

## HTML - Basic (1 day)

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### Course Aim

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Create a basic Web page.  
Structure text using a variety of HTML tags.  
Create links to other documents.  
Insert images and manipulate images.  
Create and modify tables.  
Use style sheets to apply colours and font styles.

### Course Prerequisites

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Previous experience using applications on a PC or Macintosh and an understanding of internet concepts are an essential prerequisite for this course.

### Course Duration:

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One day: 9:00am - 4:30pm

### Inclusions:

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Each participant will receive a comprehensive course manual and CD-ROM containing relevant exercise files.

### What to Bring:

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- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

### Course Topics:

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#### Getting started

- Introduction to the Web
- HTML 4.01
- Basic HTML structure

#### Structuring text

- Bold and italic text
- Quotes and citations
- Character entities and horizontal rules
- Text size
- Lists

#### Links

- Linking documents
- E-mail Links
- Intra-document links
- Images
- Image formats
- Inserting images

#### Tables

- Creating tables
- Modifying tables

#### Style sheets

- CSS: Web style sheets
- Colour
- Text styles