

ICDL Web Editing

Course Aims

In this 3 days course, participants will learn key web concepts, basic principles of HTML and how to use Dreamweaver to author web pages. Participants will learn the key design elements of web page creation and prepare for publishing to a web server.

Pre-requisites

Before enrolling in this class, you should have

Level	Duration	Time
Basic & Intermediate	3 Days / 24 Hours	9:00 am to 6:00 pm

Module 1. Web Concepts (1 hr)

- Understanding Key Terms
- Identify Web Site Advantages
- Understanding Web Publishing Process
- Recognize Search Engine Optimization
- Choosing Appropriate Web Elements
- Legal Issues

Module 2. Fundamentals of HTML (1 hr)

- Basic HTML
- Understanding Role of W3C Consortium

Module 3. Using HTML (1 hr)

- Viewing Source Code
- Using Markup Tags To
- Structure Web Page Layout
- Develop Web Page Layout

Module 4. Design (1 hr)

- Planning & Design Techniques
- Recognize Good Practice

Module 5. Using Dreamweaver (2 hr)

- File Management
- Creating & Saving Web Pages
- Creating Using Templates
- Assigning Page Title
- Switching Views

Module 6. Enhancing Productivity (1 hr)

- Setting Options & Preferences
- Using Help

Module 7. Working with Text (2 hrs)

- Insert, Edit & Delete Text
- Understand & Use Relative Font Size
- Apply Text Formatting

Module 8. Working with Paragraph (1.5 hrs)

- Setting Paragraph Properties
- Insert & Remove Paragraph & Line Breaks
- Create & Modify Ordered List
- Create & Modify Unordered List
- Working with Definition List

Module 9. Page Formatting(1hr)

- Setting Page Margins
- Working with Page Background
- Changing Hyperlinks Colour

Module 10. Hyperlinks (1.5 hr)

- Understanding Absolute & Relative Hyperlinks
- Creating Text & Image Hyperlinks
- Email Hyperlink
- Defining Hyperlink Target

Module 11. Tables (2.5 hrs)

- Inserting Tables
- Adding Table Caption
- Formatting Rows & Columns
- Merging & Splitting Cells
- Applying Table Borders, Cell Spacing & Padding
- Changing Table Background

Module 12. Graphical Objects (1hr)

- Inserting Image
- Modify Image Attributes

Module 13. Forms (2 hrs)

- Inserting Form
- Adding Form Elements
- Adding Submit & Reset Buttons
- Setting Form Actions

Module 14. CSS Concepts (1.5 hr)

- Understanding CSS Use & Benefits
- Approaches to Applying Styles
- Understanding CSS Rule Structure

Module 15. Using CSS (1.5 hrs)

- Create & Save CSS File
- Create & Modify CSS Rules
- Attach External CSS to Web Page

Module 16. Reviewing Design (1.5 hr)

- Identify & Fix Broken Links
- Recognize Good Practice in Web Page Content
- Spell Check

Module 17. Publishing Web Page (1 hr)

- Understanding Uploading to Web Server Process
- Upload Pages to Server
- Download Pages from Server