The **New Page or Web** pane opens on the right side of the screen.
- Under New from template, choose Web Site Templates:



- In the **Web Site Templates** dialog box, select a template, and click **OK**:



- You can now enter the **content** for your website into the structure provided.

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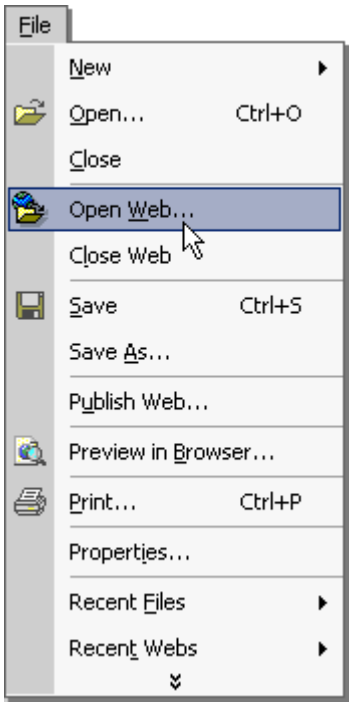
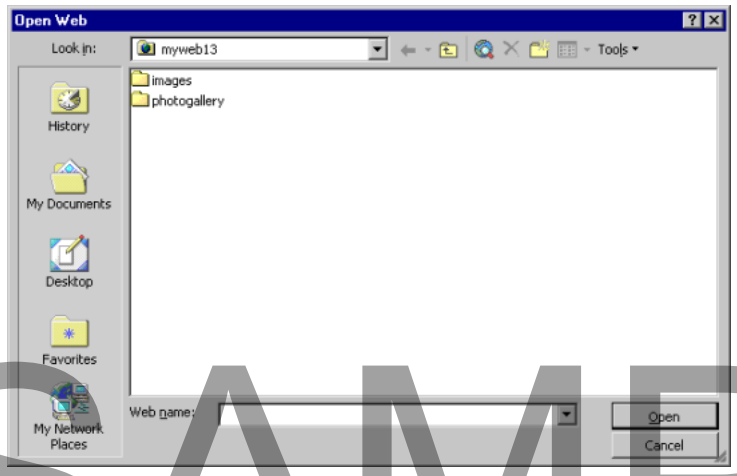
Opening a web site

- From the **File** menu, choose **Open Web**:



- The **Open Web** dialog box opens:



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- Locate and select the **desired file**.
- Click **Open**.

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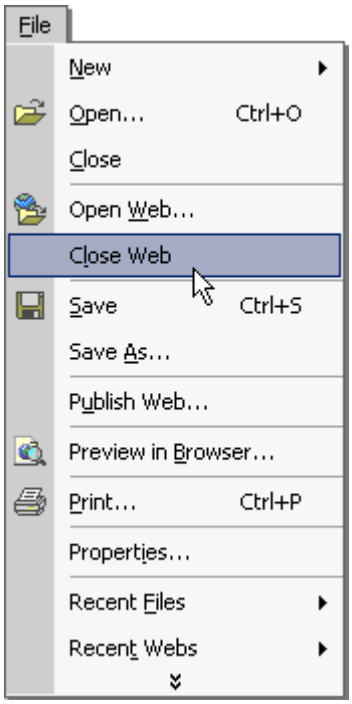
Closing a web site

- You can **close** a web site by choosing **Close Web** from the **File** menu:



Deleting a web site

- Open the web site you want to delete. In the **Views** pane, choose **Folders**:

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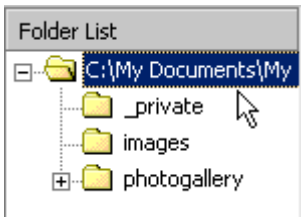
Note: Before you **delete** a web site be sure that you have no more need for it. Once deleted, there is **no undo.**

- In the **Folder List** pane, select the top-level folder and choose **Delete** from the **Edit** menu:



Review Questions

How would you:

- Name files?
- Add new pages?
- Save pages?
- Open pages?
- Remove pages?
- Use Page templates?
- Use the Page Properties dialog box?
- Use the General tab?
- Use the Background tab?
- Use the Margins tab?
- Use web site templates?
- Open a web site?
- Close a web site?
- Delete a web site?

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The FrontPage 2002 Interface

When you have completed this learning module you will have seen how to:

- Use the Views bar
- Use the Page window button
- Use the Folders window button
- Use the Reports window button
- Use the Navigation window button
- Use the Hyperlinks window button
- Use the Tasks window button
- Use the Main menu bar
- Use the Formatting toolbar
- Use Page tabs
- Use the Title bar
- Use Page view windows
- Use the Normal window
- Use the HTML window
- Use the Preview window

FrontPage 2002 Workspace

Using the Views bar

- The **Views** bar provides six views that display different types of information about your web site:

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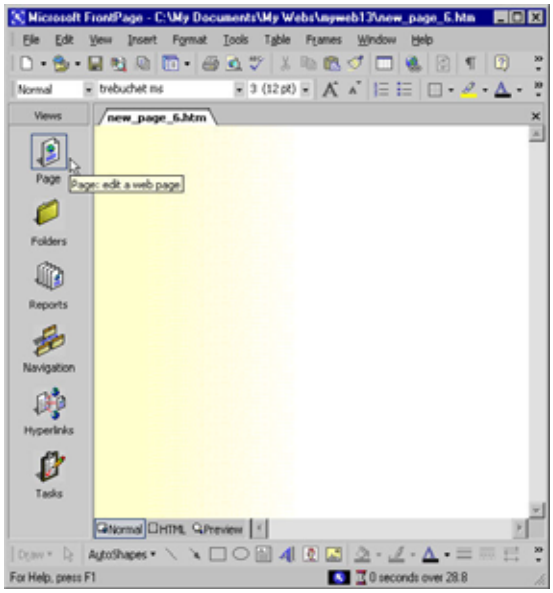
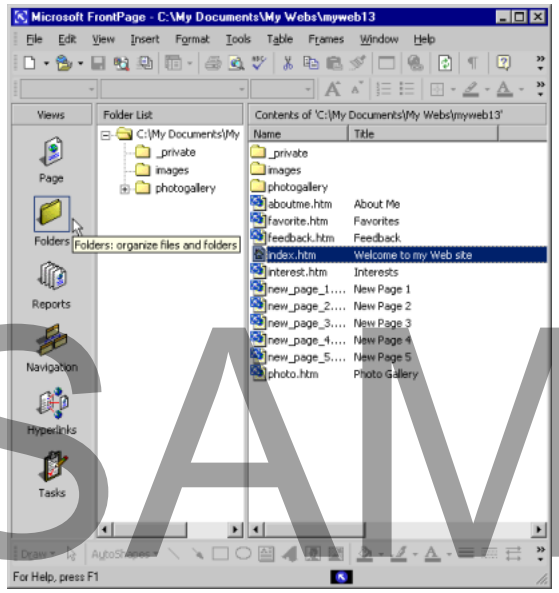
Using the Page window button

- The **Page** window displays individual pages. It is in this window that you can create a page:



Using the Folders window button

- The **Folders** window displays the folders and files that make up your web site:



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Using the Reports window button

- The **Reports** window displays a **Site Summary** that provides access to different diagnostic and statistical reports about your web site:

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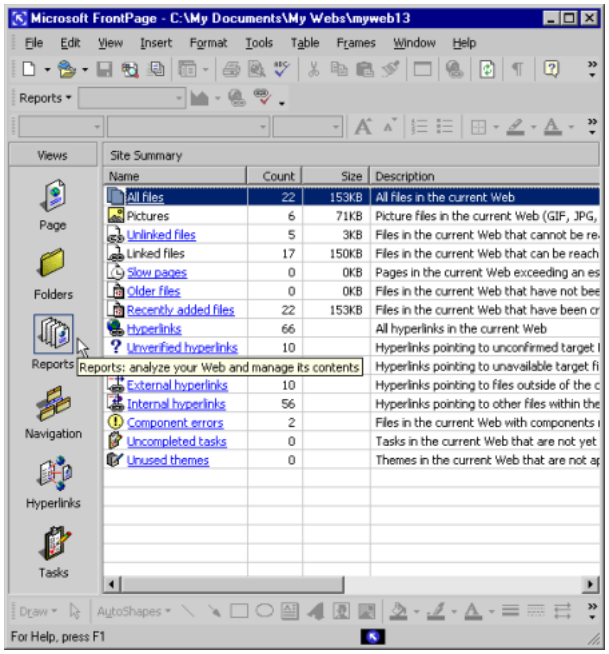
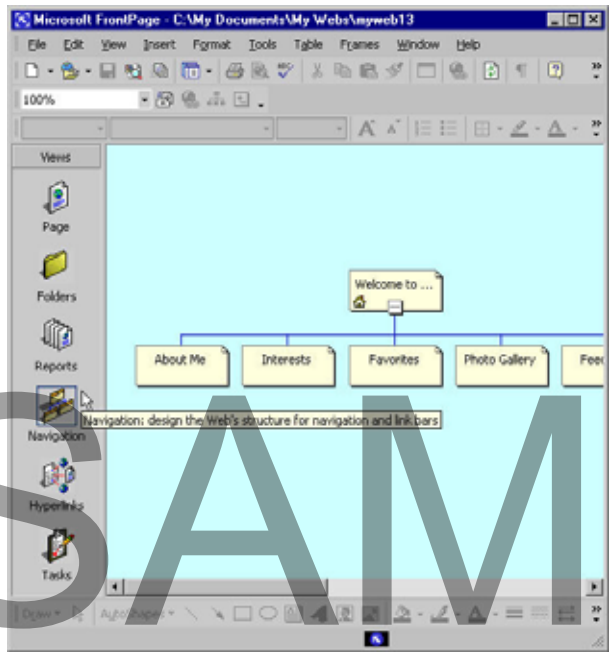


Using the Navigation window button

- The **Navigation** window displays information about the navigational structure of your web site:



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Using the Hyperlinks window button

- The **Hyperlinks** window displays information about the hyperlinks on a page. Select a file from the **Folders List** to see a map of the hyperlinks in the file:

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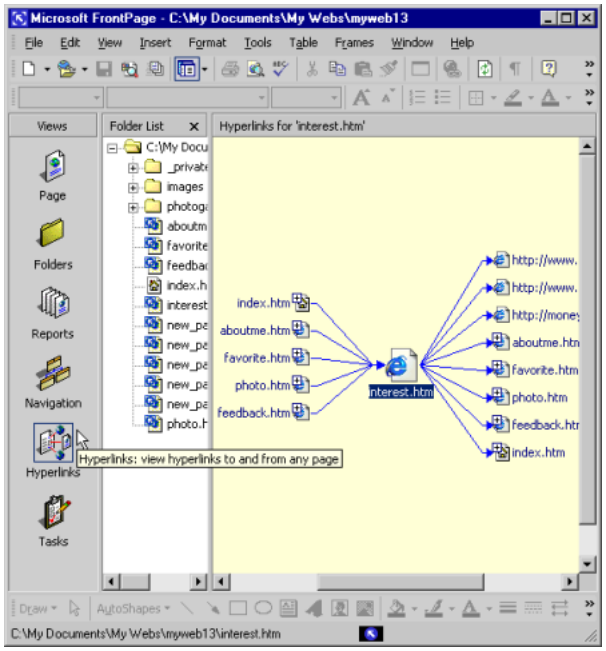
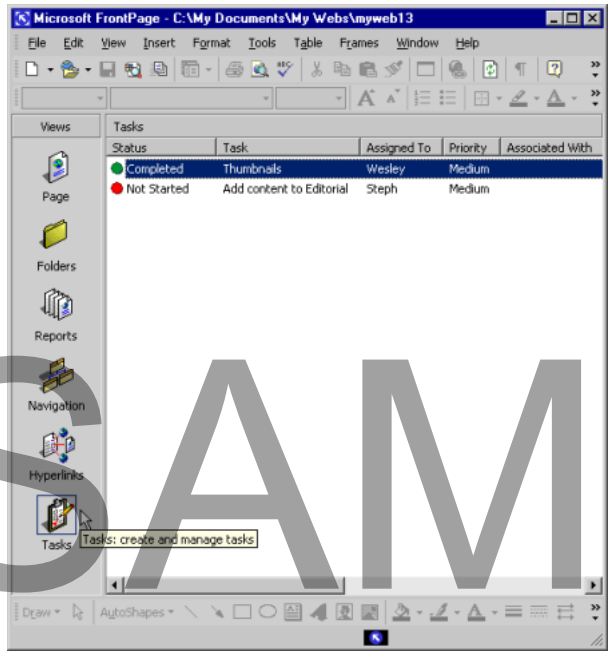


Using the Tasks window button

- The **Tasks** window allows you to view a list of assigned tasks, which is useful when creating a web site in collaboration with other developers. This pane also displays task status and priority:



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Using the Main menu bar

- The **Main Menu** bar provides access to the formatting, editing, viewing and tools menus. It is also the main point of access for **FrontPage 2002** help:

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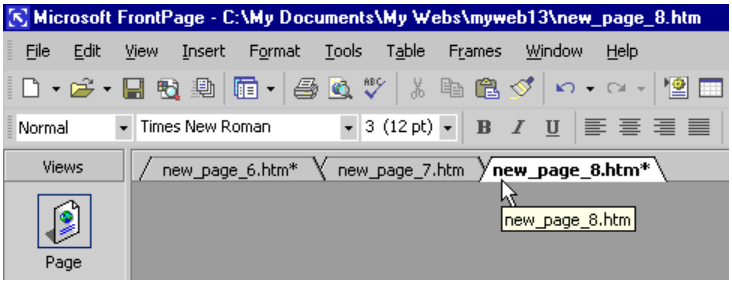
Using the Formatting toolbar

- The **Formatting** toolbar allows you to configure font, alignment, list and border settings. It also provides tools for highlighting and changing the color of text:

Using Page tabs

- Each **page** you create has its own **tab** which displays the page's name as an HTML file. If you have many pages open at once, you can click on the tab to view the desired page:



Using the Title bar

- The **Title** bar displays the location of the file in which you are currently working:

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Changing the Page Window

Using Page view windows

- When viewing a page (in **Page view**), you can choose from three different windows that allow you to see different types of information.
- You can access the windows (**Normal**, **HTML** and **Preview**) with buttons on the bottom, left-hand corner of the Page view:

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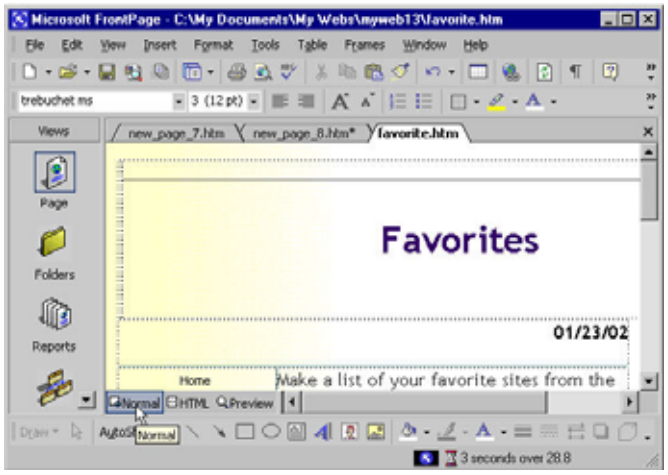
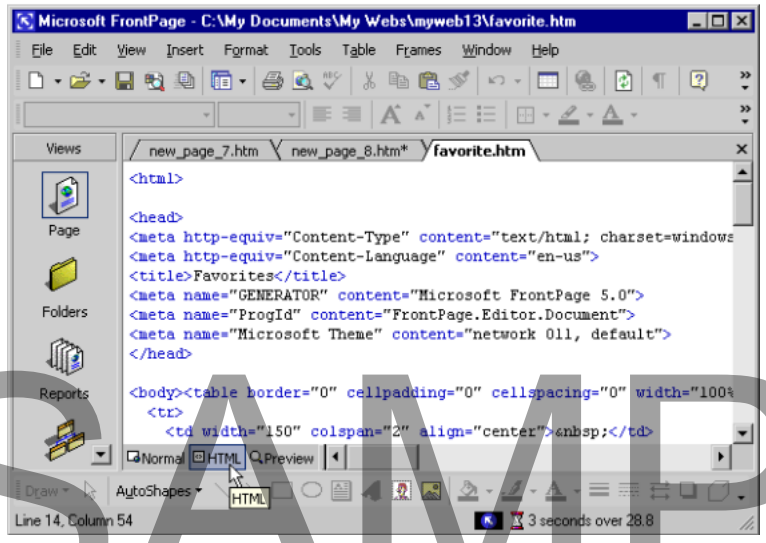
Using the Normal window

- The **Normal** window presents your working document. In this window, you create, design and edit pages using the features and tools provided with **FrontPage 2002**:



Using the HTML window

- The **HTML** window shows the HTML formatting language generated by the application, based on the page you have created in the Normal window. It is this source code that a web browser uses to display the page:



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Using the Preview window

- The **Preview** window shows you what your page might look like when viewed in a browser:

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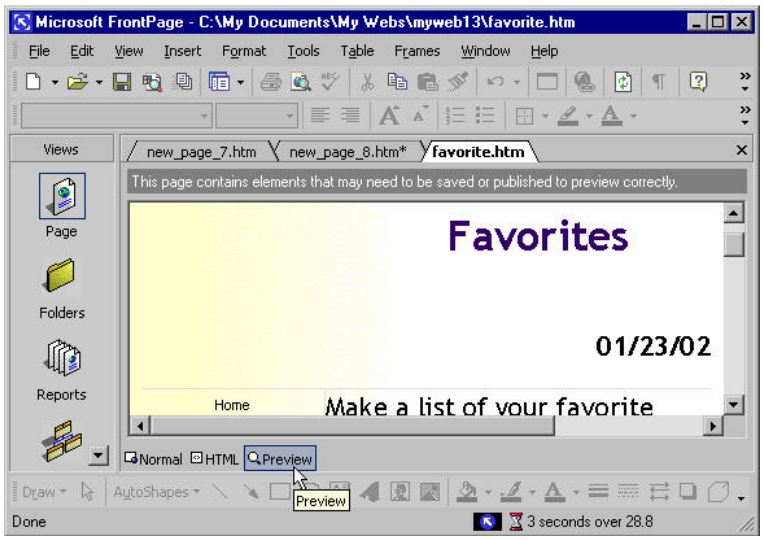

Review Questions

How would you:

- Use the Views bar?
- Use the Page window button?
- Use the Folders window button?
- Use the Reports window button?
- Use the Navigation window button?
- Use the Hyperlinks window button?
- Use the Tasks window button?
- Use the Main menu bar?
- Use the Formatting toolbar?
- Use Page tabs?
- Use the Title bar?
- Use Page view windows?
- Use the Normal window?
- Use the HTML window?
- Use the Preview window?

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Toolbars

When you have completed this learning module you will have seen how to:

- Use the Create a new normal page button
- Use the Open button
- Use the Save button
- Use the Search button
- Use the Publish Web button
- Use the Toggle Pane button
- Use the Print button
- Use the Preview in Browser button
- Use the Spelling button
- Use the Cut button
- Use the Copy button
- Use the Paste button
- Use the Format Painter button
- Use the Undo button
- Use the Redo button
- Use the Web Component button
- Use the Insert Table button
- Use the Insert Picture from File button
- Use the Drawing button
- Use the Insert Hyperlink button
- Use the Refresh button
- Use the Stop button
- Use the Show All button
- Use the FrontPage Help button
- Customize Tools
- Use the Style drop-down list
- Use the Font drop-down list
- Use the Font Size drop-down list
- Use the Font Style buttons
- Use the Text Alignment buttons
- Use the Font Size buttons
- Use the List buttons
- Use the Indent buttons
- Use the Borders button
- Use the Highlight button
- Use the Font Color buttons

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The Standard Toolbar

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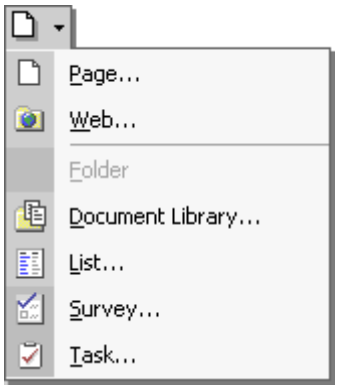
Using the Create a new normal page button

- The **Standard** toolbar allows you to access key **FrontPage 2002** functionality quickly.
- You can customize the **toolbar** to include buttons for commonly used features or tools.
- The first button on the left side of the **Standard** toolbar opens a new, blank **page.** Each page you open appears on its own tab with the name **new_page_#.htm** on it:

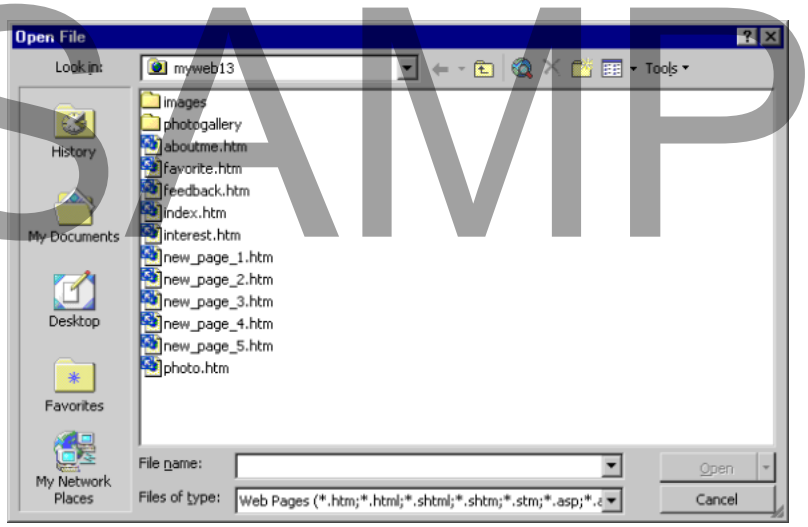
- The **Create a new normal page** button drop-down list allows you to open a page and web templates:



Using the Open button

- The **Open** button from the **Standard** toolbar allows you to **open** an existing file:

- When you click the button, the **Open File** dialog box appears:



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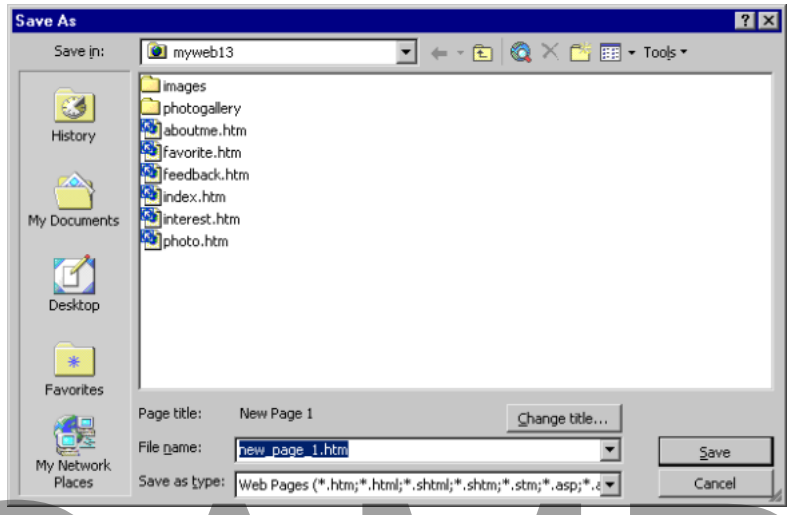
- Use it to locate **the file** you want to **open**.

- The **Open** button drop-down list allows you to choose between **Opening a file** and **Opening a web**:

Using the Save button

- The **Save** button from the **Standard** toolbar allows you to **save** the current file:

- If you **previously saved the file**, it is updated in its current location under its current name.
- If this is your first time saving the file, the **Save As** dialog box opens:



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- Provide a **file name** for the page or web and ensure the **Save in** location is correct.
- Select the appropriate file type from the **Save as type** drop-down menu.

Using the Search button

- The **Search** button from the **Standard** toolbar allows you to search the page for specific instances of text:

- When you click the **Search** button, the **Basic Search** pane opens on the right-hand side of your screen:

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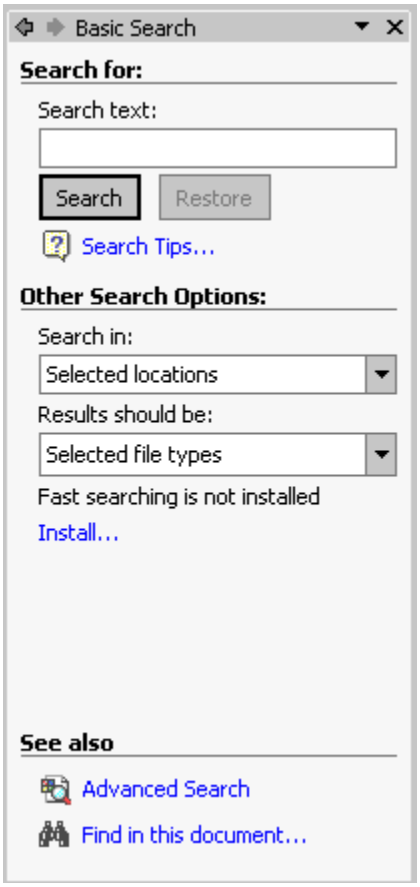

- Specify the text you want to search for and the **Search Options** you want to use.

Using the Publish Web button

- The **Publish Web** button from the **Standard** toolbar allows you to specify where you want to publish your web:

- When you click the **Publish Web** button, the **Publish Destination** dialog box opens:

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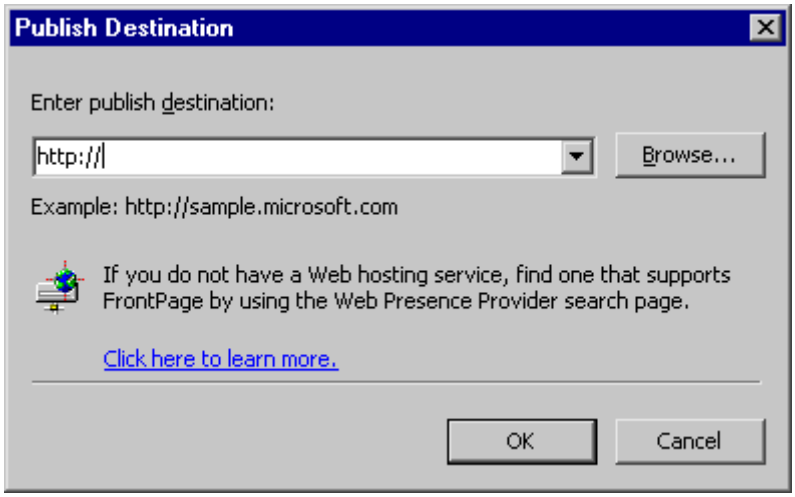


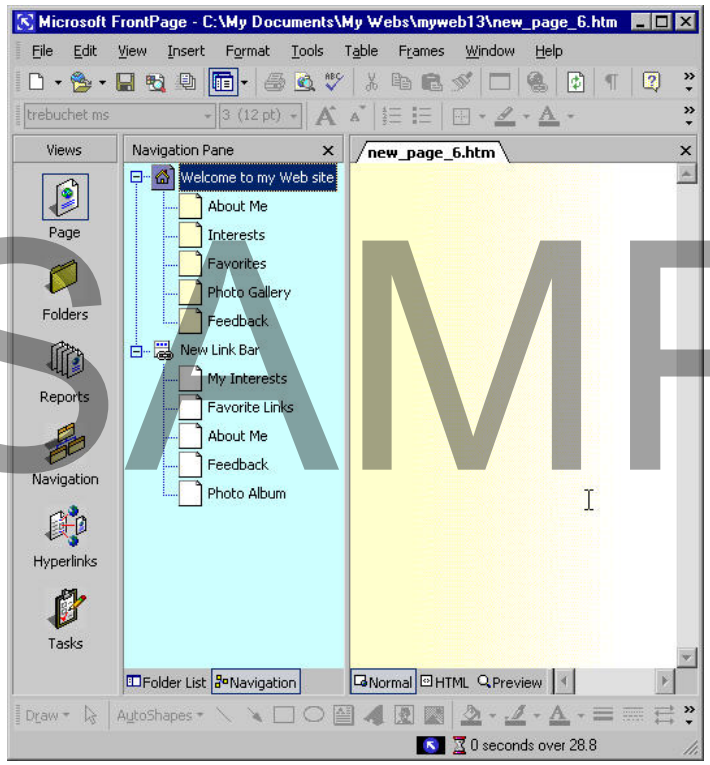
- Specify a **web server**

  OR specify a **local folder** on which to publish your web.

Using the Toggle Pane button

- The **Toggle Pane** button from the **Standard** toolbar allows you to select a second view that you can add to and remove from the window quickly:

- When you click the **Toggle Pane** button, a second pane opens in the window with another view:



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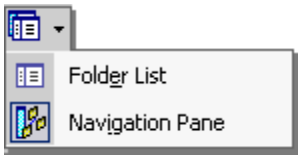
- The view that appears depends on which view you select from the **Toggle Pane** button's drop-down list:



- Click the **button again** to return to the original, single-pane view.

Using the Print button

- The **Print** button from the **Standard** toolbar allows you to **print** your document:

- When you click the **Print** button, the file is sent to the default printer.

Using the Preview in Browser button

- The **Preview in Browser** button from the **Standard** toolbar allows you to view your page or web site in a **browser**:

- When you click the **Preview in Browser** button, the current page is displayed in the default browser:

  Note: You must save the file before you can preview it.

Using the Spelling button

- The **Spelling** button from the **Standard** toolbar allows you to check for **spelling** errors on your page:

- When you click the **Spelling** button, the **Spelling** dialog box opens. Use it to correct misspelled words.

Using the Cut button

- The **Cut** button from the **Standard** toolbar allows you to **cut** selected items from the page:

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- To use the **Cut** button, you must first select the text, or select the image that you want to remove.
- Then, when you click the button, the selected text, or image is removed and placed on the **Clipboard.**

Using the Copy button

- The **Copy** button from the **Standard** toolbar allows you to **copy** selected items so that you can paste them somewhere else:

- To use the **Copy** button, you must first select the text or image that you want to copy.
- Then, when you click the button, a copy of the selected text or image is placed on the Clipboard. You can then paste the copied item to another location.

Using the Paste button

- The **Paste** button from the **Standard** toolbar allows you to **paste** the text or image currently on the Clipboard to another location:

- To use the **Paste** button, you must first **copy** or **cut** the text or image that you want to paste.
- The item is placed on the **Clipboard**.
- Place the cursor in the location where you want the item to be pasted.
- When you click the **Paste** button, the copied item is pasted to the location you chose.

Using the Format Painter button

- The **Format Painter** button from the **Standard** toolbar allows you to copy the **formatting** (font and line characteristics, etc.) from one instance of text on your page and apply it to another:

- To use the **Format Painter** button, place the cursor on the text which has the formatting you want to copy.
- Click the **Format Painter** button, and then use the mouse to select the text to which you want to apply the formatting.

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Using the Undo button

- The **Undo** button from the **Standard** toolbar causes your document to revert to the state it was in before your last action:

- Click the **Undo** button multiple times to move sequentially back through your actions.

Using the Redo button

- The **Redo** button from the **Standard** toolbar causes your document to return to the state it was in before you used the **Undo** button:

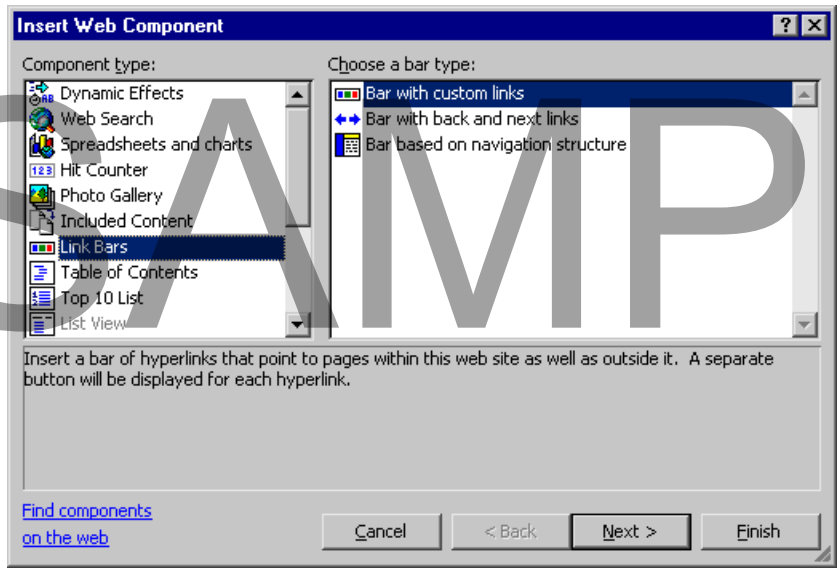
- Click the **Redo** button multiple times to move sequentially forward through the actions that were undone.

  Note: Whatever you undo, you can **redo**.

Using the Web Component button

- The **Web Component** button from the **Standard** toolbar allows you to add features and effects to your web page:

- When you click the **Web Component** button, the **Insert Web Component** dialog box opens:



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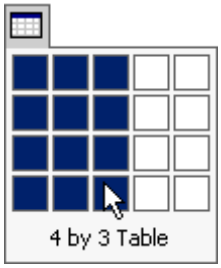
- Select a **FrontPage** component from the **Component Type** list and then configure it with the available options.

  Note: Some selections activate the **Next** button, which you can click to further modify the component you have chosen.

Using the Insert Table button

- The **Insert Table** button from the **Standard** toolbar allows you to add a **table** to your web page:

- When you click the **Insert Table** button, you can specify the dimensions of the table you want to insert:



- In the popup grid, highlight the required number of **rows and columns.**

Using the Insert Picture from File button

- The **Insert Picture** button from the **Standard** toolbar allows you to select a stored graphic file that you want to add to your web page:

- When you click the **Insert Picture from File** button, the **Picture** dialog box opens:

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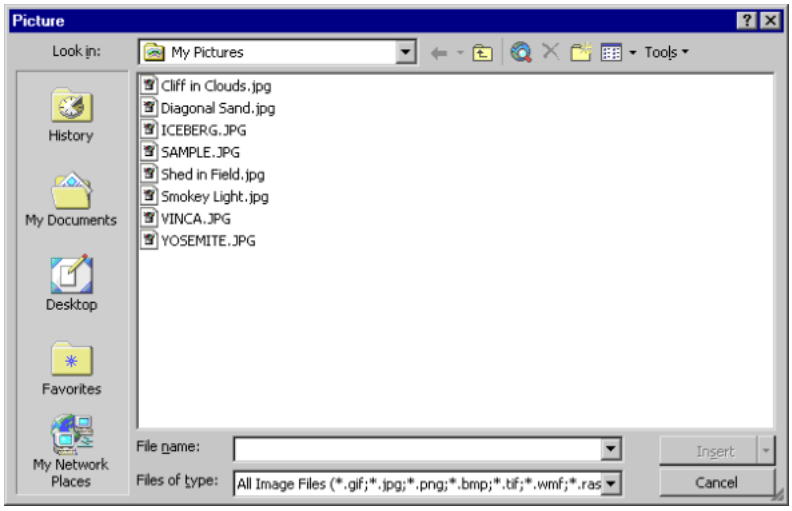


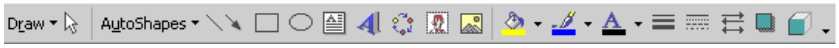
- Locate the picture you want to add and click **Insert**.

  Note: It is recommended that you place the graphic in the current project's **Images** folder before you add it to a page.

Using the Drawing button

- The **Drawing** button from the **Standard** toolbar allows you to access artistic tools:

- When you click the **Drawing** button, the **Drawing** toolbar opens:



- Use the toolbar to create shapes, text art, lines and arrows.

Using the Insert Hyperlink button

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- The **Insert Hyperlink** button from the **Standard** toolbar allows you to create **links** to other pages or web sites. You can also create links to e-mail addresses:

- When you click the **Insert Hyperlink** button, the **Insert Hyperlink** dialog box opens:

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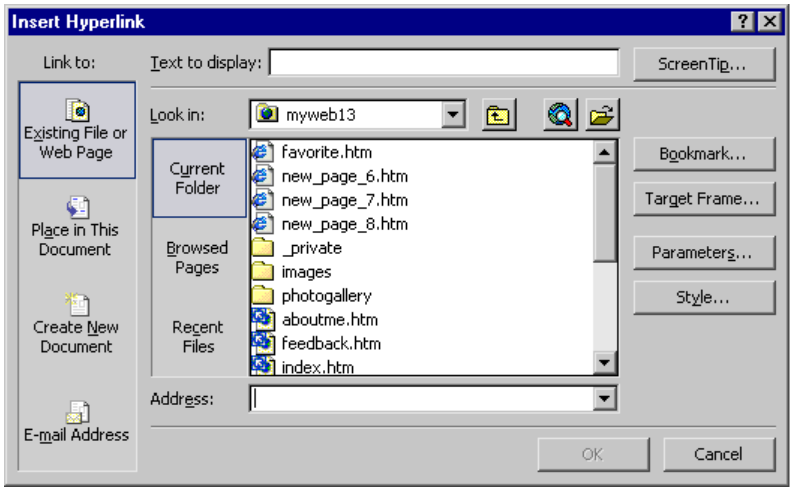

- Create and configure the link.

Using the Refresh button

- The **Refresh** button from the **Standard** toolbar reloads the document to display the most recent version. You can also use this button to revert to the last saved version of your document:

Using the Stop button

- The **Stop** button from the **Standard** toolbar stops the process of loading a web page:

Using the Show All button

- The **Show All** button from the **Standard** toolbar makes visible all the text and format markers in your document:

- When you click the **Show All** button a second time, all markers are hidden.

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Using the FrontPage Help button

- The **Help** button from the **Standard** toolbar allows you to access **FrontPage Help**:

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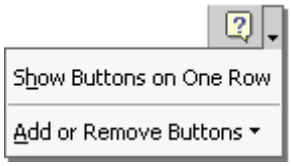
- When you click the **Help** button, the **Microsoft FrontPage Help** window opens.
- Use it to navigate the help system to find the information you require.

Customizing Tools

- FrontPage offers **customizing tools** which let you add and remove buttons from the **Standard** toolbar.
- You can also customize your workspace by showing and hiding toolbars for different features.

To customize toolbars:

- Click the small arrow at the end of the **Standard** toolbar to open the drop-down menu:

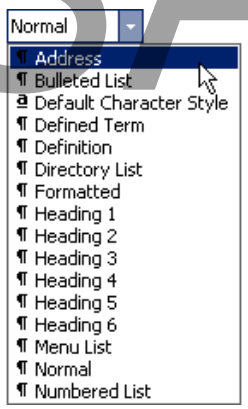


- If you choose **Show Buttons on One Row**, all the Standard and Formatting toolbar buttons appear on one row above the display window.
- If you choose **Add or Remove Buttons**, the **Customize** dialog box opens. Use it to customize the **Standard** toolbar to better suit your needs.

The Formatting Toolbar

Using the Style drop-down list

- The **Formatting** toolbar lets you select paragraph styles, and configure font settings such as size and color.
- You can also use it to **align text, insert tables** and **lists**, and **highlight** sections of text.
- The **Style drop-down list** from the **Formatting** toolbar allows you to format text with paragraph style tags:



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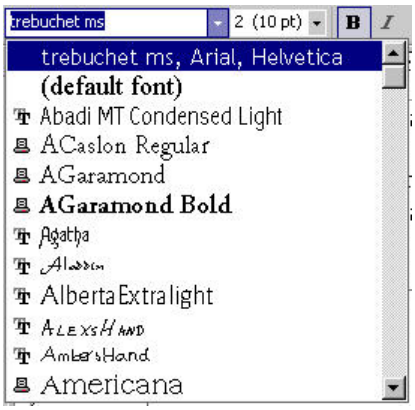
- A style tag, such as **Heading 1** or **Bulleted List**, contains pre-defined settings for font, font size, line spacing, indentation, etc.
- When you select a **style tag** from the list, the settings it contains are applied to the paragraph in which the cursor is currently positioned.

Using the Font drop-down list

- The **Font drop-down list** from the **Formatting** toolbar allows you to apply a font to text which you have selected.
- You can choose from **all the fonts** saved on your system; however, some fonts are **not supported** by **some browsers** and may appear differently:

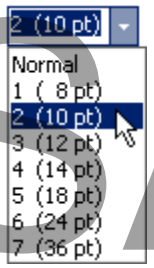


To apply a font:

- Use the mouse to select the text to which you want to apply the font.
- From the **Font** drop-down list, choose the font you want to apply.

Using the Font Size drop-down list

- The **Font Size drop-down list** from the **Formatting** toolbar allows you to change the font size of text which you have selected:



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To change the font size:

- Use the mouse to select the text that you want to make bigger or smaller.
- From the **Font Size** drop-down list, choose the size of font.

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Using the Font Style buttons

- The three **font style buttons** (**Bold**, **Italic** and **Underline**), located on the **Formatting** toolbar, let you bold, italicize and underline selected text:

To apply a font style:

- Use the mouse to select the text to which you want to apply the font style.
- Choose the style or styles you want to apply.
- You can apply these font styles cumulatively.

Using the Text Alignment buttons

- The four **text alignment** buttons (**Align Left**, **Center**, **Align Right** and **Justify**) located on the **Formatting** toolbar, let you specify how text is positioned and aligned on the page:

To specify alignment:

- Place the cursor on the line or paragraph you want to format. If you want to align more than one line or paragraph, use your mouse to select them.
- Choose the type of alignment by clicking one of the alignment buttons:

  Align Left - lines begin at the left margin (left justified).
  Center - lines are centered on the page.
  Align Right - lines end on the right margin (right justified).
  Justify - lines begin at the left margin and end at the right margin.

Using the Font Size buttons

- The two **font size** buttons on the Formatting toolbar let you increase and decrease the font size incrementally:

To change the font size:

- When you click the **Increase Font Size** button, the selected text (or any text typed after the current location of the cursor) increases in size.
- When you click the **Decrease Font Size** button, the selected text (or any text typed after the current location of the cursor) decreases in size.
- The most current size is displayed in the **Font Size** list box.

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Using the List buttons

- The two **List** buttons from the **Formatting** toolbar allow you to create ordered and non-ordered lists. An ordered list is a sequential series of items that are numbered to specify an order.
- A non-ordered list is a non-sequential series of items marked with bullets or dash characters:

To create lists:

- Place the cursor where you want to begin the list.
- Choose either the **Numbering** or the **Bullets** button.
- When you have finished the first item, press **Enter** and **continue** with the **second item**.
- When you have finished the list, click the **Numbering** or **Bullets** button again.

Using the Indent buttons

- The **Indent** buttons let you increase or decrease the level of indentation incrementally:

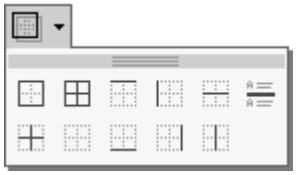
To change the level of indentation:

- Every time you click the **Increase Indent** button, the text in which the cursor is resting is indented one level.
- Every time you click the **Decrease Indent** button, the text in which the cursor is resting moves back one indentation level.

Using the Borders button

- The **Borders** button from the **Formatting** toolbar allows you to format borders for tables and text:

- From the **Borders** button drop-down list, choose the type of border you want to apply to the selected table or line of text:



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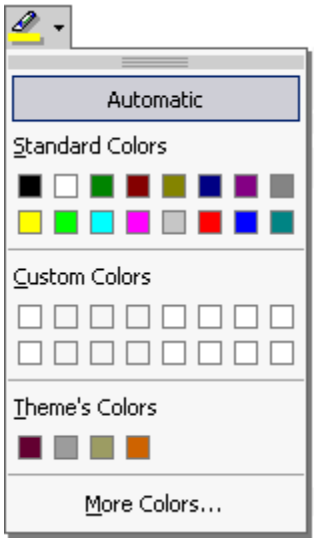
Using the Highlight button

- The **Highlight** button from the **Formatting** toolbar allows you to apply a highlight color as a background for the text you have selected:

- The button's drop-down list allows you to customize the highlight color:



To highlight text:

- Use the mouse to select the text that you want to highlight.
- Click the **Highlight** button. The chosen color highlights the selected text.

Using the Font Color buttons

- The **Font Color** button from the **Formatting** toolbar allows you to change the color of text:

To change the font color:

- Open the **Font Color** button's drop-down list and choose a color:

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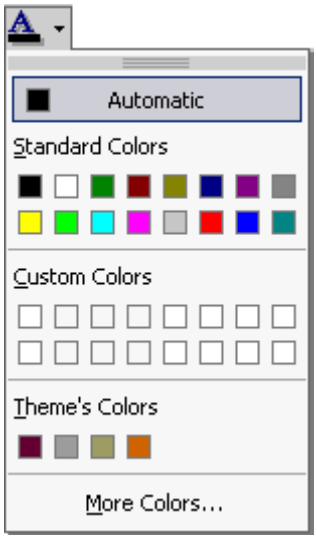

- If the color you want is not on the list, choose **More Colors**.
- If you have **selected text**, then the color you choose is applied to the selected text.
- If you have **not selected text**, then the color you choose is applied to the text you type next.

Review Questions

How would you:

- Use the Create a new normal page button?
- Use the Open button?
- Use the Save button?
- Use the Search button?
- Use the Publish Web button?
- Use the Toggle Pane button?
- Use the Print button?
- Use the Preview in Browser button?
- Use the Spelling button?
- Use the Cut button?
- Use the Copy button?
- Use the Paste button?
- Use the Format Painter button?
- Use the Undo button?
- Use the Redo button?
- Use the Web Component button?
- Use the Insert Table button?
- Use the Insert Picture from File button?
- Use the Drawing button?
- Use the Insert Hyperlink button?
- Use the Refresh button?

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- Use the Stop button?
- Use the Show All button?
- Use the FrontPage Help button?
- Customize Tools?
- Use the Style drop-down list?
- Use the Font drop-down list?
- Use the Font Size drop-down list?
- Use the Font Style buttons?
- Use the Text Alignment buttons?
- Use the Font Size buttons?
- Use the List buttons?
- Use the Indent buttons?
- Use the Borders button?
- Use the Highlight button?
- Use the Font Color buttons?

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End of the preview sample

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