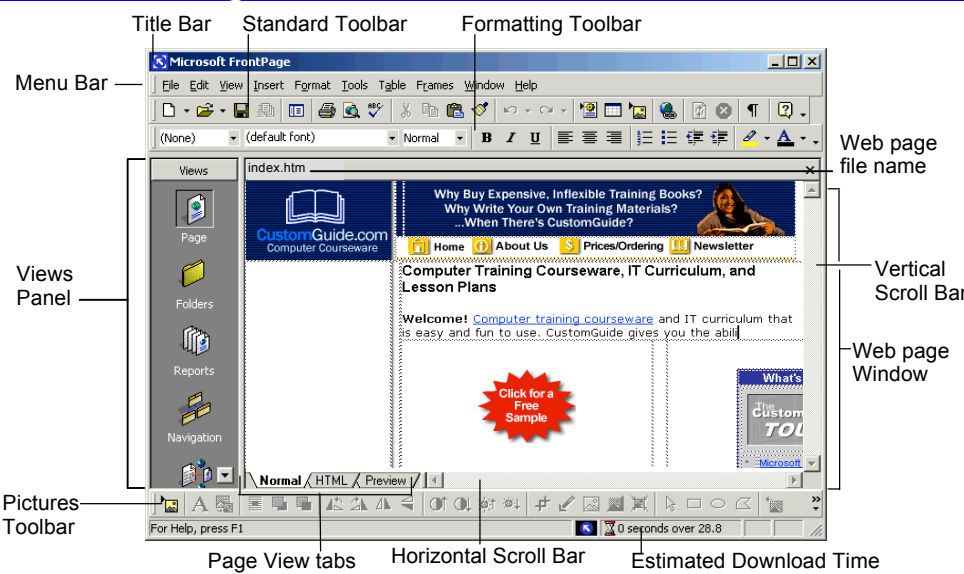


Microsoft®
FrontPage 2000
 Quick Reference Card

The FrontPage 2000 Screen

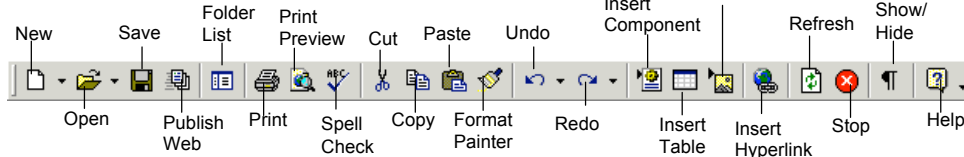


The Views Panel

	Shows current Web page in different views: Normal, HTML, and Preview.
	Shows all the files and folders in the Web site
	Allows you to analyze and view the status of elements in the Web site
	Shows the structure and organization of the Web site.
	Shows the hyperlinks to and from each page in the Web site
	Keeps track of tasks that need to be completed in the Web site

The Fundamentals

The Standard Toolbar



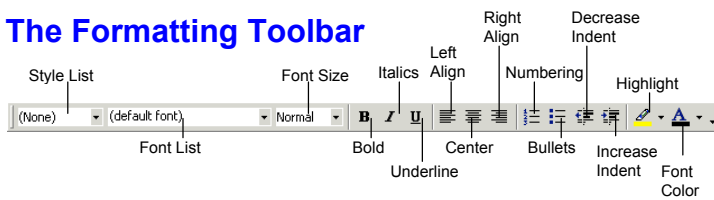
- **To Create a New Web Site:** Click the **New button list arrow** on the Standard toolbar and select **Web**, or select **File → New → Web** from the menu. Then choose the type of Web or Web Wizard you want to use from the dialog box.
- **To Create a New Web Page:** Click the **New button** on the Standard toolbar.
- **To Open a Web Site:** Click the **Open button** on the Standard toolbar, or select **File → Open** from the menu, or press **<Ctrl> + <O>**.
- **To View the Folder List:** Click the **Folder List button** on the Standard toolbar.
- **To Preview a Web Page in a Browser:** Click the **Preview in Browser button** on the Standard toolbar, or select **File → Preview in Browser** from the menu.
- **To Insert an Image:** Click the **Insert Picture From File button** on the Standard toolbar, or select **Insert → Picture** from the menu.
- **To View or Hide a Toolbar:** Select **View → Toolbars** from the menu and select the toolbar you want to view or hide.
- **To Get Help:** Press **<F1>**, or click the **Help button** to open FrontPage Help.
- **To Insert a Table:** Click the **Insert Table button** on the Standard toolbar, or select **Table → Insert → Table** from the menu.
- **To Insert a Hyperlink:** Select the text to be linked, and click the **Hyperlink button** on the Standard toolbar.
- **To Cut or Copy:** Select the text and click the **Cut button** or **Copy button** on the Standard toolbar, or press **<Ctrl> + <X>** (cut) or **<Ctrl> + <C>** (copy).
- **To Paste:** Move the insertion point where you want to paste the text and click the **Paste button** on the Standard toolbar, or press **<Ctrl> + <V>**.
- **To Move Text using Drag and Drop:** Select the text you want to move, drag the text to the destination, and release the mouse button.
- **To Undo:** Click the **Undo button** on the Standard toolbar or press **<Ctrl> + <Z>**.
- **To Find and Replace Text:** Select **Edit → Replace** from the menu or press **<Ctrl> + <H>**.
- **To Save a Web Page:** Click the **Save button** on the Standard toolbar, or select **File → Save** from the menu, or press **<Ctrl> + <S>**.

Keyboard Shortcuts

Open a Web site	<Ctrl> + <O>
Save a Web page	<Ctrl> + <S>
Print a Web Page	<Ctrl> + <P>
Close a Web page	<Ctrl> + <F4>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>
Help	<F1>
Refresh	<F5>
Switch Between Applications	<Alt> + <Tab>
Preview in Browser	<Ctrl> + <Shift> +
Create a Hyperlink	<Ctrl> + <K>
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Beginning of a Line	<Home>
End of a Line	<End>
Beginning of Web Page	<Ctrl> + <Home>
End of Web Page	<Ctrl> + <End>
Bold	<Ctrl> +
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Align Left	<Ctrl> + <L>
Center	<Ctrl> + <E>
Align Right	<Ctrl> + <R>

Formatting

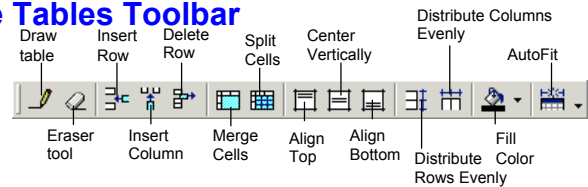
The Formatting Toolbar



- **To Format Text:** Change the style of text by clicking the **B Bold button**, **I Italic button**, or **U Underline button** on the Formatting toolbar. Change the font type by selecting a font from the **Times New Roman Font list** on the Formatting toolbar. Change the font size by selecting the pt. size from the **12 Font Size list**.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy. Click the **Format Painter button** on the Standard toolbar and drag the Format Painter pointer across the text where you want to apply the formatting.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (**Left**, **Center**, or **Right**) on the Formatting toolbar.
- **To Indent a Paragraph:** Click the **Increase Indent button** on the Formatting toolbar.
- **To Decrease an Indent:** Click the **Decrease Indent button** on the Formatting toolbar.
- **To Change Paragraph Line Spacing:** Select **Format** → **Paragraph** from the menu, click the **Line Spacing list arrow**, and select the spacing option.
- **To Create a Bulleted or Numbered List:** Select the paragraph(s) you want bulleted and click the **Bullets button**, or the **Numbering button** on the Formatting toolbar.
- **To Insert a Line Break:** Place the insertion point where you want to insert the page break and press **<Shift> + <Enter>**.
- **To Apply a Theme to a Web site:** Select **Format** → **Themes** from the menu, select a theme, and click **OK**.

Tables

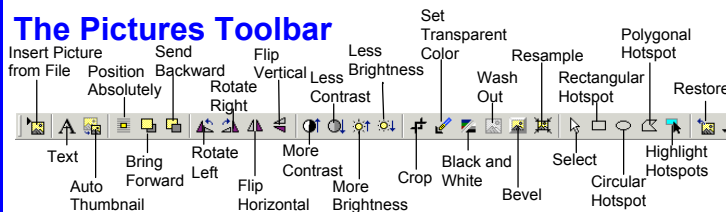
The Tables Toolbar



- Tables are the most fundamental aspect of Web page design
- **To Create a Table:** Click the **Insert Table button** on the Standard toolbar and select the number of columns and rows from the grid.
- **<Tab>** goes to the next cell; **<Shift> + <Tab>** goes to the previous cell.
- **To Adjust Column Width:** Drag the right border of the column. Right-click the right border to AutoFit the column according to its contents.
- **To Delete a Column or Row:** Select the column or row, click the **right mouse button**, and select **Delete Columns** or **Delete Rows** from the shortcut menu, or select **Table** → **Delete Columns**, or **Delete Rows** from the menu.
- **To Insert a Column or Row:** Select the column or row where you want the new column or row to be inserted. Click the **right mouse button** and select **Insert Columns** or **Insert Rows** from the shortcut menu, or select **Table** → **Insert Columns** or **Insert Rows** from the menu.
- **To Change Alignment of Text in a Cell:** Place the insertion point in the cell, and click the **Align Top**, **Center Vertically**, or **Align Bottom** button on the Tables toolbar.
- **To Adjust Cell Padding or Cell Spacing:** Right-click anywhere in the table and select **Table Properties**, or select **Table** → **Properties** → **Table** from the menu. Then adjust the cell padding or spacing in pixels.
- **To Change a Table's Borders:** Right-click the table and select **Table Properties**, or select **Table** → **Properties** → **Table**. Then change the width of the table's borders in pixels. Enter zero pixels for an invisible border.
- **Display a Table in Pixels or Percent:** Right-click the table and select **Table Properties**, or select **Table** → **Properties** → **Table**. A table displayed in pixels will appear the same size, regardless of the size of the monitor on which it is viewed. A table displayed in percent will adjust to a percent of the monitor on which it is viewed.

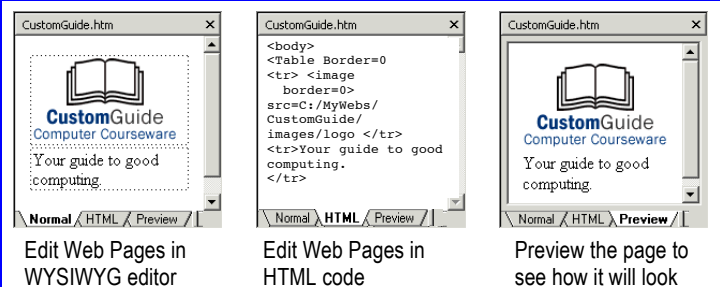
Pictures

The Pictures Toolbar



- **To Insert an Image:** Click the **Insert Picture From File button** on the Standard toolbar, or select **Insert** → **Picture** from the menu.
- **To Add a Hyperlink to an Image:** Select the picture, and click the **Hyperlink button** on the Standard toolbar, or select **Insert** → **Hyperlink** from the menu.
- **To Create a Thumbnail Image:** Select the image, and click the **AutoThumbnail button** on the Pictures toolbar.
- **To Create an Image Map:** Click the **Rectangular**, **Circular**, or **Polygonal Hotspot button**, draw the hotspot shape over the image, then verify the hyperlink's location.
- **To Highlight Hotspots:** Click the **Highlight Hotspots** button on the Pictures toolbar.
- **To Crop an Image:** Click the **Crop button** on the Pictures toolbar, and drag the cursor over the part of the image you want to keep.
- **To Resize an Image:** Click and drag its resizing handle in the direction you want to resize the picture.

Page Views



Hyperlinks

- **To Insert a Hyperlink:** Select the text to be linked, and click the **Hyperlink button** on the Standard toolbar, or select **Insert** → **Hyperlink** from the menu, or press **<Ctrl> + <K>**.
- **To Create a Hyperlink to Another Page in the Web site:** Select the page in the Create Hyperlink dialog box, and click **OK**.
- **To Create a Hyperlink to a Page on the Internet:** Enter the URL of the Web page in the Create Hyperlink dialog box, or click the **Use Your Web Browser to Select a Page or File button** to browse the Web for a page.

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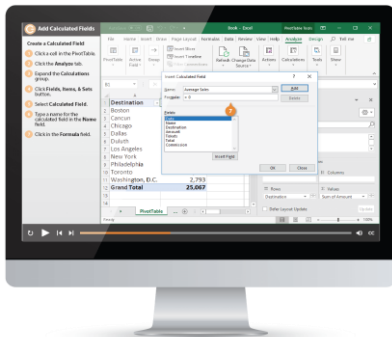
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