

Duration 2 days

Overview

This course shows users how to use HTML to create documents for uploading to the Internet or onto a corporate intranet.

Recommended for

Staff with wish to publish their own web pages.

Prerequisites

- A knowledge of personal computer fundamentals.
- Experience of working within the Windows environment.
- A reasonable degree of keyboard proficiency.
- Experience in using a mouse.

Objectives

At the end of the training the delegate will be able to successfully:

- Create and edit HTML documents
- Load the browser and use it to view a HTML document
- Format text in a HTML document
- Use and manipulate images in a document
- Create hyperlinks within a document, and to other documents
- Construct tables and lists and incorporate into a document
- Create e-mail links
- Divide a web page into frames or sections
- Utilise cascading style sheets
- Use Meta Tags to provide information about a HTML document to browsers and search engines
- Create interactive web pages and forms
- Create Image Maps

using the documentation and support provided