

## Overview

At The IT Training Surgery we know that making time for learning new skills to improve your performance can be a challenge. Courses run at your premises and on your own computers.

## Who should attend?

Anyone who is familiar with using the Internet and navigating websites, and who wants to create their own Dreamweaver website.

## Requirements

You must be very confident in using Windows and a mouse and with using Internet Explorer or another browser. They should be advanced word processor users.

## Aim

By the end of the course, you will be confident in using Dreamweaver to create and upload a website that includes several pages, images and at least one form.

## What will I learn?

In particular you will be able to:

- Create web pages and control the layout of elements on them
- Add images and text to your pages
- Create internal and external links on your pages
- Create a form on your site to gather data
- Speed up the creation of a website by using templates and library items
- Use Cascading Style Sheets for a consistent look and to speed up editing your pages

- Upload your website onto the internet

## Time Table

### Session 1

- Creating a site
- Saving and naming pages
- Setting default page and text properties
- Viewing pages in the browser

### Session 2

- Good design practice
- Colour contrast
- Fonts usage
- Positioning elements using layers
- Formatting layers
- Converting Layers into a table

### Session 3

- Creating internal and external links
- Email links
- Making links accessible

### Session 4

- Types of image files
- Getting images from the web
- Positioning images
- Using images as links
- Image maps
- Rollovers
- Alternative text

### Session 5

- Creating forms
- Form layout
- Data capture
- Testing forms



## Session 6

- Creating templates
- Setting editable regions
- Editing templates
- Using the Asset Panel
- Creating library items

## Session 7

- Using site manager
- Uploading your website
- Checking files in and out
- Synchronising local and remote files

## Session 8

- Creating font styles
- Background styles
- Creating a consistent look for your website using standardised formatting



## Next step:

To find out more about this course and any others, call **020 8203 1774** or visit [www.theittrainingsurgery.com](http://www.theittrainingsurgery.com)