

Introduction to HTML

Audience : Those who are complete beginners and wish to learn how to use hypertext markup language to create their own web sites.

Prerequisites: Knowledge of at least one Windows-based application, and experience of the Internet.

Objective &benefit: To enable students to create their own web sites using HTML.

Cost: TBC

- Lesson 1: What is HTML? HTML Standards, HTML Editors, Basic HTML Tags, Web Page Design Tips, Designing a Web Site, What is a Web Server? Browser Compatibility
- Lesson 2: Creating an HTML File, The HTML Tag, The Head Tag, The Title Tag, The Body Tag, Heading Tags, The Paragraph Tag, Inserting Line Breaks, Lists, Formatting Text, Adding Comments
- Lesson 3: Adding a Horizontal Rule, Incorporating Images into Pages, Inserting an Image, Height and Width Attributes, Aligning Images with Text, File Formats and Downloading, Page Colours and Backgrounds
- Lesson 4: Understanding Hyperlinks, The Anchor Tag, Inserting a Link to another Web Page, Creating a Link to another Web Site, Creating a Link within a Document, Adding Navigational Links, Using an Image as a Link
- Lesson 5: Creating Tables, Adding a Border, Changing the Border Thickness, Centring a Table on the Page, Adding Column Headings, Inserting a Table Background colour
- Lesson 6: What is a Search Engine? Search Engine Awareness, Publishing your Web Site

Course Duration: 10 – 12 Hours

Dreamweaver CS4

Audience : Those with some computer competency and familiar with the internet who want to learn how to use Dreamweaver CS4 to create websites

Prerequisites: Competence with Windows Explorer, and familiarity with the Internet and browsers.

Objective & benefit: To teach website creation skills to Adobe Certified Associate level using this popular web design program

Cost: TBC

- **Unit 1:** – Including: Fundamentals of the World Wide Web, What is HTML? Exploring Web Pages with Web Browsers, HTML Tags, Attributes and Styles, WYSIWIG, Viewing Source Codes
- **Unit Two** – Including: Planning a Site from the Ground Up, Identify Target Audience, Planning Site Content, Paths and Site Structure, Defining a Website in Dreamweaver, Adding Folders and Files
- **Unit Three** – Including: The Dreamweaver Interface, Setting the Workspace View, The Functional Areas of Dreamweaver CS4, Split and Design Views, The Insert Panel, The Document Window, The Properties Inspector
- **Unit Four** – Including: Layouts and Alignments, Modifying Page Backgrounds, Setting Page Margins, Setting Text and Link Colours, Colour Considerations in Web Design, Previewing Pages in a Browser
- **Unit Five** – Including: Understanding Text and Typefaces, Text Formatting with the Properties Inspector, Understanding Font Styles, Using Lists and Indents, Creating Hyperlinks
- **Unit Six** – Including: Working with Images, Image File Formats for the Internet, Inserting Images into a Web Page, Creating a Navigation Bar with Images, Inserting Rollover Images, Images and Copyright Issues, Inserting Flash Video, Using Adobe Bridge CS4
- **Unit Seven** – Including: Page Layout Principles, Cascading Style Sheets, Document Type Declaration, CSS Positioning, Creating Page Divisions, Creating Columns, Exporting to External Style Sheet
- **Unit Eight** – Including: Advanced Page Design with CSS, Creating Custom Classes, Creating Descendant Selectors, Conditional Comments for Internet Explorer, Adding a Print Style Sheet
- **Unit Nine** – Including: Automated Design Tools, Creating and Using Library Items, Creating a New Template, Designing with Behaviors, Dreamweaver Extensions

- **Unit Ten** – Including: Tables, Forms and Media, Processing Forms, Working with Menus, Radio Buttons and Checkboxes, Working with Plug-Ins, Inserting a Spry Tabbed Panel
- **Unit Eleven** – Including: Publishing and Managing Site Files, Choosing a Web-Hosting Service, Managing File Transfers with the Site Panel
- **Appendix:** Working as Part of a Team
Preparing for the Adobe Certified Associate Exam

Course Duration: 120 Hours

Photoshop 6.0 Introduction

Audience: Those who wish to learn how to use this popular image editing application to create images for use in print and on the web.

Prerequisites: Knowledge of at least one Windows-based application.

Objectives & benefits: To learn how to use Photoshop to create and edit images.

Cost: TBC

- **Lesson 1:** Launching Photoshop, Opening a File, The Toolbox, Saving into the Photoshop Format, Navigating in Photoshop, Using the Navigator Palette
- **Lesson 2:** Image Resolutions, Image Sizes, Resizing an Image, Cropping an Image
- **Lesson 3:** The Rectangle and Elliptical Marquee Tools, Constraining Shapes, The Lasso, Polygon and Magnetic Lasso Tools, Saving a Selection, The Magic Wand Tool, Subtracting from a Selection
- **Lesson 4:** Resizing, Rotating and Moving a Selection, The Erase Tool, The History Palette, Copying a Selection, Feathering Edges
- **Lesson 5:** Greyscale and Bitmap Images, Creating a Duotone Image, Colour Modes
- **Lesson 6:** The Colour Palette, The Colour Picker, The Eyedropper, The Line Tool, The Fill Command, The Paintbrush Tool, The Clone Stamp Tool, The Gradient Tool
- **Lesson 7:** Creating Layers, Adding Text to a Layer, Hiding and Moving Layers, Copying a Layer, Scaling a Layer, Adding Effects to Layers, Merging Layers
- **Lesson 8:** Sharpening an Image, Rippling an Image, Other Distortion Effects, Adding a Lens Flare, Adding a Texture, Other Filter Effects
- **Lesson 9:** Brightening and Darkening an Image, Removing Dust and Scratches, Adjusting an Image's Overall Tones, Changing the Hue and Saturation
- **Lesson 10:** Saving into a TIFF File Format, Saving an Image for the Web

Course Duration: 18 hours