Microsoft

Step by Step

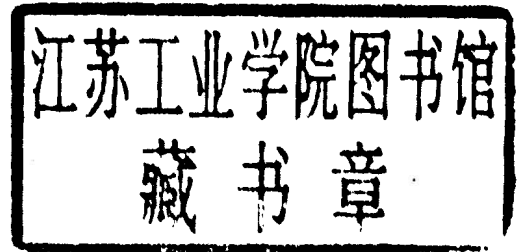# HTML / XHTML
由入门到精通

- Learn at your own pace
- Build exactly the skills you need

Practice with real-world examples

Faithe Wempen

世界图书出版公司

Microsoft

HTML and XHTML
Step by Step

Faithe Wempen

HTML/XHTML：由入门到精通

［美］费思·维鹏　著

To my parents, John and Sherry Wempen

Thanks to:

- Nancy Stevenson for recommending me for this book

- Juliana Aldous and Kristine Haugseth for quickly making me feel right at home in Microsoft Press

- Joan Preppernau at OTSI for managing the editing process like a pro, checking all the exercises for technical accuracy, and making very helpful suggestions throughout that made this a much better book

- Nancy Depper for making sure my writing was clear and consistent

Faithe Wempen

Contents

此为试读，需要完整PDF请访问：www.ertongbook.com

Getting Help

Every effort has been made to ensure the accuracy of this book and the contents of its CD. If you do run into problems, please contact the appropriate source for help and assistance.

Getting Help with The Book and Its CD

Microsoft Press provides corrections for books and companion CDs through the World Wide Web at:

http://www.microsoft.com/learning/support/books/

To connect directly to the Microsoft Knowledge Base and enter a query regarding a question or issue that you may have, go to:

http://www.microsoft.com/learning/support/search.asp

Giving Feedback About the Book and Its CD

If you have comments, questions, or ideas regarding this book or its CD, or questions that are not answered by querying the Knowledge Base, please send them to Microsoft Press via e-mail to:

mspinput@microsoft.com

or via postal mail to:

Microsoft Press
Attn: Step by Step Editor
One Microsoft Way
Redmond, WA 98052-6399

Please note that product support is not offered through the above addresses.

Using the Book's CD

The CD included with this book contains all the practice files you'll use as you work through the book's exercises. By using the practice files, you won't waste time creating sample content with which to experiment—instead, you can jump right in and concentrate on learning how to create Web sites.

What's on the CD?

In addition to the practice files, the CD contains some resources that will really enhance your ability to get the most out of using this book, including the following:

- HTML color reference charts
- HTML and XHTML templates
- Bonus guides: "Designing for Accessibility" and "Designing for Usability"
- Microsoft Office System Quick Reference eBook
- Insider's Guide to Microsoft Office OneNote 2003 eBook
- Microsoft Computer Dictionary, Fifth Edition, eBook
- Introducing the Tablet PC eBook
- Complete HTML and XHTML Step by Step eBook

Minimum System Requirements

To complete the exercises in this book, you will need:

- **Computer/processor** Computer with a Pentium 133-megahertz (MHz) or higher processor; Pentium III recommended.
- **Memory** 64MB of RAM (128 MB recommended).
- **Drives** Hard drive and CD-ROM drive.
- **Hard disk** Hard disk requirements will vary depending on configuration; custom installation choices might require more or less hard disk space.
    - 245 MB of available hard disk space with 115 MB on the hard disk where the operating system is installed.
    - An additional 20 MB of hard disk space for installing the practice files.
- **Display** Super VGA (800 × 600) or higher-resolution monitor with 256 colors.

- **Pointing device**   Microsoft Mouse, Microsoft IntelliMouse, or compatible pointing device.

- **Operating system**   Microsoft Windows 2000 with Service Pack 3 (SP3) or Microsoft Windows XP Service Pack 2 or later.

- **Software**   Microsoft Office FrontPage 2003, Microsoft Office Word 2003, and Microsoft Internet Explorer 6 or later.

Installing the Practice Files

You need to install the practice files on your hard disk before you use them in the chapters' exercises. Follow these steps.

1   Remove the companion CD from this book, and insert it into your CD-ROM drive.

   Note   An end user license agreement should open automatically. If this agreement does not appear, open My Computer from the desktop or Start menu, double-click the icon for your CD-ROM drive, and then double-click StartCD.exe.

2   Review the end user license agreement. If you accept the terms, select the accept option, and then click **Next**.

   A menu will appear with options related to the book.

3   Click **Install Practice Files**.

4   Follow the instructions that appear.

   The code samples are installed to the following location on your computer:

   My Documents\Microsoft Press\HTML and XHTML SBS

Using the Practice Files

Each exercise is preceded by a paragraph or paragraphs that list the files needed for that exercise and explain any file preparation you need to take care of before you start working through the exercise.

The following table lists the practice file folders that you have installed from the CD. The practice file folder for each chapter includes a Solutions subfolder containing finished versions of the practice files used in that chapter.

Chapter	Folder	Subfolder
Chapter 1: HTML and XHTML Basics	01Basics	no subfolders
Chapter 2: Setting Up the Document Structure	02Structure	CreatingParagraphs SpecifyingKeywords PublishingFiles

Chapter	Folder	Subfolder
Chapter 3: Formatting Text by Using Tags	03Format	CreatingHeadings ApplyingBold ApplyingSuperscript UsingMonospace FormattingQuotes ConfiguringSettings
Chapter 4: Using Lists and Backgrounds	04Lists	NestingLists CreatingGlossary InsertingCharacters InsertingLines ChoosingColors SpecifyingImages
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Chapter 9: Displaying Graphics	09Graphics	InsertingImages ClearingImages SizingImages CreatingHyperlinks UsingThumbnails UsingAlt

Chapter	Folder	Subfolder
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Chapter 18: HTML and Microsoft FrontPage	18FrontPage	FromTemplate FromScratch ApplyingTheme CreatingNav

Uninstalling the Practice Files

After you finish working through this book, you should uninstall the practice files to free up hard disk space.

1 On the Windows taskbar, click the **Start** button, point to **Settings**, and then click **Control Panel**.

2 Double-click the **Add/Remove Programs** icon.

3 In the list of installed programs, click **HTML and XHTML Step by Step**, and then click **Add/Remove**.

4 Click **Yes** when the confirmation dialog box appears.

Conventions and Features

You can save time when you use this book by understanding how the *Step by Step* series shows special instructions, keys to press, buttons to click, and so on.

Convention	Meaning
	This icon indicates a reference to the book's companion CD.
BE SURE TO	These words are found at the beginning of paragraphs preceding or following step-by-step exercises. They point out items you should check or actions you should carry out either before beginning an exercise or after completing an exercise.
USE OPEN	These words are found at the beginning of paragraphs preceding step-by-step exercises. They draw your attention to practice files that you'll need to use in the exercise.
CLOSE	This word is found at the beginning of paragraphs following step-by-step exercises. They give instructions for closing open files or programs before moving on to another topic.
1 2	Numbered steps guide you through hands-on exercises in each topic.
●	A round bullet indicates an exercise that has only one step.
Troubleshooting	These paragraphs show you how to fix a common problem that might prevent you from continuing with the exercise.
Tip	These paragraphs provide a helpful hint or shortcut that makes working through a task easier.
Important	These paragraphs point out information that you need to know to complete a procedure.
Note	These paragraphs provide supplementary or related information.
Ctrl+C	A plus sign (+) between two key names means that you must hold down the first key while you press the second key. For example, "press Ctrl+C" means "hold down the Ctrl key while you press the C key."
user interface elements	In exercises, the names of program elements such as buttons, commands, and dialog boxes.
user input	Anything you are supposed to type.
glossary terms	Terms explained in the glossary at the end of the book.

About the Author

Faithe Wempen, M.A., is a Computer Information Technology instructor at Indiana University/Purdue University at Indianapolis. She is a nationally known expert in PC hardware, A+ Certification preparation, and Microsoft Office.

Faithe has been writing about technology since 1995. Her authoring credits include over 90 books, translated into over a dozen languages, including *The PowerPoint 2003 Bible*, *Mastering Windows XP Professional*, and *Dell Guide to PC Fundamentals*. She has also authored several computer information technology textbooks, including *PC Maintenance: Preparing for A+ Certification* and *Learning Adobe InDesign CS2*, and written numerous articles for Web sites, including CertCities.com and TechProGuild.com, and featured cover stories for *Microsoft Office Solutions* and *Microsoft Office PRO* magazines.

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Quick Reference

Abbreviations used in command syntax:

address   An e-mail address

classname   A class name you define

color   A color expressed as a name, a hexadecimal value, or an RGB value

filename.ext   A filename and extension

idname   An ID name you define

n   A digit

name   A name assigned to a variable or anchor point

rule   A style rule

tag   Any tag (p, h1, h2, and so on)

text   The text as it should appear onscreen

url   A valid URL

value   The value of a style rule

1   On the **Start** menu, point to **All Programs**, point to **Accessories**, and then click **Notepad**.

2   In the untitled Notepad window, on the **File** menu, click **Open**.

3   Navigate to the folder containing the file.

4   Click the **Files of type** arrow, and then click **All Files**.

5   In the **Open** dialog box, click the file, and then click **Open**.

1   On the **Start** menu, click **Internet Explorer**.

2   On the **File** menu, click **Open**.

3   Click the **Browse** button, and then browse to the folder containing the file.

4   Click the file, and then click **Open**.

5   Click **OK**.

●   On the **File** menu, click **Save**.

Chapter 2 Setting Up the Document Structure

Page 20   To specify a document type of transitional HTML 4.01

```
<!DOCTYPE HTML PUBLIC "-//W3C/DTD HTML 4.01 Transitional//EN" "http://www.w3.org/
TR/html4/loose.dtd">
```

Page 20   To specify a document type of transitional XHTML 1.0

```
<!DOCTYPE HTML PUBLIC "-//W3C/DTD XHTML 1.0 Transitional//EN" "http://www.w3.org/
TR/xhtml1/DTD/xhtml1-transitional.dtd">
```

Page 21   To create the HTML section

```
<html></html>
```

Page 21   To create the Head section (within the HTML section)

```
<head></head>
```

Page 21   To create the Body section (within the HTML section)

```
<body></body>
```

Page 23   To create a body paragraph

```
<p>text</p>
```

Page 23   To create a line break

```
<br />
```

Page 26   To create a page title (within the Head section)

```
<title>text</title>
```

Page 26   To create metatag keywords (within the Head section)

```
<meta name="keywords" content="word1, word2, word3" />
```

Page 26   To redirect the page to another URL

```
<meta http=equiv="refresh" content="n; url="url" />
```

where *n* is a number of seconds of delay and *url* is the URL of the site to which to redirect.

Page 28   To set up a Web location for publishing a Web site

1   On the **Start** menu, click **My Network Places**.

2   In the **Network Tasks** area, click **Add a network place**, and then click **Next**.

3   Click **Choose another network location**, and then click **Next**.

4   Type the Web address to which you want to connect, including the http:// at the beginning, and then click **Next**.

5   If prompted, enter the user name and password you have been assigned for the server, and then click **OK**.

6   Type a name by which to refer to this network place, and then click **Next**.

7   Click **Finish**.

Page 28   To save from Notepad directly to a Web location

1   On the **File** menu, click **Save As**.

2   On the **Places** bar, click **My Network Places**, or click the **Save In** list, and then click **My Network Places**.

3   Double-click the network shortcut to the server.

4   If prompted, enter the user name and password required to connect to the server, and then click **OK**.

5   Browse to the folder in which you want to save the file.

6   If you want to see the files that are already there, click the **Save as type** arrow, and then click **All Files**.

7   Click **Save**.

Chapter 3   Formatting Text by Using Tags

Page 36   To create headings (any of six levels)

```
<h1> text</h1>
<h2> text</h2>
<h3> text</h3>
<h4> text</h4>
<h5> text</h5>
<h6> text</h6>
```

Optional argument:

align=   Sets horizontal alignment; valid values are left, right, center, and justify.

Page 38   To apply bold to text

```
<b> text</b>
```

Page 38   To apply italics to text

```
<i> text</i>
```

Page 40   To apply superscript to text

```
<sup> text</sup>
```

Page 40   To apply subscript to text

```
<sub> text</sub>
```

Page 41   To apply monospace font to text

```
<tt> text</tt>
```

or

```
<kbd> text</kbd>
```

or

```
<code> text</code>
```

or

`<samp>`*text*`</samp>`

To use preformatted text

`<pre>`*text*`</pre>`

To create a block quotation

`<blockquote>`*text*`</blockquote>`

Optional argument:

`cite=`   Specifies the URL source of the quote.

To change text viewing size in Internet Explorer

●   On the **View** menu, point to **Text Size**, and then click the size you want.

To change the default font for Web text in Internet Explorer

1   On the **Tools** menu, click **Internet Options**.

2   On the **General** tab, click the **Fonts** button.

3   In the **Web page font** list, click the font you want.

4   In the **Plain text font** list, click the font you want.

5   Click **OK** in both the **Fonts** dialog box and the **Internet Options** dialog box.

Chapter 4   **Using Lists and Backgrounds**

To create an ordered (numbered) list

```
<ol>
<li>text</li>
<li>text</li>
</ol>
```

Optional arguments:

`type=`   Specifies the number style; valid values are `decimal`, `decimal-leading-zero`, `lower-roman`, `upper-roman`, `lower-alpha`, `upper-alpha`, and `none`.

`start=`   Specifies the starting number; deprecated.

To create an item within an ordered or unordered list

`<li>`*text*`</li>`

Optional argument:

`value=`   Specifies the number to be assigned to the list item (for ordered lists only); deprecated.