



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?

The course is designed to enable those with no previous web experience, to enable you to make simple alterations and to keep the information on your website up to date.

Requirements

You should be an advanced word processor user and very comfortable using a computer, including Windows and a mouse.

Aim

By the end of the course you will be confident in using the essential features of Dreamweaver to create and alter web pages and upload changes.

What will I learn?

In particular you will be able to:

- Create and save web pages
- Position elements using layers
- Create hyperlinks between pages and to external websites
- Identify some good and bad web design issues
- Insert images into your website
- Create text as an alternative for images on your site
- Upload your website to the web

Time Table

Session 1

- Creating a site
- Creating new web pages
- Saving the homepage
- Preview in pages in the browser
- Creating internal and external hyperlinks
- Creating email links

Session 2

- Creating links within a page
- Using layer for positioning
- Formatting layers
- Formatting text
- Setting default properties
- Converting layers into a table

Session 3

- Image file formats for the web
- Inserting images into your website
- Positioning images on a web page using layers
- Using images as hyperlinks
- Showing alternative text for images

Session 4

- Testing the site
- Uploading to the web



Next step:

To find out more about this course and any others, call **020 8203 1774** or visit www.theittrainingsurgery.com