UNIVERSITY OF BAHRAIN

COLLEGE OF APPLIED STUDIES

MISA210

LAB 6

Creating Data Tables and Layout a Web Page

Description:

In Adobe Dreamweaver CS4, you can use tables to create and format data. Although it is possible to use tables for page layout including text and images, tables are primarily used to display information in simple columns and rows. After you create a table, you can easily modify both its appearance and its structure.

You can insert a new table from the Insert bar, or you can import a spreadsheet table created in a program such as Microsoft Excel.

Part one: Create Data Tables

Activity 6.1: Creating Table

1. Start Dreamweaver.

2. Create a new HTML document.

3. Save and name the Dreamweaver document as Lab6.html.

4. Position the insertion point where you want the table to appear.

5. Select the Layout category in the Insert bar, and make sure Standard mode is selected.

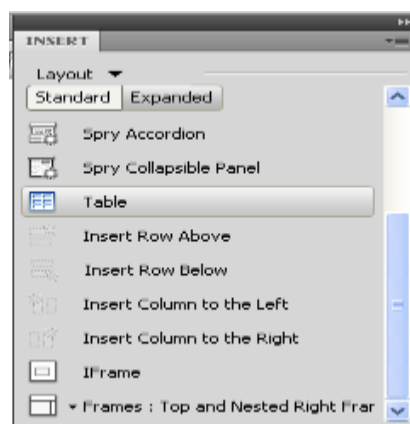6. Click the Table button on the Insert bar (**Figure 1**).

Figure 1: Common category in the insert bar

7. The Table dialog box opens **(Figure 2)**.

8. Enter 4 rows and 3 columns.

9. Choose "Top" in the Header section.

10. Click OK.
    The table appears in your document.

11. Add the data into the table as you see in **(Figure 3)**, the first row will be the header.

Figure 2: Table dialog box

Figure 3: Table with top row set as header

Activity 6.2: Selecting table elements

You can select an entire table, a row, or a column, or you can select a contiguous block of cells within a table. After you've selected a table or cells, you can modify the appearance of the selection or of the text contained in the selection.

To select an entire table, do one of the following:

- Click the upper left corner of the table or click anywhere on the bottom edge.

- Click in a table cell, and then select Modify > Table > Select Table.

  Selection handles appear on the selected table's lower and right edges **(Figure 4).**

Figure 4: Selection handles on selected table

To select rows or columns:

1. Position the pointer to point at the left edge of a row or the top edge of a column.

2. When the pointer changes to a selection arrow, click to select the row or column, or drag to select multiple rows or columns (Figure 5).

Figure 5: Selected column in a table

To select a single cell, Do one of the following:

- Click in the cell. Then drag to select the cell (Figure 6).

- Click in the cell. Then select Edit > Select All .

Figure 6: Selected single cell in a table

Activity 6.3: Adding rows and columns

You can add a single row or column, or you can add multiple rows or columns at the same time.

To add a row:

Assume we want to add new row between row 3 and 4

1. Place the insertion point in one of the cells of row 3, or select the entire row.

2. In the Layout category in Insert bar, click the Insert Row Below button **(Figure 7).**

Or

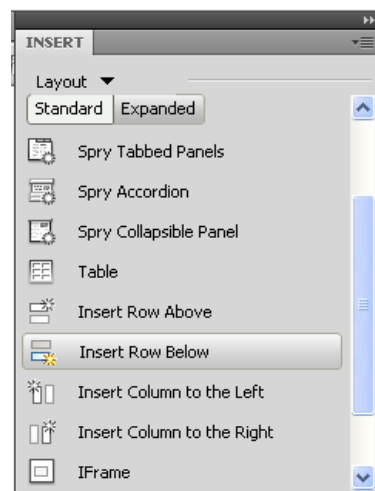Select Insert > Table Objects > Insert Row Below.

Figure 7: Layout insert bar

To add a column:

Assume we want to add new column between column 1 and 2

1. Place the insertion point in one of the cells of column 1, or select the entire column.

2. In the Layout category in Insert bar, click the Insert Column to the Right **(Figure 8).**

Or

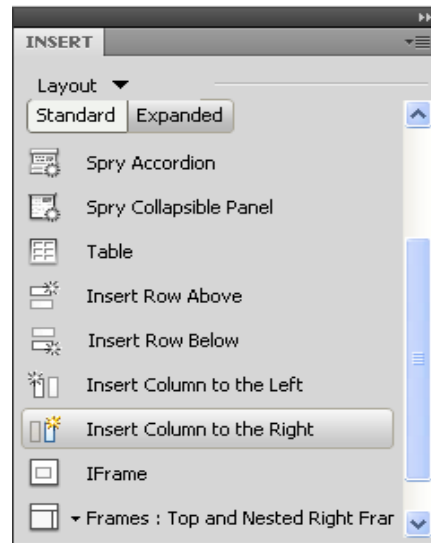Select Insert > Table Objects > Insert Column to The Right.

Figure 8: Layout insert bar

Activity 6.4: Deleting rows and columns

You can delete a single row or column, or you can delete multiple rows or columns at the same time.

To delete rows or columns from a table:

1. Select one or more rows or columns.
2. Press Delete or Backspace.

To remove cell contents, but leave the cells intact:

1. Select one or more cells.
2. Select Edit > Clear or press Delete.

Activity 6.5: Resizing tables, rows and columns

You can resize an entire table or individual rows and columns. When you resize an entire table, all the cells in the table resize proportionately.

To resize a table:

Select the table and do one of the

Following:
- To resize the table horizontally, drag the selection handle in the right.

- To resize the table vertically, drag the selection handle in the bottom.

- To resize in both dimensions, drag the selection handle at the lower right corner.

To resize a column's width:

Do one of the following:

- Drag the right border of the column.

- Select the column. In the Property inspector (**Figure 9**), change the number in the Column Width text box.

Figure 9: Table property inspector

To resize a row's height:

Do one of the following:

- Drag the lower border of the row.

- Select the row. In the Property inspector (**Figure 9**), change the number in the Row Height text box.

Activity 6.6: Modifying table properties

You can modify the properties of a table, its rows and columns, or its cells by using the Property inspector. Attention to table borders and cell padding (the amount of spacing between table cells) in particular can help you create effective table designs.

You can also set a row or column as a header by using the Property inspector. Headers help make tables more useful and accessible.

To modify table properties:

1. Select the table.

2. Make changes to any of the options in the Property inspector, for example change the table alignment to the center (**Figure 10**).

Figure 10: Table property inspector

To modify table cell properties:

1. In your document, select the cell or cells you want to modify.

2. Make changes to any of the options in the Property inspector, For example change the background color (**Figure 11**).

Figure 11: Modifying table cell properties

To set a row or a column as header:

1. Select a row or column.

2. In the Property inspector, select the Header option (**Figure 12**).

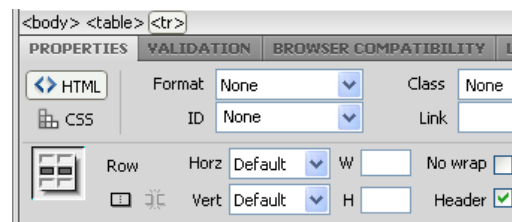The words in the row or column will appear centered and bolded

Figure1 2: Header option

Part Two: Layout Web Page Using Table

1. Create a new HTML document.

2. Save and name the Dreamweaver document as Layout.html.

3. Insert a table with 4 Rows and 3 Columns **(Figure 13)**.

Figure 13: Table with 4 rows and 3 columns

4. Merge the first row and insert image **(Figure 14)**.

5. Write the text as in **(Figure 15)** in column 1 and 3.

Figure 14: Merge the first row and insert image

6. Merge row 2, 3 and 4 in column 2.

7. Write "BMW OFFECIAL WEBSITE" in the centre **(Figure 16)**.

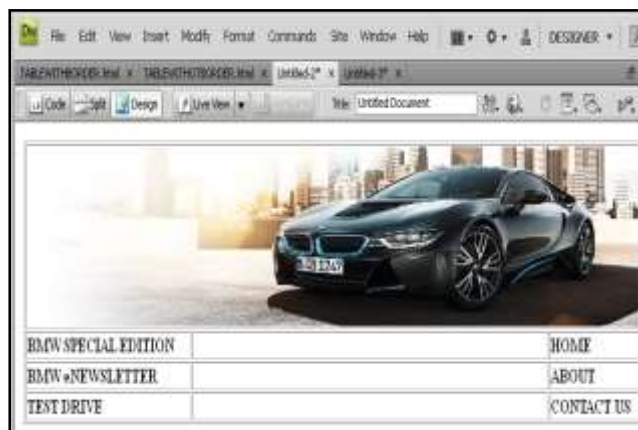8. Change the table border to zero and preview your work.

Figure 15

Figure 16

Part Three: Layout Web Page Using Cascading Style Sheet (CSS)

In Dreamweaver, you can quickly and easily place an AP div (short for absolutely positioned div tags). These elements provide great control over the page layout, reduce the amount of code you need, and enable you to format layout blocks with margins, borders, and colors. In addition, people using screen readers to view web pages have a much easier time browsing pages built with CSS because the code is simpler and shorter.

1. Start Dreamweaver.

2. Create a new HTML document.

3. Save and name the Dreamweaver document as apdiv.html.

Figure 17: Insert bar, Layout category

4. Select the Layout category in the Insert bar. Make sure the Standard mode button is selected (**Figure 17**).

5. Click the Draw AP Div button (**Figure 17**). The mouse pointer changes to a cross when you move it over the page.

Figure 18: Drawing Apdiv

6. Select one of the page areas on your storyboard. To create the div that will define this area on your page, drag a rectangle in the Dreamweaver document. When the rectangle matches the page area's size on your storyboard, release the mouse button (**Figure 18**).

7. Layout the document as shown in (**Figure 19**).

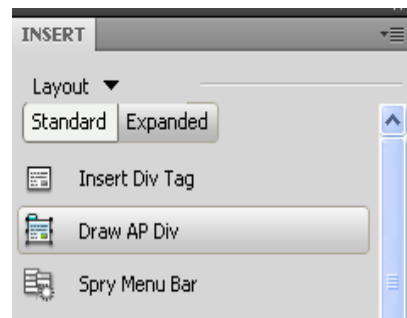   Note: you can easily resize the Apdiv by dragging one of its handles.

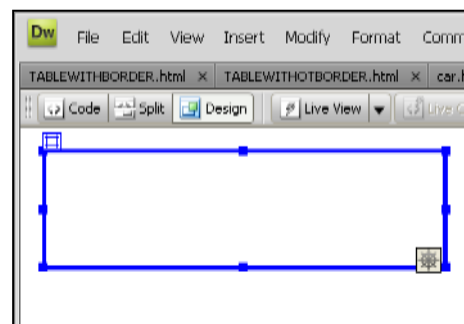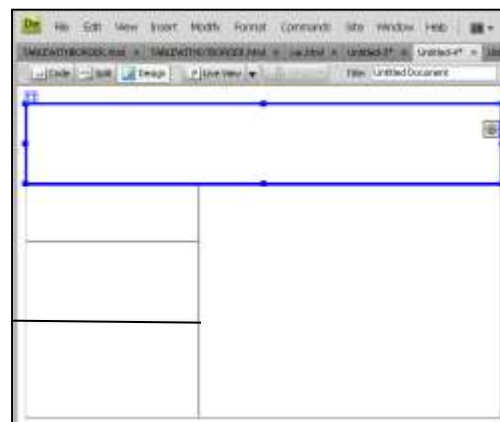**Figure 19**

8. Add image to the top Apdiv.

9. Change the background color of the middle Apdiv (you can also add an image as a background) and write the following inside it "Welcome To My Website".

10. Complete the document as shown in **(Figure 20)**.

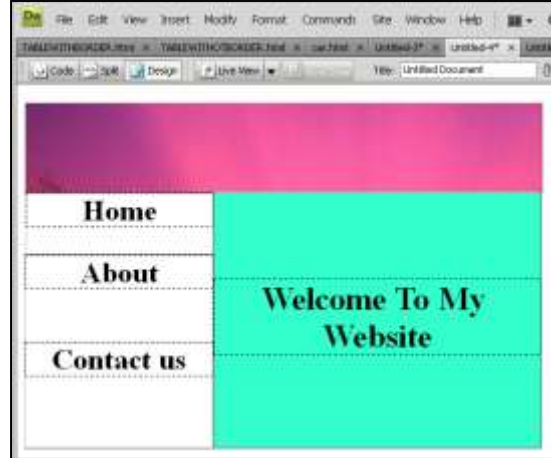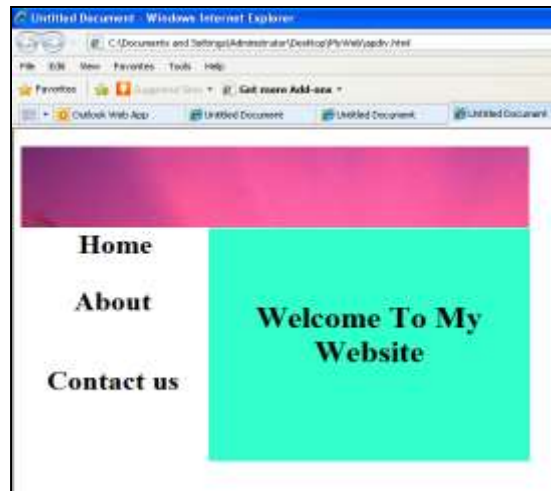11. Save and preview your work **(Figure 21)**.

Figure 20

Figure 21

In-Class Exercise:

1. Start Dreamweaver

2. Click HTML to create a new document

3. Create the following web page using Table or APdiv: