

41, Heathfield Road
Norton
Evesham
Worcestershire
WR11 4TQ

Tel: 0770 987 9206
Email: info@justclait.co.uk
Web site: www.justclait.co.uk

WORKBOOKS FOR CLAIT 2006 - LEVEL 1

- x Workbooks are supplied on CD-ROM for self-printing (unlimited copies)
- x Purchasers can print unlimited copies for their own use
- x You are allowed to print and photocopy the materials as much as you like for use at the same training centre. You can place the materials on an Intranet if required
- x They are available in PDF format and Word format
- x Purchasers can edit the Word format workbooks to produce customised versions for use at the same training centre
- x All practice data files are supplied

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
centre.**

*This instruction guide is protected by British copyright laws. Copying is prohibited
unless written permission is granted by the author.*

*Copyright Martin Barrett
October 2009
Email: info@justclait.co.uk*

CLAIT 2006 – LEVEL 1 – UNIT 7

WEB PAGE CREATION

USING MICROSOFT FRONTPAGE 2003

CONTENTS

	Page
Introduction.....	3
What is web page creation?	4
Creating, saving, recalling and printing a web page.....	5
<i>Practice Tasks 1 – 4</i>	
Importing a text file	17
<i>Practice Tasks 5 – 8</i>	
Changing text size, style and emphasis	25
<i>Practice Tasks 9 – 12</i>	
Aligning text.....	37
<i>Practice Tasks 13 – 16</i>	
Viewing and printing web pages in the browser	44
<i>Practice Tasks 17 – 20</i>	
Viewing and printing HTML code.....	52
<i>Practice Tasks 21 – 24</i>	
Changing the background colour.....	60
<i>Practice Tasks 25 – 28</i>	
Inserting an image.....	67
<i>Practice Tasks 29 – 32</i>	
Creating local hyperlinks	77
<i>Practice Tasks 33 – 36</i>	
Creating external hyperlinks	91
<i>Practice Tasks 37 – 40</i>	
Creating email links	99
<i>Practice Tasks 41 – 45</i>	

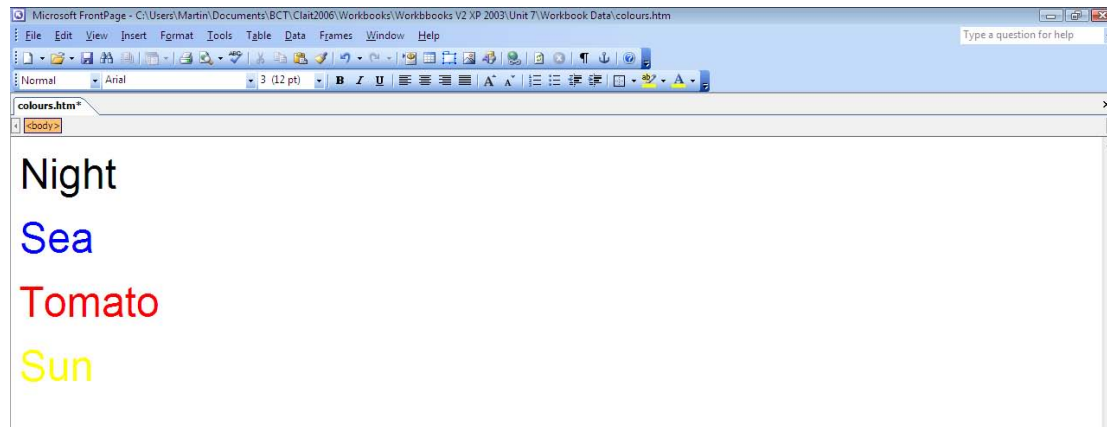
CHANGING THE BACKGROUND COLOUR

The use of colour in web page design is an important aspect of creating web pages that are attractive, easy to read and simple to use.

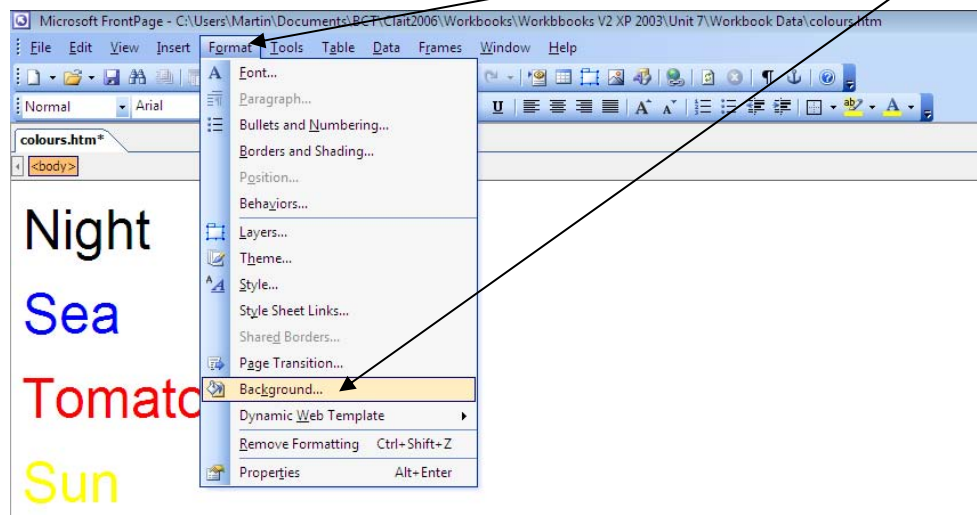
For CLAIT level 1 the only colour aspect that you need to concern yourself with is that of the background page colour.

In this section you will discover how to change the background colour. Some words of caution first. The use of too many colours on a web page can be very distracting for the person viewing it, and certain colour combinations are better avoided. An obvious thing to totally avoid is to set the background colour the same as the text colour, resulting in making the text invisible!

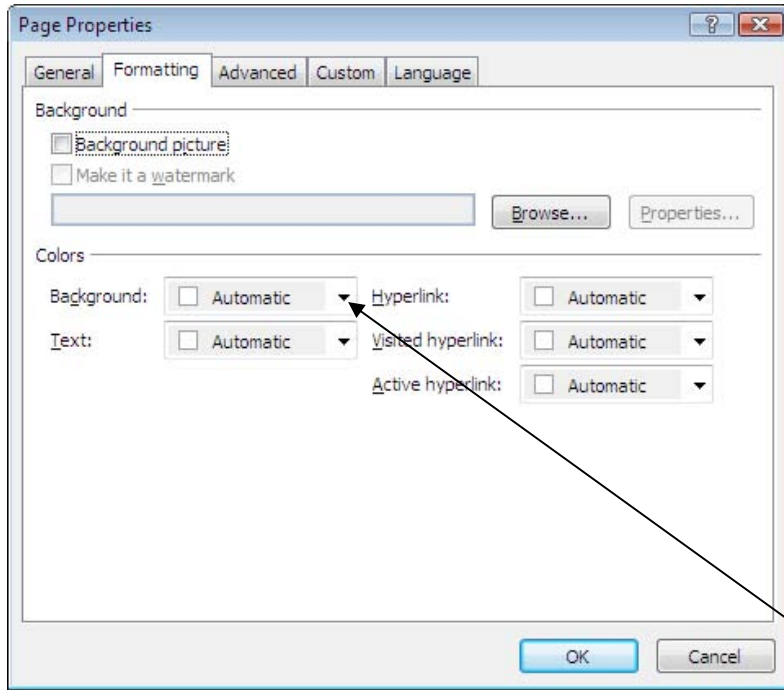
Action To see how the background colour can be changed, open Frontpage and open the web page **colours.html**.



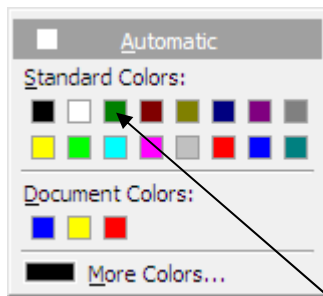
Action To change the background colour, point and click on **Format, Background..** on the menu bar.



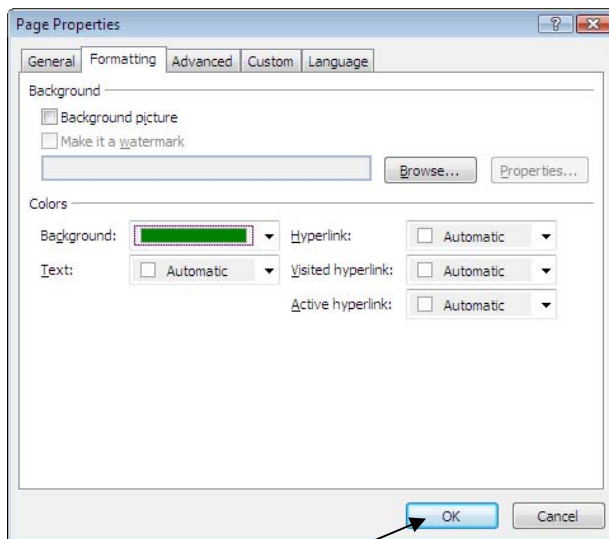
The following dialogue box will appear.



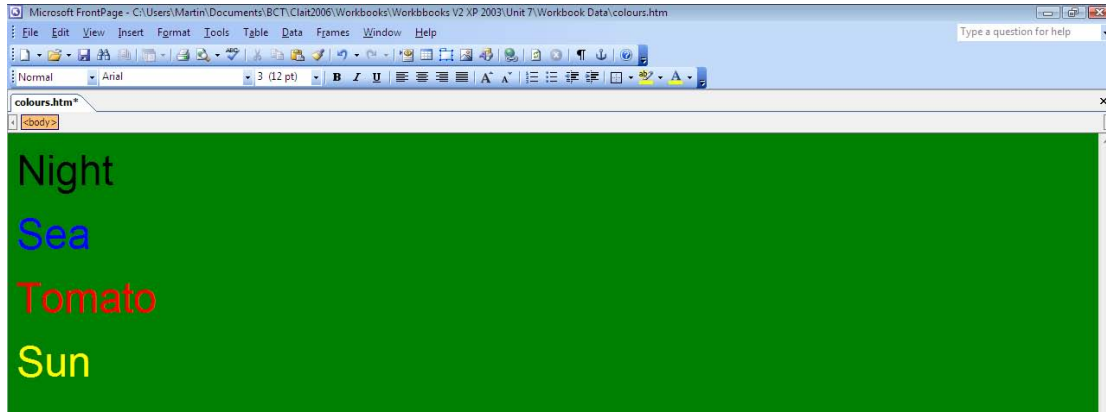
Action To select a different background colour, point and click on the drop down arrow. The following window appears.



Action Point and click on the green square to choose green.

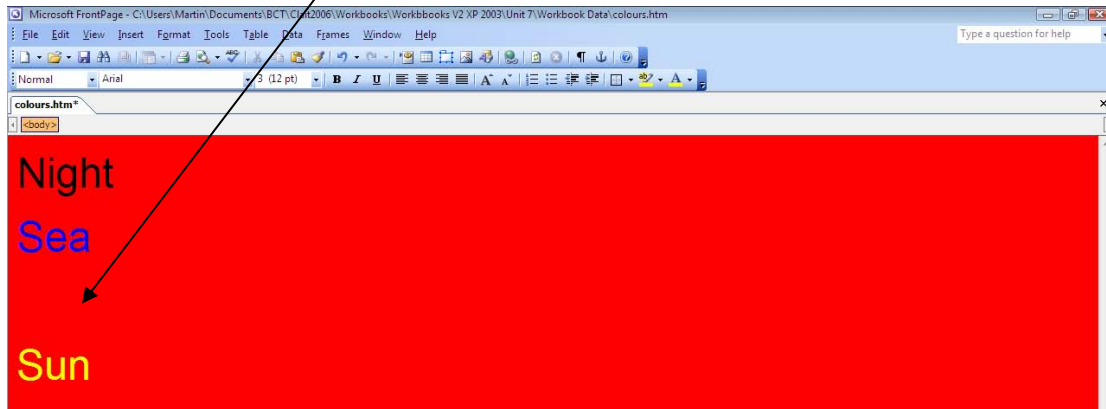


Action Point and click on **OK**. The web page background will appear as green.

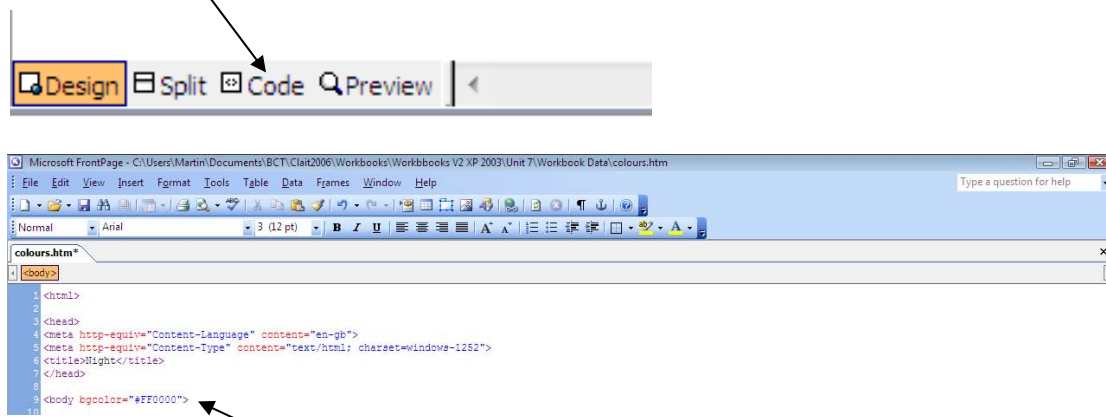


Action Repeat the process and set the background to red.

Notice how the word **Red** is no longer visible.



Action Switch to **Code** view using the button at the bottom left of the screen.



Notice how the HTML code shows the colour change (bgcolor="#FF0000").

Action Close the web page and Frontpage (without saving the changes) and practise changing the background colour of a web page by carrying out the next four practice tasks.

Practice Task 25

**OPENING A WEB PAGE
CHANGING THE BACKGROUND COLOUR**

The data files required for this exercise are: **bluyel7.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 **bluyel7.html** in the web page editor.
5. Print out the HTML code for the web page.
6. Change the background of the web page to be **green**.
7. Print out the HTML code for the web page.
8. On this second print circle with a pen or pencil the changes in the HTML code from the first print.
9. Close the web page, without saving the changes.
10. Close the web page editing application.

End of task

Practice Task 26

**OPENING A WEB PAGE
CHANGING THE BACKGROUND COLOUR**

The data files required for this exercise are: **whired7.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 **whired7.html** in the web page editor.
5. Print out the HTML code for the web page.
6. Change the background of the web page to be **black**.
7. Print out the HTML code for the web page.
8. On this second print circle with a pen or pencil the changes in the HTML code from the first print.
9. Close the web page, without saving the changes.
10. Close the web page editing application.

End of task

Practice Task 27

**OPENING A WEB PAGE
CHANGING THE BACKGROUND COLOUR**

The data files required for this exercise are: **yelmar7.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 **yelmar7.html** in the web page editor.
5. Print out the HTML code for the web page.
6. Change the background of the web page to be **teal (blue/green)**.
7. Print out the HTML code for the web page.
8. On this second print circle with a pen or pencil the changes in the HTML code from the first print.
9. Close the web page, without saving the changes.
10. Close the web page editing application.

End of task

Practice Task 28

**OPENING A WEB PAGE
CHANGING THE BACKGROUND COLOUR**

The data files required for this exercise are: **bluwhi7.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 **bluwhi7.html** in the web page editor.
5. Print out the HTML code for the web page.
6. Change the background of the web page to be **navy blue (dark blue)**.
7. Print out the HTML code for the web page.
8. On this second print circle with a pen or pencil the changes in the HTML code from the first print.
9. Close the web page, without saving the changes.
10. Close the web page editing application.

End of task

