



## 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 the basics of using Dreamweaver and/or has attended Dreamweaver Essentials.

## Requirements

Delegates must be confident in using Windows and a mouse.

## Aim

By the end of the course you will be confident in using the more advanced features of Dreamweaver on a website.

## What will I learn?

In particular you will be able to:

- Work with Tables, Layers and CSS to layout a webpage
- Use CSS to speed up formatting
- Create a dynamic menu (with DHTML)
- Understand and use Behaviours
- Download and install Dreamweaver Extensions
- Have a greater understanding of Search Engines and create Meta tags.

## Time Table

### Session 1

- Creating tables

- Adding and formatting content
- Selecting
- Inserting and deleting
- Columns/Rows
- Adjusting Column widths
- Merging Cells
- Splitting Cells
- Inserting Image
- HTML – Table Tags Overview

### Session 2

- Creating, moving and resizing layers
- The Layers panel
- Creating Stacking Order
- Renaming Layers
- Showing and Hiding layers
- Layers with relative widths
- Overflow in Layers
- Overlapping layers
- Besting Layers
- Converting Layers to Tables

### Session 3

- The Behaviours panel
- Common Behaviours
- Objects for Behaviours
- Faking a link
- Setting Browser Compatibility
- Making a Layer movable
- Using Set Text in Layers
- Setting text in the Status Bar
- Using Show-Hide Layers
- Swapping Images

### Session 4

- Creating a menu-set
- Menu Styles
- Showing and hiding layers



## Session 5

- Cascading Style Sheets
- Internal Vs External Style Sheets
- The CSS Styles panel
- HTML tags and CSS
- Redefining an HTML tag
- The CSS Style Definition Box
- Creating an External Style Sheet
- Referencing External Style Sheets
- Editing and deleting CSS Styles
- Creating Custom Styles (Classes)
- Applying Custom Styles
- Hyperlinks and CSS
- Redefining a Hyperlink with CSS Selectors

## Session 6

- Separation of Content and Design
- Creating a page using <div> tags
- Cutting and Pasting the HTML code
- Creating an External Style Sheet for positioning
- Changing Positioning with CSS
- Using existing Style Sheet for new pages

## Session 7

- Access Macromedia Exchange
- Download the extension manager
- Download and install a new extension

## Session 8

- Getting noticed by search engines
- The Keywords Meta tag
- The Description Meta tag
- Meta tag guidelines
- Accessibility



## 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)