



Basics	
Next Steps	
Further Skills	



IT Skills – Microsoft Word Workshop 3 – Creating Web Based Materials

Course Code: CT052

This workshop suits confident Microsoft Word users at any level, who wish to create web-based materials. The course will cover a range of practical exercises designed to show how simple web pages and web sites can be created. Delegates learn the basics of setting up domain names and uploading web sites and web-based materials to the web. Creation of informational web materials is also covered.

Course at a glance

- What is a web page?
- Why would you want to create one?
- Incorporating images, colour and shapes
- Adding in eye catching features and movement
- What is a web site?
- Creating a text based web page
- Using tables to develop better layouts
- Principles of creating a web presence
- Course assessment and review

	At Brandon Training Centre	On-site
Duration	1 day	1 day
Cost	£140 + VAT	£1,600 + VAT per day for on-site trainer
Minimum number of delegates	1 – attending an Open Course Booking	8
Maximum number of delegates	20	20
Certification	Brandon Training Certificate with Training ID Card. Records are available to view on-line	

Note: All pricing is based on Per Delegate rates unless otherwise indicated. For more information or to book a training date, please contact the Training Team on: 01179 718 555 or www.brandontraining.co.uk