

FrontPage Practice Exercise - Prof. Richard B. Goldstein

STARTING

From the Start | All Programs button locate:



Choose **File | Properties...** Enter the following:

General Tab:


Title CSC 101 Practice Exercise





Colors and Backgrounds:

Background: under Colors/Background select More Colors...
and choose a pale yellow for example




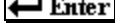

TEXT



Set the first line size by the drop-down choice: **Heading 2**. Next, click the center icon . Now enter the words: **CSC 101 - your name**

Press the Enter key. Change the style to **Normal** and use the font size as 14. Enter the words: **Sample Web Page**. Press 

Use the left justification  to realign. Enter: **This is a short sentence**. Press  after this sentence and all of the following sentences. Press the **Bold** icon. Now type: **This is a bold short sentence**. Press the **Bold** icon again to undo bold. Press the **Italic** icon. Type: **This is an italic short sentence**. Press the **Italic** icon again to undo italic. Switch the text to Fixed Width by Format | Font and under effects check . **This is a sentence in fixed width font**. Go back to variable width by removing the check from the keyboard box. Type: **This is a sentence in red**. Highlight the previous sentence. Use the color drop down choices and select red. Press  twice.


LISTS

Choose the **Numbered List** icon. Type **Red Sox** . If necessary, switch the font color back to black. Type **Celtics** . Type **Providence Bruins** . Type **Patriots** (or type any other team names) . Press the down arrow key: 

Choose the **Numbered List** icon again. Enter the three state names separating them by : **Rhode Island, Connecticut, and Massachusetts**. After the last state is typed press .

Highlight the list of states and right click. Go to **List Properties** and change the **numbers** to **A, B, C**.

TABLE


Use the **Table** icon  or use the menu options: **Table | Insert | Table** to create a table with 5 rows and 2 columns. Set the **Layout Alignment** to Center. Use a Border size of 2 and change the table width to 50%. Enter the table information:

Food Prices	
Bread	1.79
Eggs	1.49
Milk	1.99
Lobster	11.25


Align each of the numbers as right justified (use the icon or CTRL + R). Highlight the top two cells: “Food Prices” and the blank cell next to it. Select **Table | Merge Cells**. Then, center the top row. Highlight the cells containing the four food items. Choose **Table | Properties | Cell** and change the background to an orange (look under more colors). Move the cursor to below the table.

PICTURES/IMAGES

Copy the file **Books.gif** from the N drive to the A drive floppy disk. Add the image: **Books.gif** by **Insert | Picture**.

Set the font size to 18. Now, type: **The picture on the left shows two books and was created by Prof. Goldstein using Microsoft Paint several years ago.** Press .

LINK

Type the words: **We are creating this page on Providence College’s computers.** Highlight the words **Providence College** and link it by pressing the hyperlink icon:  or on the pull-down menu by **Insert | Hyperlink** to: **http://www.providence.edu**. This link will probably show up in the preview in blue and underlined.

SAVE & PRINT

Make sure that you save the file: **Practice6.htm**. View it (use the **Preview** tab). Print both the web page from the **Preview** tab and the code from the **HTML** tab.