



## HTML 4.0 Beginners – 1 day

### Prerequisites

Familiarity with basic Internet concepts and the Windows platform, and the ability to use a Web browser.

### **Getting started**

- Introduction to the Web
- HTML 4.01
- Basic HTML structure

### **Structuring text**

- Bold and italic text
- Quotes and citations
- Character entities and horizontal rules
- Text size
- Lists

### **Links**

- Linking documents
- E-mail Links
- Intra-document links

### **Images**

- Image formats
- Inserting images

### **Tables**

- Creating tables
- Modifying tables

### **Style sheets**

- CSS: Web style sheets
- Color
- Text styles
- Linked style sheets



## HTML 4.0 Advanced– 1 day

### Prerequisites

HTML 4.0: Basic, or equivalent experience

### **Design techniques**

- Page margins
- IDs
- Classes
- Element width
- Element spacing

### **Table formatting**

- Spanning rows and columns
- Table background colour
- Nested tables
- Accessible tables

### **Forms**

- Introduction to forms
- Form layout
- Form options and attributes

### **Customized forms**

- Fieldsets
- Form styles
- Accessible forms

### **Frames**

- Introduction to frames
- Frame links
- Inline frames

### **HTML variants and validation**

- HTML variants
- XHTML authoring