

# KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

<b>Course Title:</b>	<b>Introduction to Microsoft Expression Web</b>
<b>Course Length:</b>	1 day
<b>Prerequisite:</b>	Basic Computer Skills
<b>Course Description:</b>	Topics include navigating the work area, options for page layout, hyperlinks, setting backgrounds, inserting images, setting image properties, linking to images, creating meta tags, and publishing the Web site.
<b>Performance Objectives:</b>  <b>Students will become skilled in ...</b>	<ol style="list-style-type: none"><li>1. Getting Started with Expression Web<ol style="list-style-type: none"><li>1.1. Planning the Website</li><li>1.2. Explore the Work Area</li><li>1.3. Define a Website</li></ol></li><li>2. Adding Content to a Website<ol style="list-style-type: none"><li>2.1. Create a Home Page</li><li>2.2. Add, Edit and Import Text</li><li>2.3. Format Text</li><li>2.4. Work with Tables</li><li>2.5. Work with Images</li></ol></li><li>3. Formatting a Website Using CSS<ol style="list-style-type: none"><li>3.1. Introduction to Cascading Style Sheets</li><li>3.2. Create an External Style Sheet</li><li>3.3. Attach an External Style Sheet</li><li>3.4. Create an Internal Style Sheet</li></ol></li><li>4. Using Hyperlinks<ol style="list-style-type: none"><li>4.1. Linking to Pages in the Current Web</li><li>4.2. Linking to External Internet Resources</li><li>4.3. Linking to a Target Location in a Page</li><li>4.4. Creating a Mail To Link</li><li>4.5. Editing a Hyperlink</li><li>4.6. Create Bookmark Links</li><li>4.7. Create a Hotspot</li></ol></li><li>5. Using Graphics<ol style="list-style-type: none"><li>5.1. Understanding How to Use Images in Web Pages</li><li>5.2. Locating Images on the Web</li><li>5.3. Inserting an Image From a File</li><li>5.4. Saving Pages with Images</li><li>5.5. Setting Image Properties</li></ol></li><li>6. Adding Interactivity<ol style="list-style-type: none"><li>6.1. Add an Interactive Button</li><li>6.2. Create a Rollover</li><li>6.3. Add an Audio File</li></ol></li><li>7. Finalizing a Website<ol style="list-style-type: none"><li>7.1. Inserting Meta Tags</li><li>7.2. Check for Accessibility</li><li>7.3. Check for Compatibility</li><li>7.4. Generate CSS Reports</li><li>7.5. Verify Hyperlinks</li><li>7.6. Publish the Website</li></ol></li></ol>