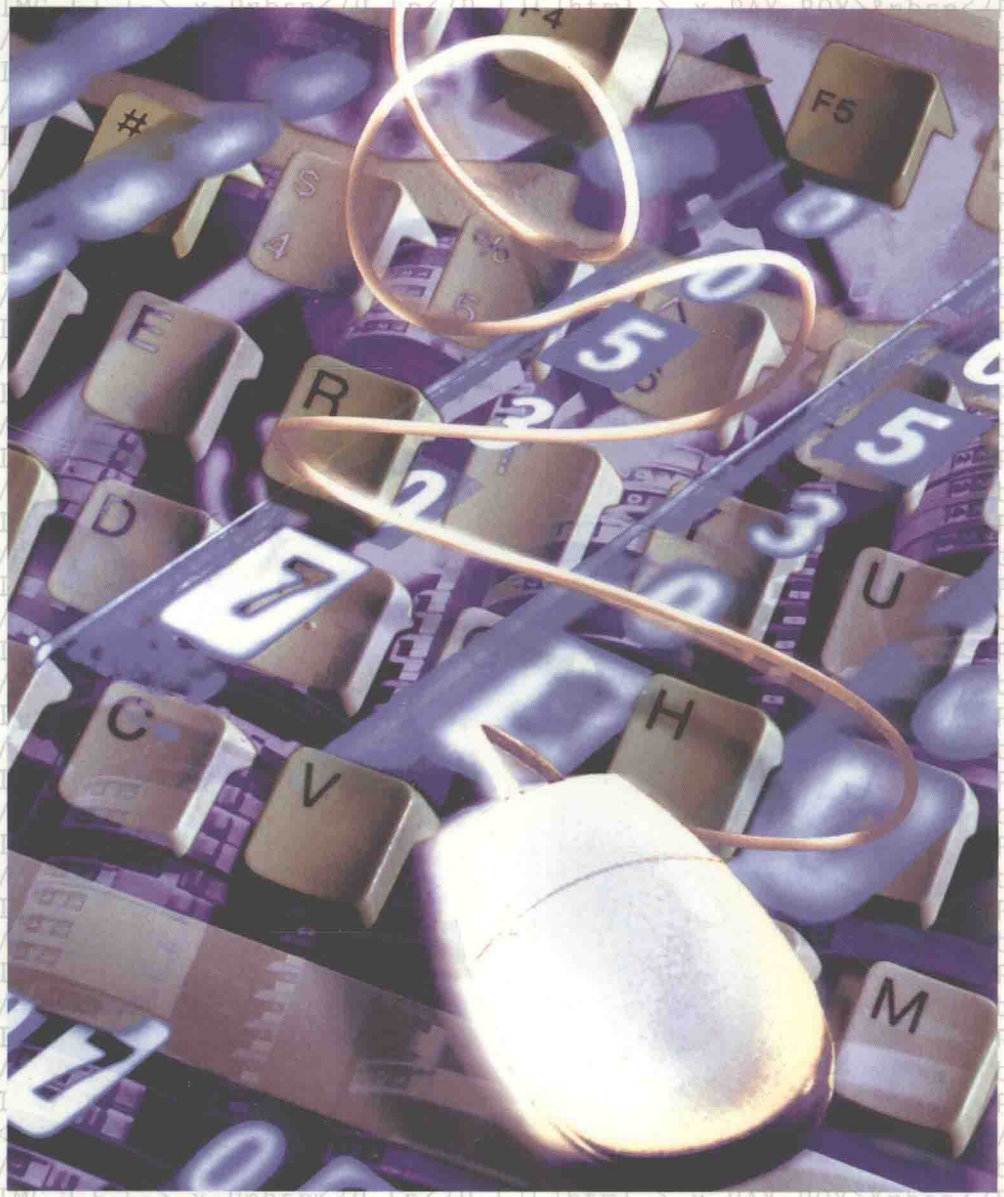
<brief edition>

How To Create Web Pages Using *html*



<kenneth c. laudon>
<jason eiseman>

How to Create Web Pages Using HTML
Brief Edition

Kenneth C. Laudon
Jason Eiseman

Azimuth Interactive, Inc.

Irwin McGraw-Hill

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Preface

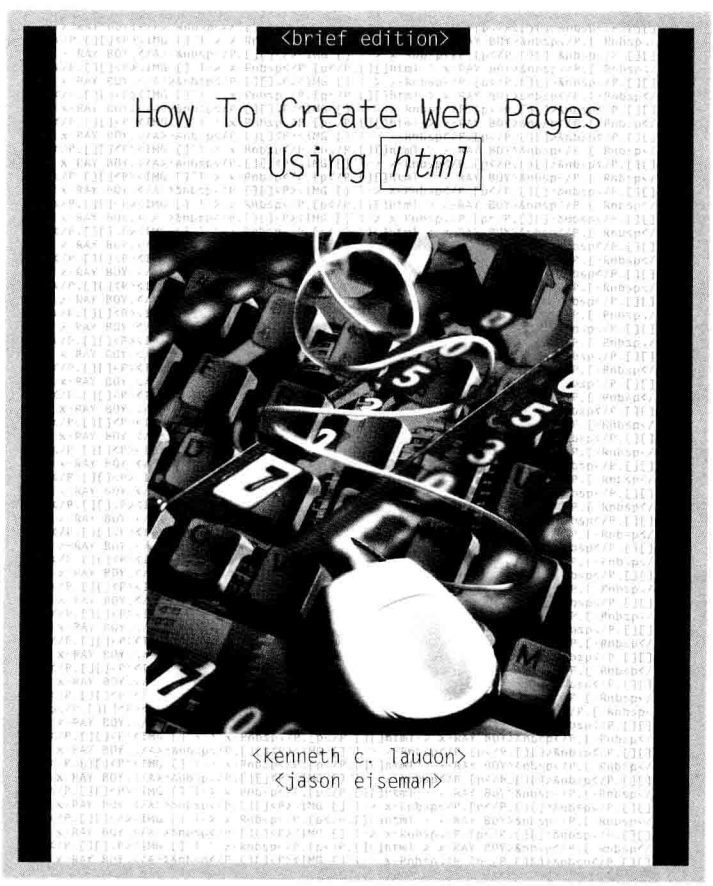
How to Create Web Pages Using HTML

Approach

How to Create Web Pages Using HTML is a visual interactive way to develop and apply software skills. This skills-based approach coupled with its highly visual, two-page spread design allows the student to focus on a single skill without having to turn the page. A running case study is provided through the text, reinforcing the skills and giving a real-world focus to the learning process.

Each lesson is organized around Skills, Concepts, and Steps (Do It!).

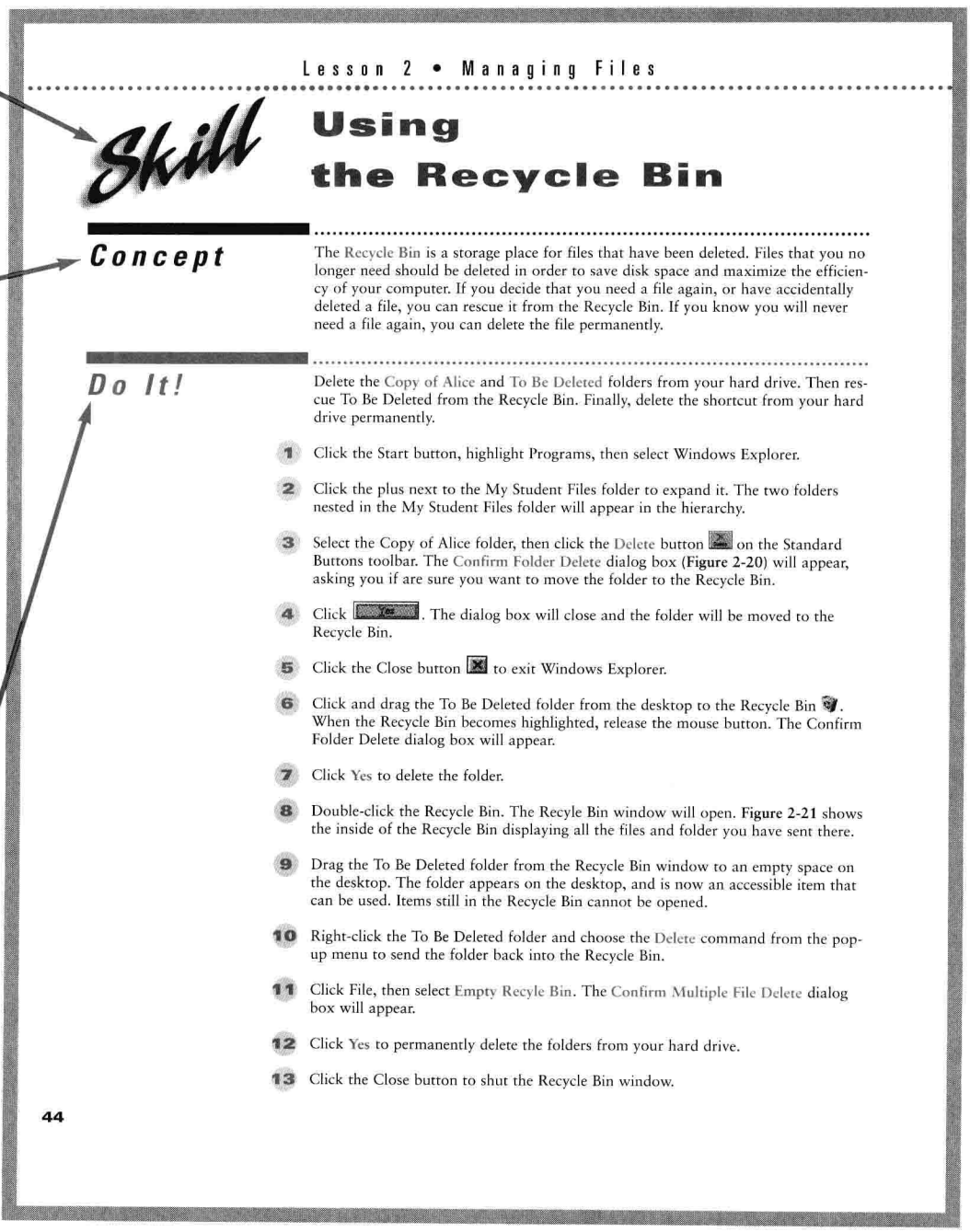
- Each lesson is divided into a number of Skills. Each Skill is first explained at the top of the page.
- Each Concept is a concise description of why the skill is useful and where it is commonly used.
- Each Step (Do It!) contains the instructions on how to complete the skill.



Using the Book

In the book, each skill is described in a two-page graphical spread (Figure 1). The left side of the two-page spread describes the skill, the concept, and the steps needed to perform the skill. The right side of the spread uses screen shots to show you how the screen should look at key stages.

Figure 1



Lesson 2 • Managing Files

Skill

Using the Recycle Bin

Concept

The Recycle Bin is a storage place for files that have been deleted. Files that you no longer need should be deleted in order to save disk space and maximize the efficiency of your computer. If you decide that you need a file again, or have accidentally deleted a file, you can rescue it from the Recycle Bin. If you know you will never need a file again, you can delete the file permanently.

Do It!

Delete the Copy of Alice and To Be Deleted folders from your hard drive. Then rescue To Be Deleted from the Recycle Bin. Finally, delete the shortcut from your hard drive permanently.

1. Click the Start button, highlight Programs, then select Windows Explorer.
2. Click the plus next to the My Student Files folder to expand it. The two folders nested in the My Student Files folder will appear in the hierarchy.
3. Select the Copy of Alice folder, then click the Delete button on the Standard Buttons toolbar. The Confirm Folder Delete dialog box (**Figure 2-20**) will appear, asking you if are sure you want to move the folder to the Recycle Bin.
4. Click Yes. The dialog box will close and the folder will be moved to the Recycle Bin.
5. Click the Close button to exit Windows Explorer.
6. Click and drag the To Be Deleted folder from the desktop to the Recycle Bin. When the Recycle Bin becomes highlighted, release the mouse button. The Confirm Folder Delete dialog box will appear.
7. Click Yes to delete the folder.
8. Double-click the Recycle Bin. The Recyle Bin window will open. **Figure 2-21** shows the inside of the Recycle Bin displaying all the files and folder you have sent there.
9. Drag the To Be Deleted folder from the Recycle Bin window to an empty space on the desktop. The folder appears on the desktop, and is now an accessible item that can be used. Items still in the Recycle Bin cannot be opened.
10. Right-click the To Be Deleted folder and choose the Delete command from the pop-up menu to send the folder back into the Recycle Bin.
11. Click File, then select Empty Recyle Bin. The Confirm Multiple File Delete dialog box will appear.
12. Click Yes to permanently delete the folders from your hard drive.
13. Click the Close button to shut the Recycle Bin window.

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Skill: Each lesson is divided into a number of specific skills

Concept: A concise description of why the skill is useful and where it is commonly used

Running case: A real-world case ties the skill and the concept to a practical situation

Do It!: Step-by-step directions show you how to use the skill

End-of-Lesson Features

In the book, the learning in each lesson is reinforced at the end by a quiz and a skills review called Interactivity, which provides step-by-step exercises and real-world problems for the students to solve independently.

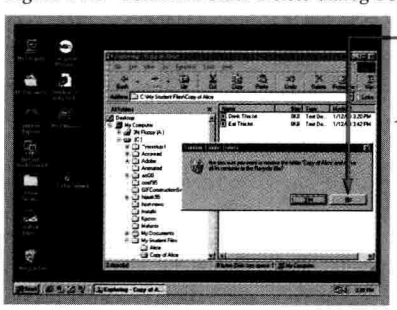
More

Table 2-1 Ways to delete or restore a selected file

TO DELETE	TO RESTORE
Click the Delete button on the toolbar	Click the Undo button on the toolbar
Right-click and select Delete from the pop-up menu	Right-click the file in the Recycle Bin and select Restore
Drag the file to the Recycle Bin	Drag the file from the Recycle Bin to any location
Press [Delete]	Go to the File menu in the Recycle Bin and select Restore

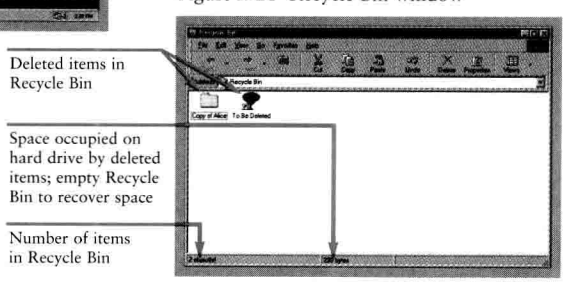
Summary tables: Tables give you a quick overview of shortcuts and toolbar icons needed to use the skills

Figure 2-20 Confirm Folder Delete dialog box



Screen shots: Screen shots show you what the screen should look like after following the Do It! steps

Figure 2-21 Recycle Bin window



Hot Tip: Gives you advice on how to use the software and warns you of potential problems

Practice

Move the shortcut you created in the last skill to the Recycle Bin. Then move the shortcut out of the Recycle Bin and back to the desktop. Delete the shortcut a second time using a different technique. This time, delete the shortcut permanently.

Hot Tip

Files can be erased immediately without being stored in the Recycle Bin. Right-click the Recycle Bin, then select Properties. On the View tab, uncheck the "Display delete confimation dialog box" command. This enables you to delete files in one step.

Practice: Allows you to practice the skill with a built-in exercise or directs you to a student file

Teaching Resources

The following is a list of supplemental material available with the How to Create Web Pages Using HTML text.

Skills Assessment

Irwin/McGraw-Hill offers two innovative systems, **ATLAS** and **SimNet**, which take testing beyond the basics with pre- and post-assessment capabilities.

ATLAS (Active Testing and Learning Assessment Software) – available for all of our Microsoft Office applications – is our live-in-the-application Skills Assessment tool. ATLAS allows students to perform tasks while working live within the Office applications environment. ATLAS is web-enabled and customizable to meet the needs of your course. ATLAS is available for Office 2000.

SimNet (Simulated Network Assessment Product) – available for all of our Microsoft Office applications – permits you to test the actual software skills students learn about the Microsoft Office applications in a simulated environment. SimNet is web-enabled and is available for Office 97 and Office 2000.

Instructor's Resource Kits

The Instructor's Resource Kit provides professors with all of the ancillary material needed to teach a course. **Irwin/McGraw-Hill** is dedicated to providing instructors with the most effective instruction resources available. Many of these resources are available at our **Information Technology Supersite** www.mhhe.com/it. Our Instructor's Kits are available on CD-ROM and contain the following:

Diploma by Brownstone - is the most flexible, powerful, and easy-to-use computerized testing system available in higher education. The diploma system allows professors to create an Exam as a printed version, as a LAN-based Online version, and as an Internet version. Diploma includes grade book features, which automate the entire testing process.

Instructor's Manual - Includes:
-Solutions to all lessons and end-of-unit material
-Teaching Tips
-Teaching Strategies
-Additional exercises

PowerPoint Slides - NEW to the Interactive Computing Series, all of the figures from the application textbooks are available in PowerPoint slides for presentation purposes.

Student Data Files - To use the Interactive Computing Series, students must have Student Data Files to complete practice and test sessions. The instructor and students using this text in classes are granted the right to post the student files on any network or stand-alone computer, or to distribute the files on individual diskettes. The student files may be downloaded from our IT Supersite at www.mhhe.com/it.

Series Web Site - Available at www.mhhe.com/it.

Digital Solutions

Pageout Lite - is designed if you're just beginning to explore Web site options. Pageout Lite is great for posting your own material online. You may choose one of three templates, type in your material, and Pageout Lite instantly converts it to HTML.

Pageout - is our Course Web site Development Center. Pageout offers a Syllabus page, Web site address, Online Learning Center Content, online exercises and quizzes, gradebook, discussion board, an area for students to build their own Web pages, and all the features of Pageout Lite. For more information please visit the Pageout Web site at www.mhla.net/pageout.

Teaching Resources (continued)

OLC/Series Web Sites - Online Learning Centers (OLCs)/Series Sites are accessible through our Supersite at www.mhhe.com/it. Our Online Learning Centers/Series Sites provide pedagogical features and supplements for our titles online. Students can point and click their way to key terms, learning objectives, chapter overviews, PowerPoint slides, exercises, and Web links.

The McGraw-Hill Learning Architecture (MHLA) - is a complete course delivery system. MHLA gives professors ownership in the way digital content is presented to the class through online quizzing, student collaboration, course administration, and content management. For a walk-through of MHLA visit the MHLA Web site at www.mhla.net.

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How to Create Web Pages Using HTML is a cooperative effort of many individuals, each contributing to an overall team effort. Our team is composed of instructional designers, writers, multimedia designers, graphic artists, and programmers. Our goal is to provide you and your instructor with the most powerful and enjoyable learning environment using both traditional text and new interactive multimedia techniques.

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Russell Polo (Chief Programmer)
Steven D. Pileggi (Interactive Project Manager)
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Michael Domis (Technical Writer)
Robin Pickering (Developmental Editor, Quality Assurance)
Raymond Wang (Multimedia Designer)
Michele Faranda (Textbook design and layout)
Stefon Westry (Multimedia Designer)
Caroline Kasterine (Multimedia Designer, Writer)
Tahir Khan (Multimedia Designer)
Joseph S. Gina (Multimedia Designer)
Irene A. Caruso (Multimedia Designer)
Josie Torlish (Quality Assurance)

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LESSON 1

INTRODUCTION TO WEB PAGES

Designing Web pages is a creative adventure. You will need to use your creative instincts for color, text, images, and style in order to create useful and attractive Web pages. You will also need a good sense of organization because useful Web pages are well-organized collections of information.

HTML (Hypertext Markup Language) is a programming language used to create Web pages. You can use an ordinary word processor to create HTML documents that all Web browsers can understand and interpret. HTML may at first appear difficult to understand, but in fact it is a very simple language that you can learn in a few hours. The most difficult part of building useful Web pages is not learning HTML, but selecting the colors, text, images and other elements of Web pages.

Many people use graphical HTML editors such as Microsoft FrontPage, Adobe PageMill, or Macromedia's Dreamweaver to create Web pages without learning HTML. These graphical editors generate HTML code automatically based on your commands and instructions. However, it is quite often neccessary to edit the HTML produced by these programs. Also, you will be limited by the features provided by the programs. By learning HTML you will be able to edit and enhance the Web pages produced by these graphical programs.

In this book you will learn how to plan and organize a Web site; how to create HTML documents and Web pages; how to enter text and add graphics onto your Web pages, and how to create hyperlinks to other Web sites. Once you have mastered the basics, you will learn more advanced skills like creating forms and publishing Web pages.

Case Study:
Tom Randes is a freelance Web designer. Companies or individuals who want a professional Web site created but lack the technical expertise, hire a Web designer. Tom has just received an assignment from a company called Office Unbound, which specializes in organizing retreats and getaways in which management staff can bond in a nature setting. They have hired Tom to create a Web site for their business.

Skill

Introducing HTML

Concept

HTML, or Hypertext Markup Language, is a programming language used to create Web pages. Don't let the name scare you. While you will need to learn some simple commands, you don't need to become a computer programmer. All it takes to learn basic HTML is a few hours of reading and practicing.

HTML instructions, called tags, tell the Web browser what to display and how to display it. HTML tags describe the content of a document in detail. For example, tags tell the browser how to format text, what background color to use, and whether to display an image or a hyperlink.

HTML documents are plain text or ASCII files that are translated by programs called Web browsers to display the resulting Web page. They look like text scattered with greater than and less than symbols until you open them in a browser. HTML enables you to add rules, graphics, sound, and even video. HTML documents are saved in a text-only format that all computers can read and interpret.

HTML is an evolving language. In 1994 the World Wide Web Consortium (W3C) was founded to develop common standards for its development. However, in practice, competition between the two major browser manufacturers, Microsoft and Netscape Communications, compromise the universality of HTML. Each company creates new extensions to try to woo the Web surfing public to their product. Understanding how HTML works will enable you to stay abreast of the latest innovations. This knowledge will also help you decide what special effects to use based on how universal you want your page to be and who your intended audience is.

Many people never notice the HTML source page. When you surf the Internet you are viewing your Web browser's interpretation of an HTML source document. To view the source document, choose either View HTML Source or View Source from your browser's View menu. In fact this is one of the best ways to become familiar with HTML design principles. You can even download the source document, save it to your hard drive, reopen it in a basic text editor, enter your own content, and open the file in your Web browser to learn what that Web author did and how they did it. Copyright considerations cannot be ignored however, so use others' pages for inspiration and as a learning device only.

In this book you will learn how to structure and write the commands, or tags, used in HTML and how to use them to create Web pages to your specifications.

Figure 1-1 displays the HTML source for the National Oceanic and Atmospheric Association (NOAA)'s home page on the Internet. While it may look confusing to you now, it will not take long for you to learn which HTML commands are related to which graphical elements. If you look carefully you will notice that HTML is written in English, but uses abbreviations that are easy to learn and use.

Figure 1-2 is the same Web page shown in **Figure 1-1**, viewed through a Web browser. The HTML shown in **Figure 1-1** tells the browser to display the page seen in **Figure 1-2**.

Figure 1-1 HTML source of NOAA home page

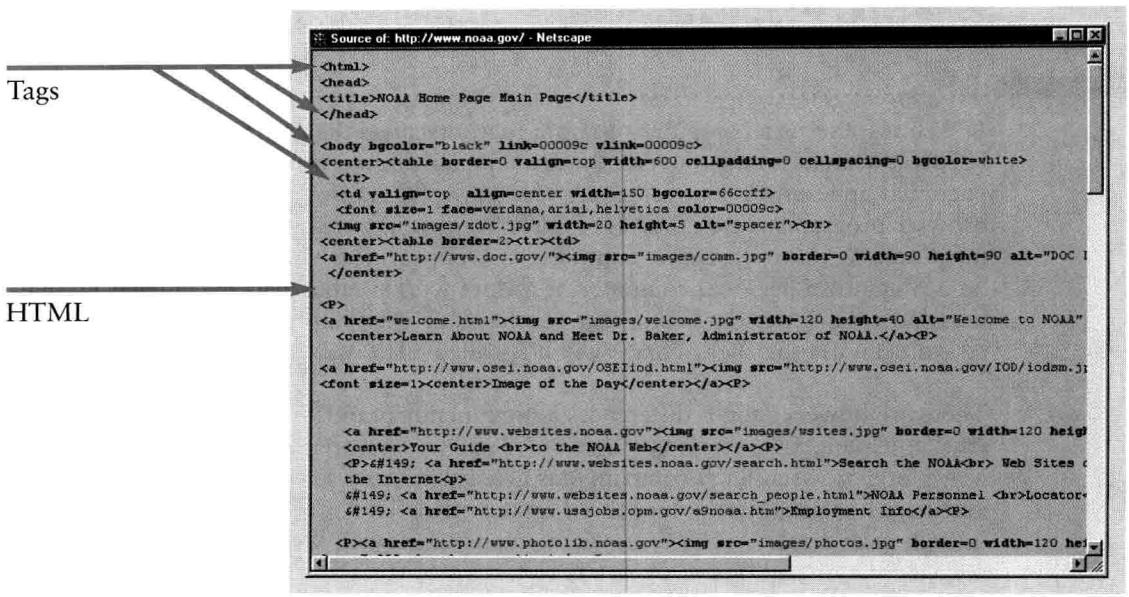
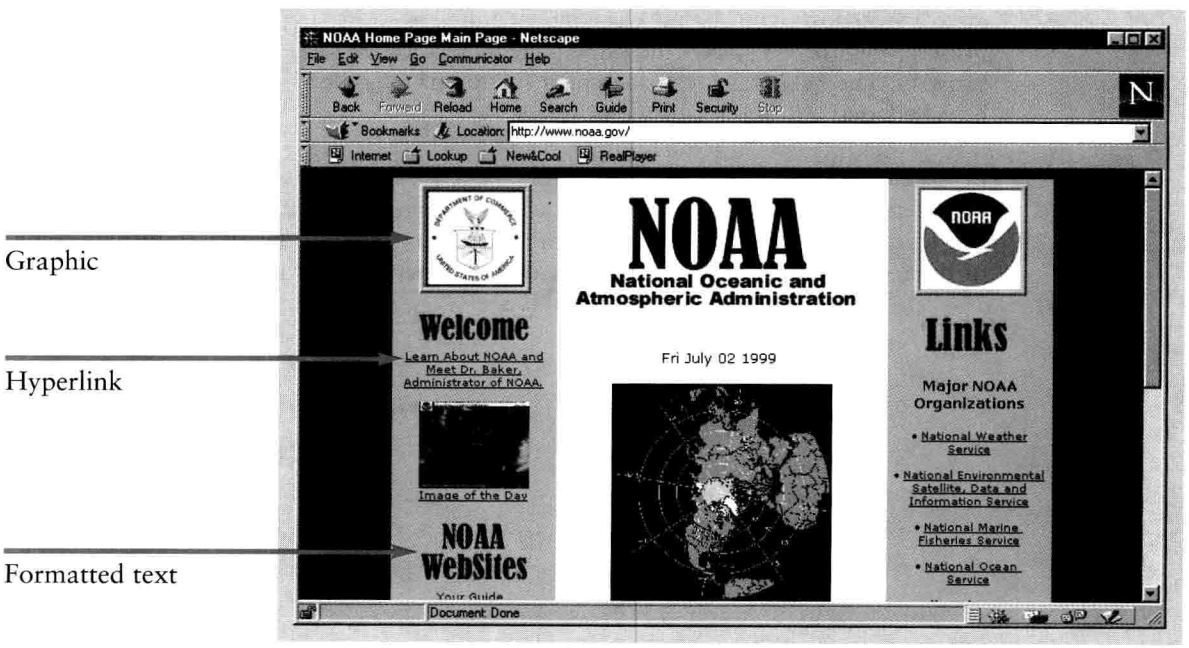


Figure 1-2 NOAA home page, as displayed by a Web browser



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