

ACTIVITY 6-1



Creating a Table

Data File

products.html

Scenario


The president of Emerald Epicure Ltd. has been looking over the pages you have constructed and is pleased with the results. However, he is getting impatient. He asked when the products page would be complete because he wants to get it online before the competitors have a chance to revise their sites. You have the page started but you need to add the products with their photos. You promise him it will be done shortly.

1. Create a new site for this lesson.
 - a) Select **Site**→ **New Site**.
 - b) In the **Site Setup for Unnamed Site** dialog box, in the **Site Name** text box, type the site name, **6EE**
2. Identify the site root folder.
 - a) To the right of the **Local Site Folder** text box, select the **Browse for folder**  icon.
 - b) In the **Choose Root Folder** dialog box, navigate to the **C:\092001Data\Inserting Tables and Importing Content** folder.
 - c) Select the **Open** button and then the **Select** button.
3. Create and identify the **graphics** folder.
 - a) In the **Site Setup for 6EE** dialog box, select **Advanced Settings**.
 - b) To the right of the **Default Images folder** text box, select the **Browse for folder**  icon.
 - c) Select the **graphics** folder.
 - d) Select the **Open** button.
 - e) Select the **Select** button.
4. Save the site and confirm the listing of the site folders.
 - a) Select the **Save** button.
 - b) In the **Files** panel, note the site root folder, **Inserting Tables and Importing Content**, and the **graphics** folder.
5. Add a table to a page.
 - a) Open the **products.html** file.
 - b) Place the insertion point at the end of the last paragraph, before the footer, and press **Enter**.
 - c) On the **Application** bar, select **Insert**→**Table**.
 - d) In the **Table** dialog box, in the **Rows** box, type **4** and, in the **Columns** box, type **3**
 - e) In the **Table width** box, type **900** and ensure that the drop-down option is **pixels**.
 - f) Type **1** in the **Border thickness** box, type **15** in the **Cell padding** box, and type **2** in the **Cell spacing** box.
 - g) In the **Header** section, select the **Both** header choice.
 - h) Select **OK**.
6. Add product titles to the table.

- a) In the second row, in the first column, type *Olive Oils*




Note: In Dreamweaver, when the first entry is made into a new table, the column widths may change. They will continue to adjust as other content is entered into the remaining cells. As in other applications, the cell borders can be moved with the mouse pointer for final adjustment.

- b) In the third row, in the first column, type *Olive Pastes and Tapenades*
c) In the fourth row, in the first column, type *Cured Olives*
d) Place the insertion point in the first row.
e) In the **Tag Selector**, select the `<tr>` tag.
f) In the **Properties** panel, select the **Merge selected cells using spans**  button.
g) Click in the first row and type *Olive-Based Products*



Note: The table widths are useful for creating tables with specific dimensions. They can be removed when no longer needed.

- h) If the table widths are not shown above the table, in the **Document** toolbar, select the **Visual Aids**  icon and select **Table Widths**.
i) Note the table and column widths shown above the table.
j) Save your work as *my_products.html* and leave the file open for the next activity. Close **products.html**.
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ACTIVITY 6-2

Formatting a Table

Data Files

tapenade.jpg

cured.jpg

olive_oil.jpg

Before You Begin

The file my_products.html is open.

Scenario

You have begun to add products to the products page but to complete the page you need to add the graphical content, and format the table.

1. Add graphics to the table.


- a) Move the mouse pointer to the column divider between the first and second columns of the table.
- b) When the mouse pointer changes to a double vertical line and double arrow cursor, click and hold the left mouse button and move the column divider to the left, making the first column about 2 inches in width.
- c) Do the same for the column divider between the second and third columns, leaving the second column about 1 1/2 inches in width.
- d) Place the insertion point in the second row, second column.
- e) On the **Application** bar, select **Insert→Image**.
- f) In the **graphics** folder, select the **olive_oil.jpg** file and select **OK**.
- g) In the **Image Tag Accessibility Attributes** dialog box, in the **Alternative text** text box, type *Olive Oil* and select **OK**.
- h) For the next two rows do the same as steps 1d to 1g, using the following information:

<i>Row</i>	<i>Graphic</i>	<i>Alternate Text</i>
3	tapenade.jpg	<i>Olive Tapenade</i>
4	cured.jpg	<i>Cured Olives</i>

2. Center the table on the page.

- a) Click in any cell of the table.
- b) In the **Tag Selector**, select the **<table>** tag.
- c) In the **Properties** panel, select the **Align** drop-down arrow and select **Center**.

3. Remove the table widths.

- a) In the **Document** toolbar, select the **Visual Aids**  icon.
- b) Select **Table Widths** to uncheck it.

4. Format the table header text.

- a) Select the header "Olive-Based Products" in the first row of the table.
- b) In the **CSS Styles** panel select **Current**.
- c) In the **Properties for ".container .content table tr th"**, ensure that the value for **color** is **#4C6229**.

- d) In the **Properties** panel, be sure the **HTML** button is selected.
 - e) From the **Format** drop-down list, select **Heading 3**.
 - f) Save the file and leave it open for the next activity.
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ACTIVITY 6–3

Importing Data from Word Documents

Data File

olive_product_data.docx

Before You Begin

The file my_products.html is open.

Scenario

Your colleague has helped you save time by preparing a Word document that contains descriptions of the various products you included on the Products.html page. You will import it into Dreamweaver, and create a class name and style to format it.


1. Insert the content of a Word document into your page.
 - a) Place the insertion point in the second row, third column.
 - b) On the **Application** bar, select **File→Import→Word Document**.
 - c) In the **Import Word Document** dialog box, from the **Inserting Tables and Importing Content** folder, select **olive_product_data.docx**.
 - d) Select the **Open** button.
 - e) In the table, in the second row, third column, scroll to the bottom of the text and select the text beginning with “Cured olives are” and ending with “fruit of the olive tree.”
 - f) Select **Edit→Cut**. Scroll down to the last row and click in the third column.
 - g) Select **Edit→Paste**.
 - h) In the second row, third column, scroll to the bottom of the text and select the text beginning with “Emerald Epicure’s” and ending with “fish, fowl or meats.”
 - i) Select **Edit→Cut**. Scroll down to the third row and click in the third column.
 - j) Select **Edit→Paste**.
 - k) Click at the bottom of the cell in the second row, in the third column, below the olive oil text but above the cell boundary.
 - l) Press **Backspace** twice to remove extra space left by the imported text.
2. Create a class name and CSS style for the product description text.
 - a) Place the insertion point at the beginning of the text in the second row, third column.
 - b) Select the **Code** button.
 - c) Place the insertion point immediately after the **td**.

```
<td width="357"><p>Our olive oils  
ers. &nbsp; Both gourmets and health  
ed in growing popularity for our oil
```

- d) Press the **Spacebar** and type **class="prod"**
- e) Select the **leading space** and **class="prod"** including the quotation marks.
- f) Copy the selection.
- g) Scroll down and locate the **<td>** tag before “Emerald Epicure.”
- h) Place the insertion point immediately after the **td**.
- i) Paste at that location.
- j) Scroll down and locate the **<td>** tag before “Cured olives.”

- k) Place the insertion point immediately after the **td**.
- l) Paste at that location.
- m) Select the **Design** button.
- n) Save your work.

3. Create a style for the prod class.

- a) At the bottom of the **CSS Styles** panel, select the **New CSS Rule**  icon.
 - b) In the **New CSS Rule** dialog box, be sure the **Selector Type** drop-down option is **Class (can apply to any HTML element)**.
 - c) In the **Selector Name** box, press the **period** key and type *prod*. The result should be **.prod**.
 - d) Select **OK**.
 - e) In the **CSS Rule definition** dialog box, select the **Block** category.
 - f) Select the **Text-align** drop-down arrow and select **left**.
 - g) Select **OK**.
 - h) Save your work and preview the page in the browser.
 - i) Close the browser and all files.
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ACTIVITY 6–4

Importing Data from Excel

Data Files

world.html


world_stats_olives.xlsx

Scenario

The marketing manager maintains statistics from a leading authority about the world production and consumption of olive oil. She keeps the data in an Excel workbook and suggests that you include a page showing the data. You will prepare the page, import the Excel data, and format it to be consistent with the site.

1. Prepare a page for holding Excel data.
 - a) Open **world.html**.
 - b) Place the insertion point at the end of the last paragraph.
 - c) Press **Enter**.
 - d) Select **File→Import→Excel Document**.
 - e) Select the **world_stats_olives.xlsx** file and select **Open**.

2. Format the data table.
 - a) Place the insertion point in any cell of the table.
 - b) In the **Tag Selector**, select the **<table>** tag.
 - c) In the **Properties** panel, in the **Align** drop-down menu, select **Center**.
 - d) Place the insertion point in the first row of the table.
 - e) In the **Tag Selector**, select the **<tr>** tag.

 - f) Select the **Merges selected cells using spans**  button.
 - g) Place the insertion point in the second row of the table.
 - h) Select the **<tr>** tag and merge the cells.
 - i) Select rows 1 and 2 by clicking and dragging from row 1 down to row 2.
 - j) In the **Properties** panel, in the **Bg** color text box, type **#ABC045** and press **Enter**.
 - k) If necessary, in the **Properties** panel, select the **HTML** button.
 - l) Select the text “Global Market,” and in the **Properties** panel select the **Bold** button.
 - m) Click elsewhere in the text to deselect the title.

3. Add a border to the table.
 - a) Place the insertion point in any cell of the table.
 - b) From the **Tag Selector**, select **<table>**.
 - c) In the **Properties** panel, in the **Border** text box, type **10**
 - d) In the **CellPad** text box, type **3** and press **Enter**.
 - e) Select the **New CSS Rule** icon.
 - f) From the **Selector Type** drop-down list, select **Tag**.
 - g) From the **Selector Name** drop-down list, be sure **table** is selected.
 - h) Select **OK**.
 - i) In **CSS Rule definition for table**, select the **Border** category.
 - j) In the **Color** column, uncheck **Same for all**.
 - k) In the **Top** and **Left** color boxes, type **#F1EA01**

- l) In the **Right** and **Bottom** color boxes, type **#A0BD05**
 - m) Select **OK** and view the results.
 - n) Save the file as ***my_world.html*** and preview the page in the browser.
 - o) Close all open files.
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