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The following eight units are available on a unit by unit basis

NEW! 2nd Editions These have expanded content, and include the practice tasks from product codes PT1, PT2, PT3, PT4, PT5, PT6, PT7 and PT8 respectively. (Product codes PT1, PT2, PT3, PT4, PT5, PT6, PT7 and PT8 also include the task solutions).

UNIT 1 - FILE MANAGEMENT AND e-DOCUMENT PRODUCTION

(Using Windows XP and Word 2003)

UNIT 2 - CREATING SPREADSHEETS AND GRAPHS

(Using Excel 2003)

UNIT 3 - DATABASE MANIPULATION

(Using Access 2003)

UNIT 4 - e-PUBLICATION CREATION

(Using Publisher 2003)

UNIT 5 - CREATE AN e-PRESENTATION

(Using PowerPoint 2003)

UNIT 6 - e-IMAGE CREATION

(Using Publisher 2003 and Paint Shop Pro)

UNIT 7 - WEB PAGE CREATION

(Using FrontPage 2003)

UNIT 8 - ONLINE COMMUNICATION

(Using Internet Explorer and Outlook 2003/7)

LEARN, PRACTISE
AND PASS
CLAIT 2006 - LEVEL 1

UNIT 7
WEB PAGE CREATION

USING
MICROSOFT FRONTPAGE 2003
AND INTERNET EXPLORER

**Please do not remove this guide from the training
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CLAIT 2006 – LEVEL 1 – UNIT 7

WEB PAGE CREATION

USING MICROSOFT FRONTPAGE 2003

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VIEWING AND PRINTING WEB PAGES IN THE BROWSER

So far you have been viewing the web pages that you have created within the Frontpage web page editor.

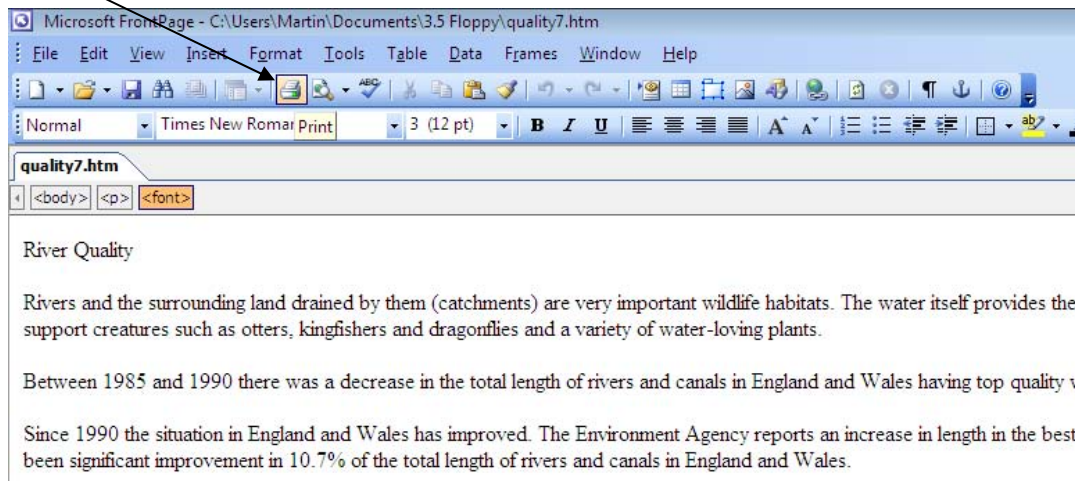
These pages would normally be accessed and viewed by other people on the Internet by using their web browsing software, such as Internet Explorer. It is important, therefore, to check how your pages will look when viewed in the browser as compared with viewing them via the editor.

You can print your web pages from within the editor (FrontPage) and from the browser e.g. (Internet Explorer), and there may be differences between the two prints. For CLAIT assignments, some printouts are normally required from the browser, and in this section you will learn how to do this.

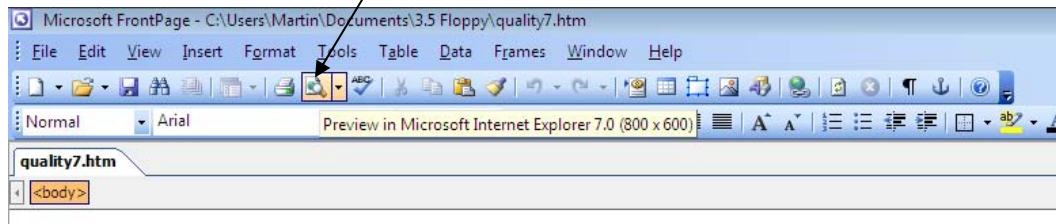
You will be printing a web page from the Frontpage editor and then printing the same page from the browser to see some of the differences.

Action Load FrontPage and open the web page **quality7.html**.

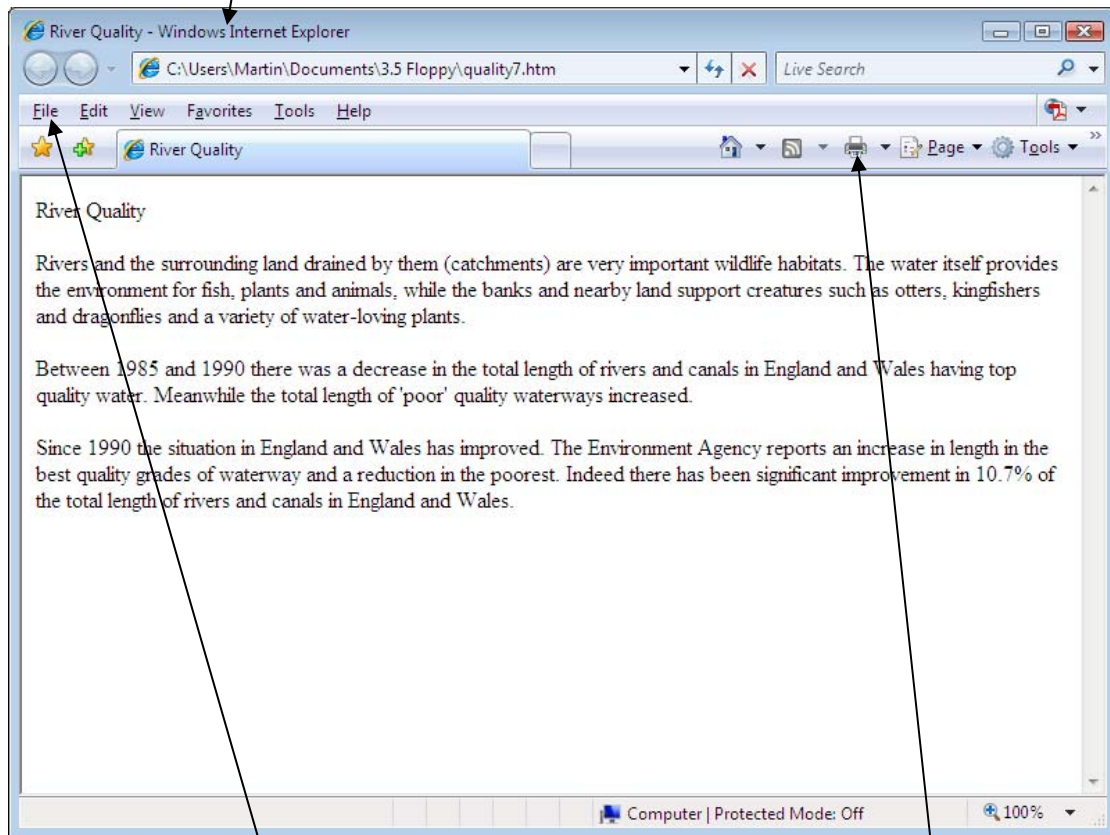
Action Produce a printout of this page using the FrontPage editor by clicking on the **Print** button.



Action To see what this web page would look like when viewed through the browser, point and click on the **Preview** button.



The browser (e.g. Internet Explorer) will be loaded and the web page will appear in the browser window.



Action To print the web page from the browser, point and click on the **Print** button.

(If the Print button is not present, or if you want to change any of the printer settings, choose **File, Print...** on the menu bar instead.)

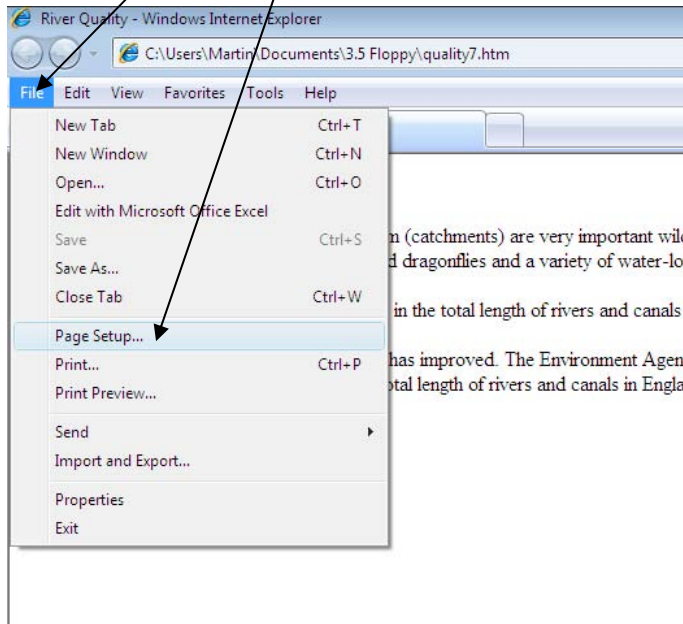
Now examine the two printouts just produced. The information on each is likely to differ in two main ways. Firstly, it is probable that the line endings on each print appear at different positions. The second difference is probably the information in the headers and footers of each page i.e. the information (if any) appearing at the very top and the very bottom of each page.

One of the reasons for these differences is that it is possible to change the page layout for the browser and the editor individually, so that things like margin sizes and headers and footers are likely to be different.

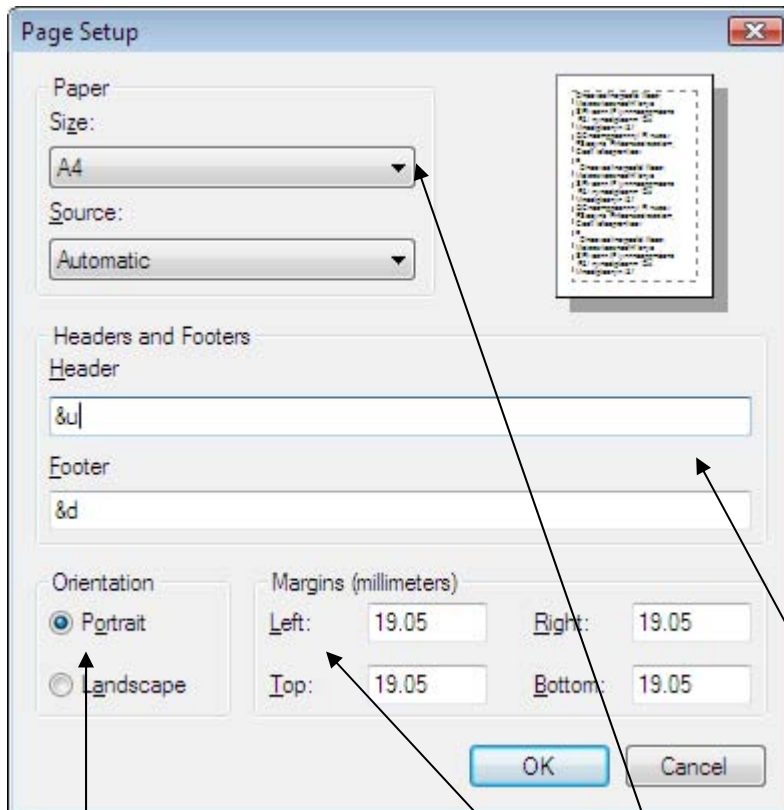
For CLAIT assessments you are normally required to print web pages from the browser, and therefore we will now focus on how to change the header and footer information when printing from the browser.

Action First, make sure that you are viewing the current web page from within the browser.

Action Choose **File, Page Setup...** on the menu bar.



The following dialogue box will appear as below (the details in the boxes will probably be different to those shown here.)



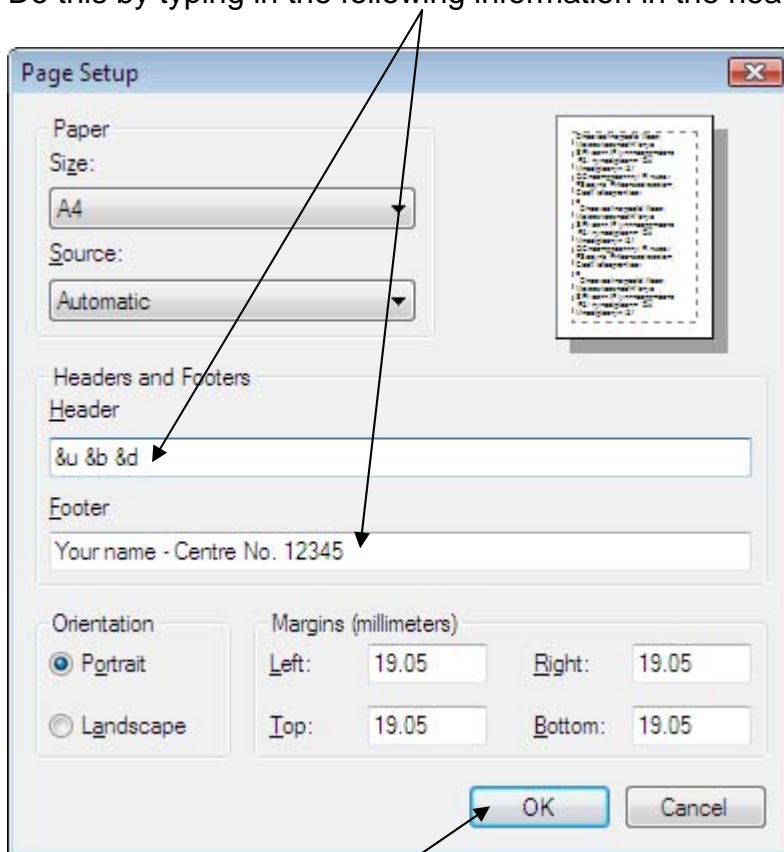
From here you can change things like the paper size, headers and footers, page orientation and the sizes of the page margins.

It is unlikely that you will need to change any of these settings other than the information in the header and the footer.

For CLAIT purposes it is recommended that you add the following information to your print outs:

- Your name
- Your centre number
- The date
- The web page address (i.e. the file name)

Action Do this by typing in the following information in the header and footer sections.



The automatic codes for the header shown above are:

&u – the web page address &b – right align &d – the date

Action Click on **OK** and then print the web page by clicking on the **Print** button as before – the information listed above will appear in the header and footer accordingly.

Action Close the web browser and Frontpage and tackle the following four practice tasks.

Practice Task 17

**VIEWING A WEB PAGE IN THE BROWSER
PRINTING A WEB PAGE FROM THE BROWSER**

The data files required for this exercise are: **caravan7.html**

1. Switch on the computer.
2. Login using your username and password.
3. Load a web page editing application.
4. Open the web page **caravan7.html** in the web page editor.
5. View the web page in the browser (e.g. Internet Explorer).
6. Print the web page **from the browser**, ensuring that the following information is shown in the header and the footer. You can use any alignment.

Header:

Your name
Your centre number or centre name

Footer:

The web page address (i.e. file name)
The date

7. Close the browser.
8. Close the web page editing application.

End of task

Practice Task 18

**VIEWING A WEB PAGE IN THE BROWSER
PRINTING A WEB PAGE FROM THE BROWSER**

The data files required for this exercise are: **gregory7.html**

1. Switch on the computer.
2. Login using your username and password.
3. Load a web page editing application.
4. Open the web page **gregory7.html** in the web page editor.
5. View the web page in the browser (e.g. Internet Explorer).
6. Print the web page **from the browser**, ensuring that the following information is shown in the header and the footer. You can use any alignment.

Header:

Your name
The date

Footer:

The web page address (i.e. file name)
Your centre number or centre name

7. Close the browser.
8. Close the web page editing application.

End of task

Practice Task 19

**VIEWING A WEB PAGE IN THE BROWSER
PRINTING A WEB PAGE FROM THE BROWSER**

The data files required for this exercise are: **tearoom7.html**

1. Switch on the computer.
2. Login using your username and password.
3. Load a web page editing application.
4. Open the web page **tearoom7.html** in the web page editor.
5. View the web page in the browser (e.g. Internet Explorer).
6. Print the web page **from the browser**, ensuring that the following information is shown in the header and the footer. You can use any alignment.

Header:

The web page address (i.e. file name)
Your centre number or centre name

Footer:

Your name
The date

7. Close the browser.
8. Close the web page editing application.

End of task

Practice Task 20

**VIEWING A WEB PAGE IN THE BROWSER
PRINTING A WEB PAGE FROM THE BROWSER**

The data files required for this exercise are: **butterfly7.html**

1. Switch on the computer.
2. Login using your username and password.
3. Load a web page editing application.
4. Open the web page **butterfly7.html** in the web page editor.
5. View the web page in the browser (e.g. Internet Explorer).
6. Print the web page **from the browser**, ensuring that the following information is shown in the header and the footer. You can use any alignment.

Header:

The date
The web page address (i.e. file name)

Footer:

Your centre number or centre name
Your name

7. Close the browser.
8. Close the web page editing application.

End of task

