



## MICROSOFT EXPRESSION - INTRODUCTION

Course Duration: 1 Day

### 1. Getting Started

- About the Internet and Web Pages
- Starting Microsoft Expression
- The Dreamweaver Window
- The Title Bar, Menu Bar and Toolbar
- The Launcher, Objects Palette and Property Inspector
- Getting Help; Opening an Existing Web Page
- The Status Bar; Previewing a Page in a Browser
- Viewing HTML Code; Closing a Web Page

### 2. Creating a Basic Web Page

- Creating a New Web Page; Adding and Editing Text
- Formatting Text
- Applying Fonts and Font Combinations
- Applying Font Sizes
- Aligning Text
- Formatting Shortcut Keys
- Applying Colour to Text
- Setting the Page Title
- Saving a Page

### 3. Designing a Website

- Planning and Designing a Website
- Setting Up a New Site; Working in the Site Window
- The Site Map; Assets; Creating a Template
- Creating a Web Page Based on a Template
- Using Library Items

### 4. Working with Text

- Importing Text and HTML; Applying Headings
- Indenting Text and Creating a List; HTML Styles

### 5. Working with Links

- Creating Links; Using Anchors; External Links

### 6. Working with Images

- Using Images; Inserting an Image
- Image Properties; Resizing an Image
- Moving an Image and Aligning with Text
- Applying Background Images and Colours
- Creating an Image Map

### 7. Working with Tables

- Creating a Table; Importing Data as a Table
- Selecting Table Elements; Resizing Tables and Cells
- Adding and Removing Rows and Columns
- Splitting and Merging Cells; Formatting a Table

### 8. Working with Interactive Images

### 9. Uploading a Website

- Preparing to Publish a Website
- Browser Compatibility
- Previewing Pages in a Browser
- Checking Links in a Page or Site
- Checking Download Time and File Size
- Defining the Remote Server
- Putting Files onto a Remote Server