

## **INTRODUCTION**

- Discuss Terminology
- Screen Layout
- Open A Web
- Close A Web
- Task Panes

## **CREATING A WEB PAGE**

- Changing The Page Properties
- Adding New Pages
- Inserting Files

## **LINKS**

- Creating Internal Links
- Bookmark Links
- New Page
- Creating External Links
- Email Links
- Dragging To Create Links

## **IMPORTING FILES**

## **PREVIEW**

- Previewing A Web Page In A Browser

## **NAVIGATION BAR**

- Creating
- Deleting Buttons

## **FORMATTING**

- Styles
- Numbered Lists
- Bullets
- Font
- View Reveal Tags
- Format Painter

## **THEMES**

- Applying
- Modifying

## **PICTURES**

- Inserting
- Changing Its Alignment
- Alternative Text
- Horizontal/Vertical Spacing
- Using Pictures As Hyperlinks
- Creating Hot Spots – More Than One

## **PUBLISHING A WEB**