

# USING EXPRESSION WEB 2

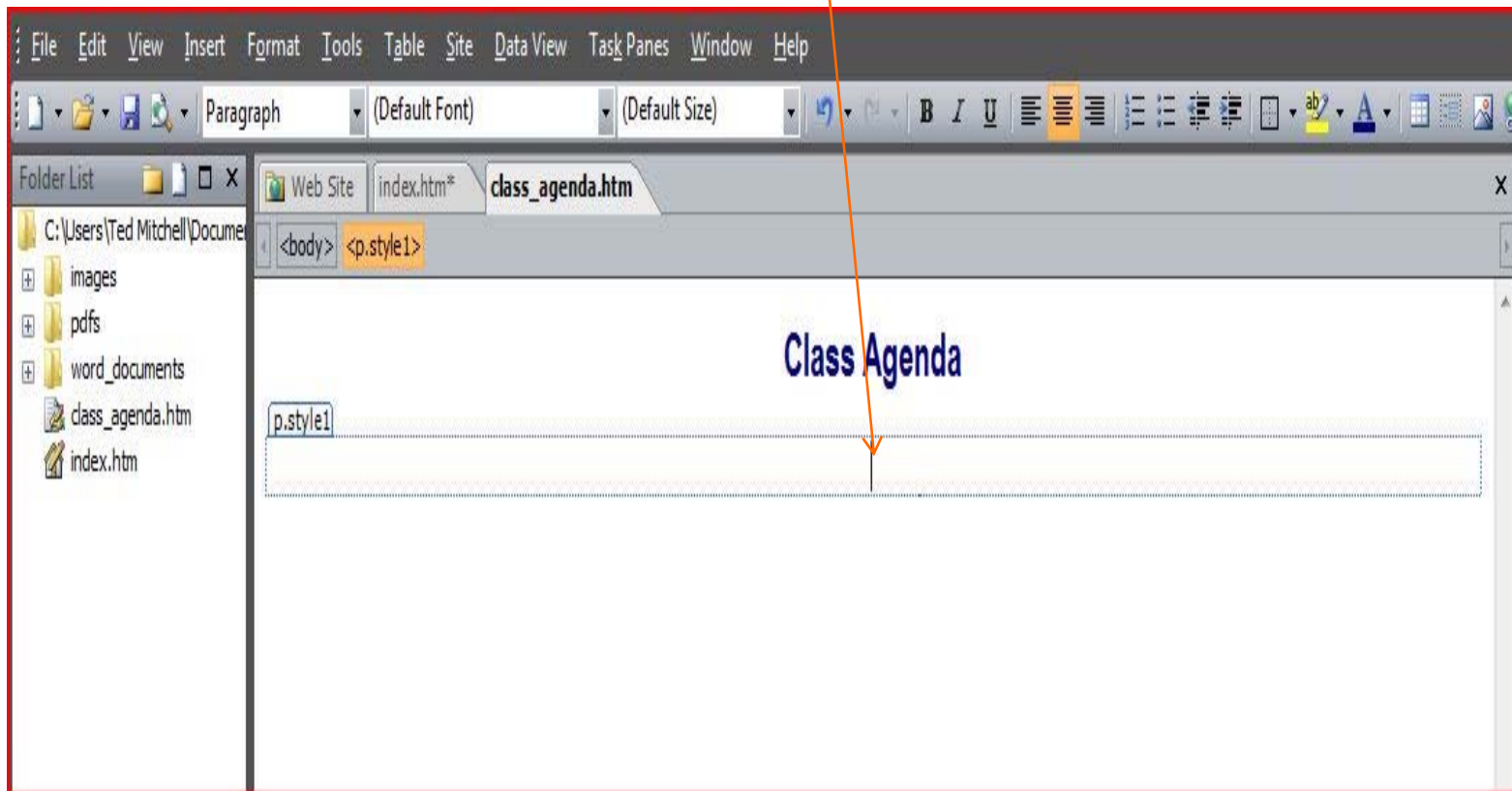
Using Tables



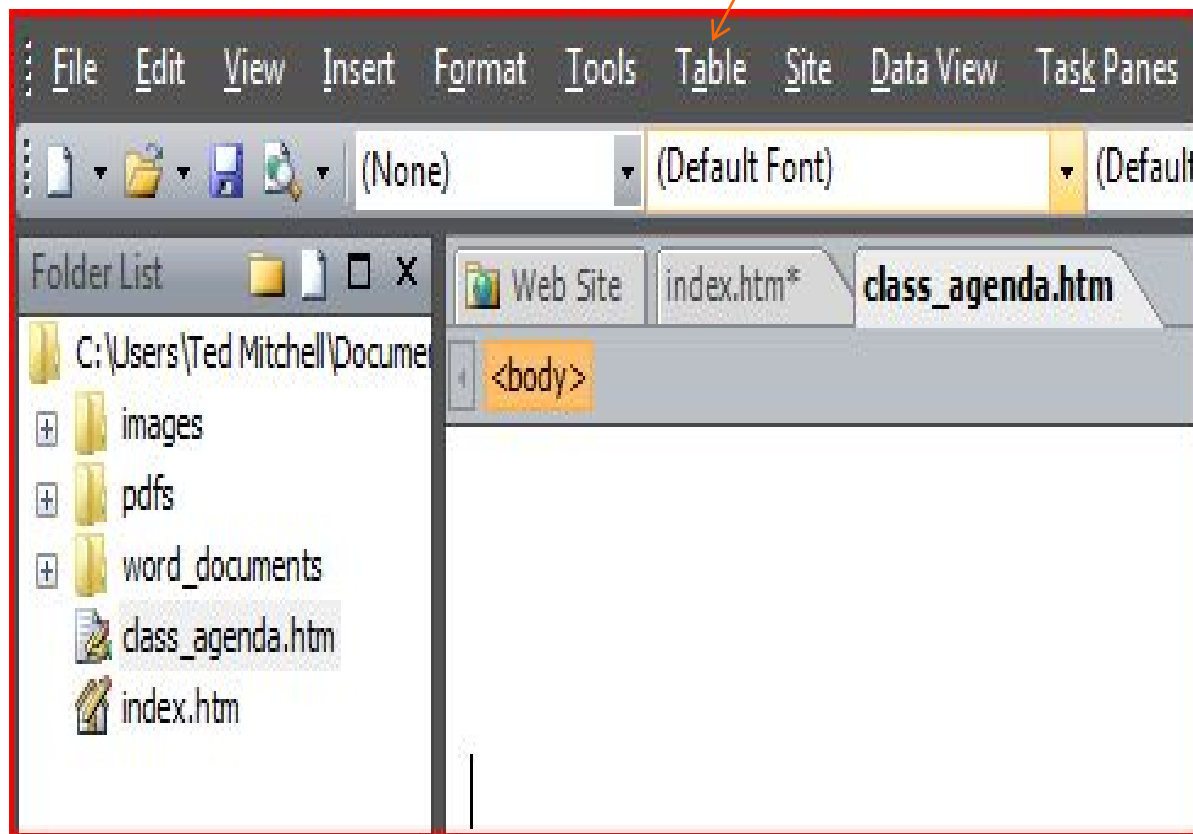
# **INSERTING A TABLE – FIRST EXAMPLE**

**Class Agenda Page**

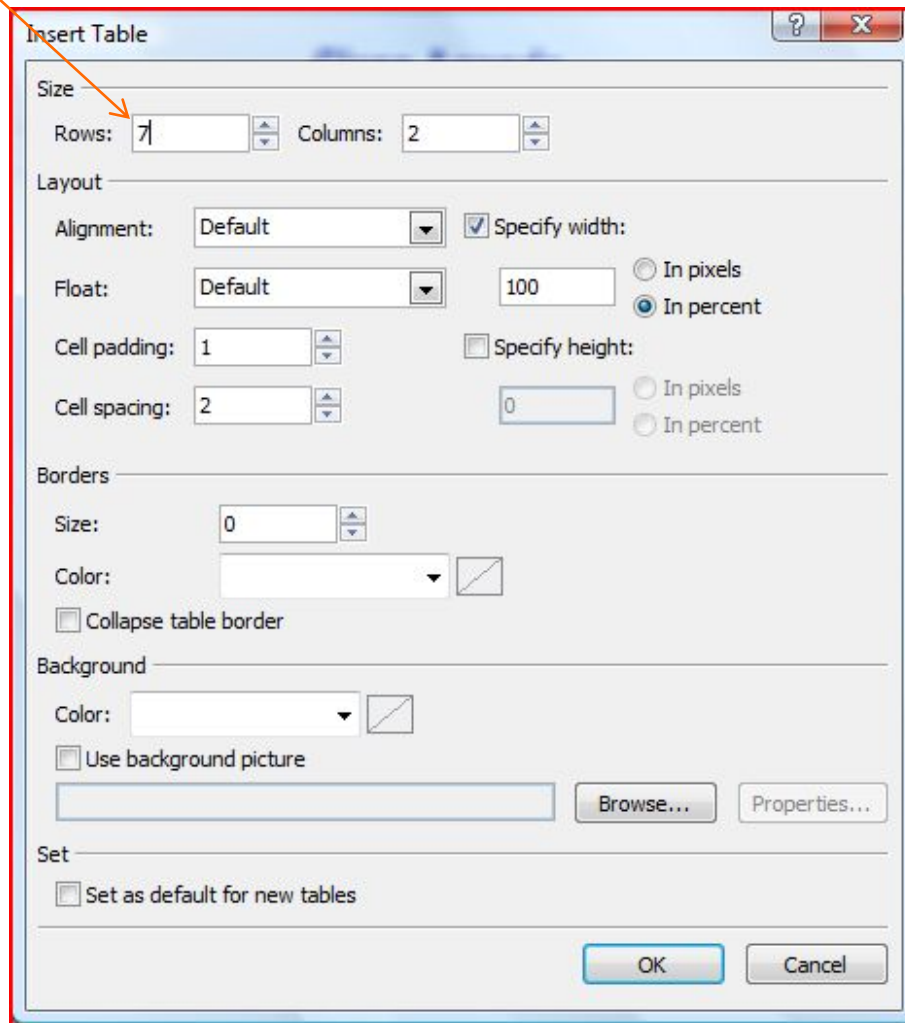
PLACE THE CURSOR WHERE YOU WANT  
THE TABLE TO APPEAR



CLICK THE “TABLE” COMMAND AND THEN  
CLICK “INSERT TABLE.”



INSERT TABLE SCREEN: CHOOSE HOW MANY ROWS AND COLUMNS YOU NEED. IN CREATING A CLASS AGENDA PAGE, I NEED 7 ROWS AND 2 COLUMNS.



The image shows a screenshot of the 'Insert Table' dialog box. The 'Size' section is highlighted with a red box, and an orange arrow points to the 'Rows' field, which contains the number 7. The 'Columns' field contains the number 2. The dialog box has several sections: 'Size', 'Layout', 'Borders', 'Background', and 'Set'. The 'Layout' section includes options for Alignment (Default), Float (Default), Cell padding (1), and Cell spacing (2). The 'Borders' section includes options for Size (0) and Color. The 'Background' section includes options for Color and Use background picture. The 'Set' section includes the option Set as default for new tables. The dialog box has 'OK' and 'Cancel' buttons at the bottom.

Insert Table

Size

Rows: 7 Columns: 2

Layout

Alignment: Default  Specify width:

Float: Default 100  In pixels  In percent

Cell padding: 1  Specify height:

Cell spacing: 2 0  In pixels  In percent

Borders

Size: 0

Color:  Collapse table border

Background

Color:  Use background picture

Browse... Properties...

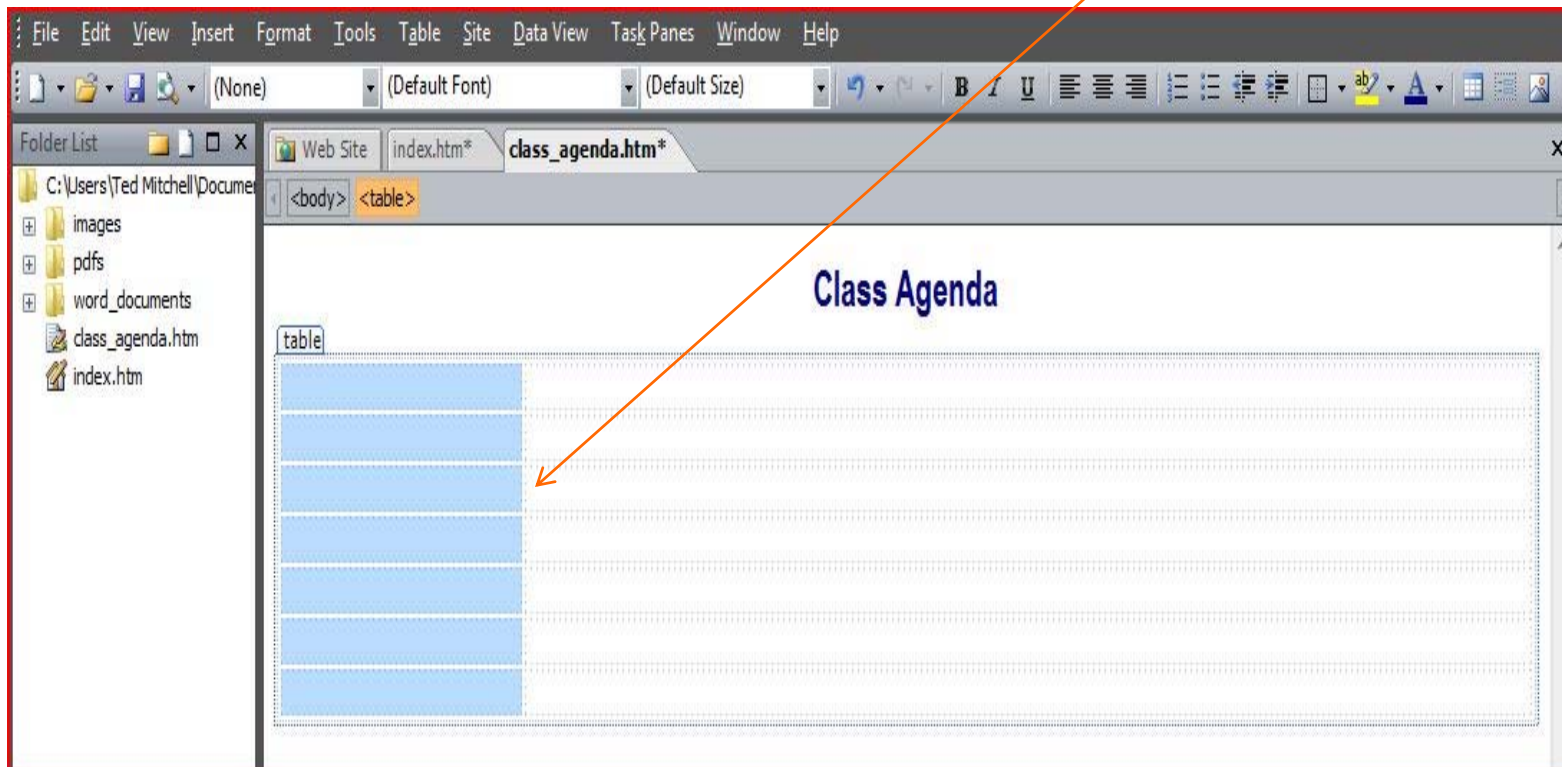
Set

Set as default for new tables

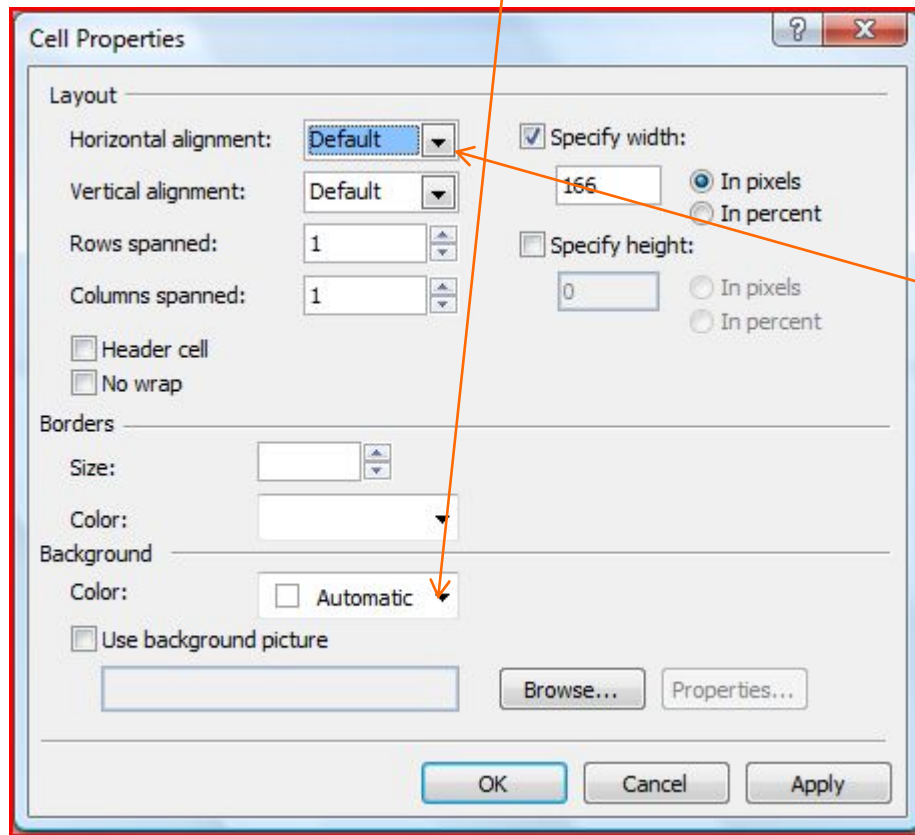
OK Cancel



YOU CAN CHANGE THE COLUMN OR ROW WIDTH AND HEIGHT BY CLICKING ON THE BORDER AND DRAGGING IT TO WHERE YOU WANT IT.



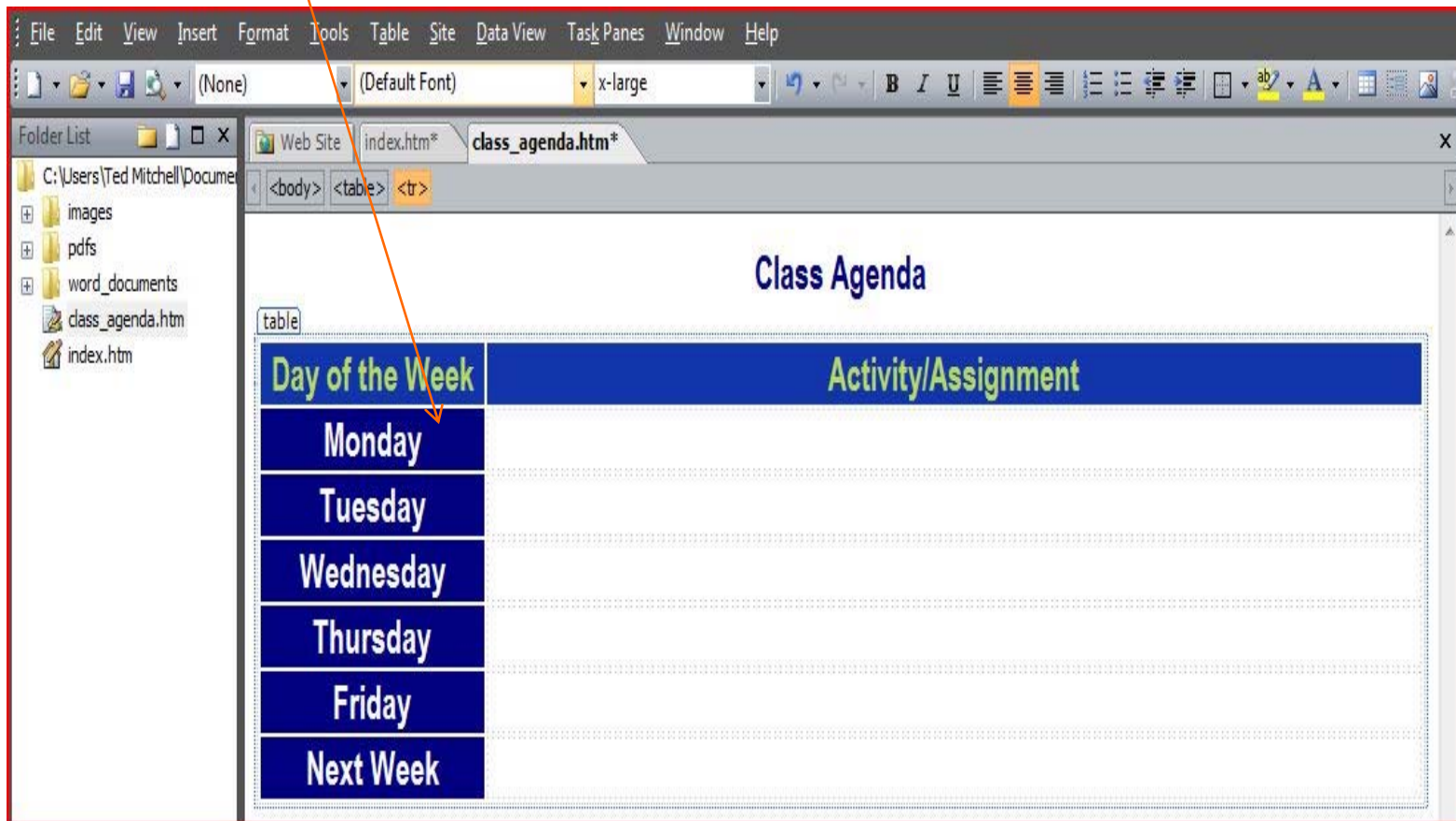
IF YOU RIGHT-CLICK ON THE HIGHLIGHTED AREA COLUMN, YOU CAN CHANGE THE BACKGROUND COLOR OR PICTURE AS YOU PLEASE.



You can also change the text alignment. I'll center it in this column.



YOU CAN HIGHLIGHT ANY CELLS TO CHANGE FONT SIZE, COLOR, TYPE, ETC. AS YOU CAN SEE, I MADE THE FONT SIZE LARGER AND MADE THE TEXT WHITE AND YELLOW IN THE BLUE BACKGROUND.



The screenshot shows a web browser window with a menu bar (File, Edit, View, Insert, Format, Tools, Table, Site, Data View, Task Panes, Window, Help) and a toolbar. The address bar shows the file path 'C:\Users\Ted Mitchell\Documents\class\_agenda.htm'. The browser displays a table titled 'Class Agenda' with a blue background and white/yellow text. The table has two columns: 'Day of the Week' and 'Activity/Assignment'. The rows are: Monday, Tuesday, Wednesday, Thursday, Friday, and Next Week. An orange arrow points from the text above to the 'Monday' cell in the table.

Day of the Week	Activity/Assignment
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Next Week	

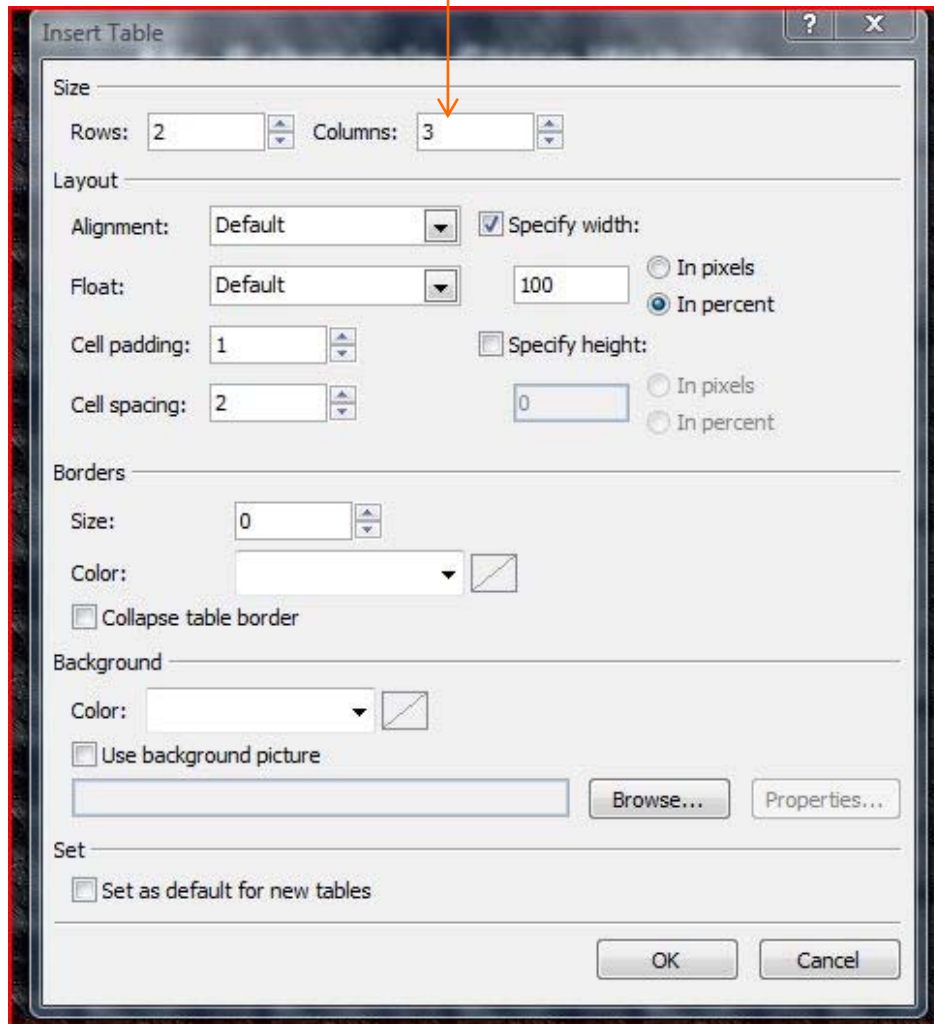




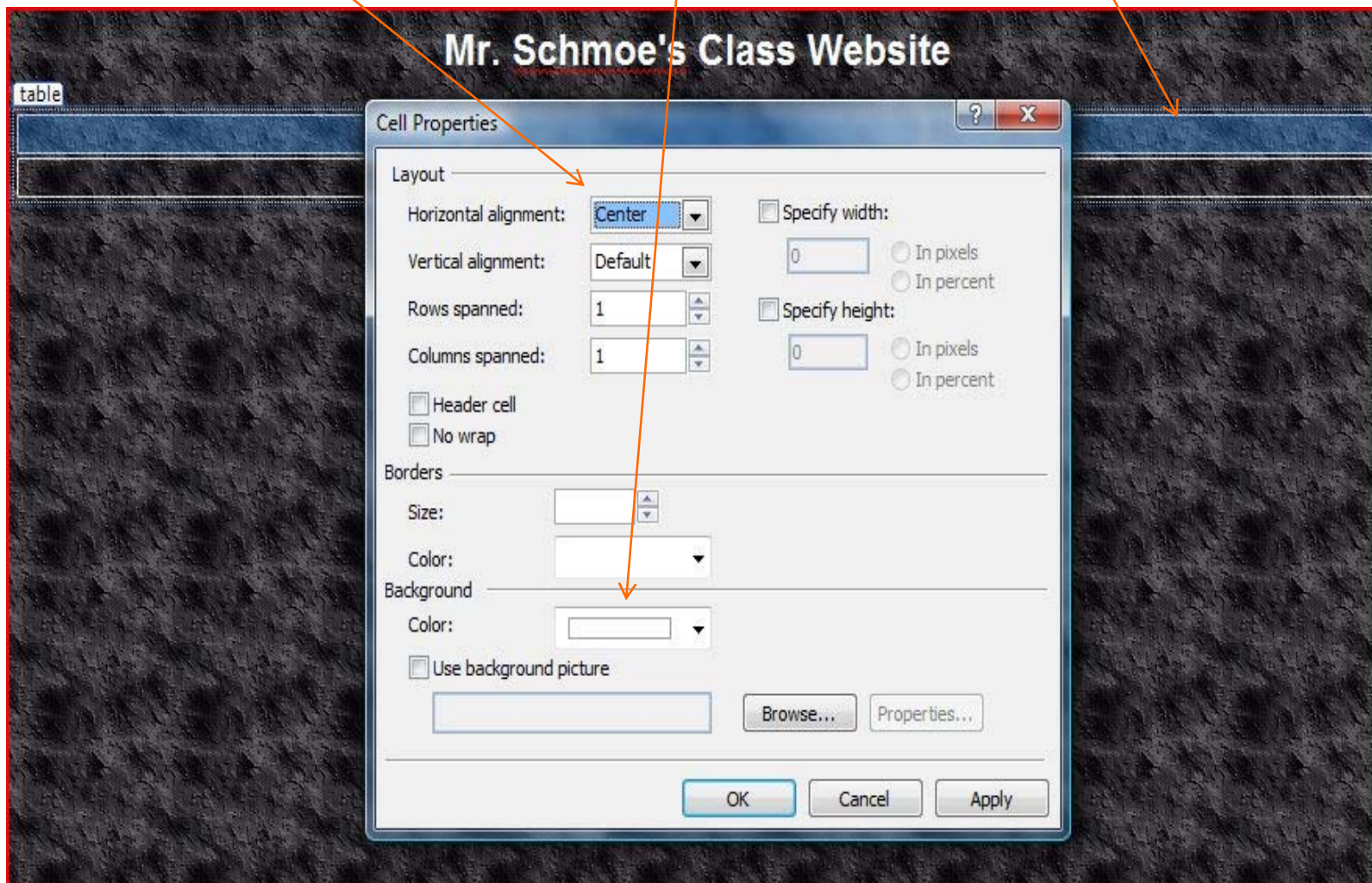
# **INSERTING A TABLE – SECOND EXAMPLE**

**Main page – Alignment of content**

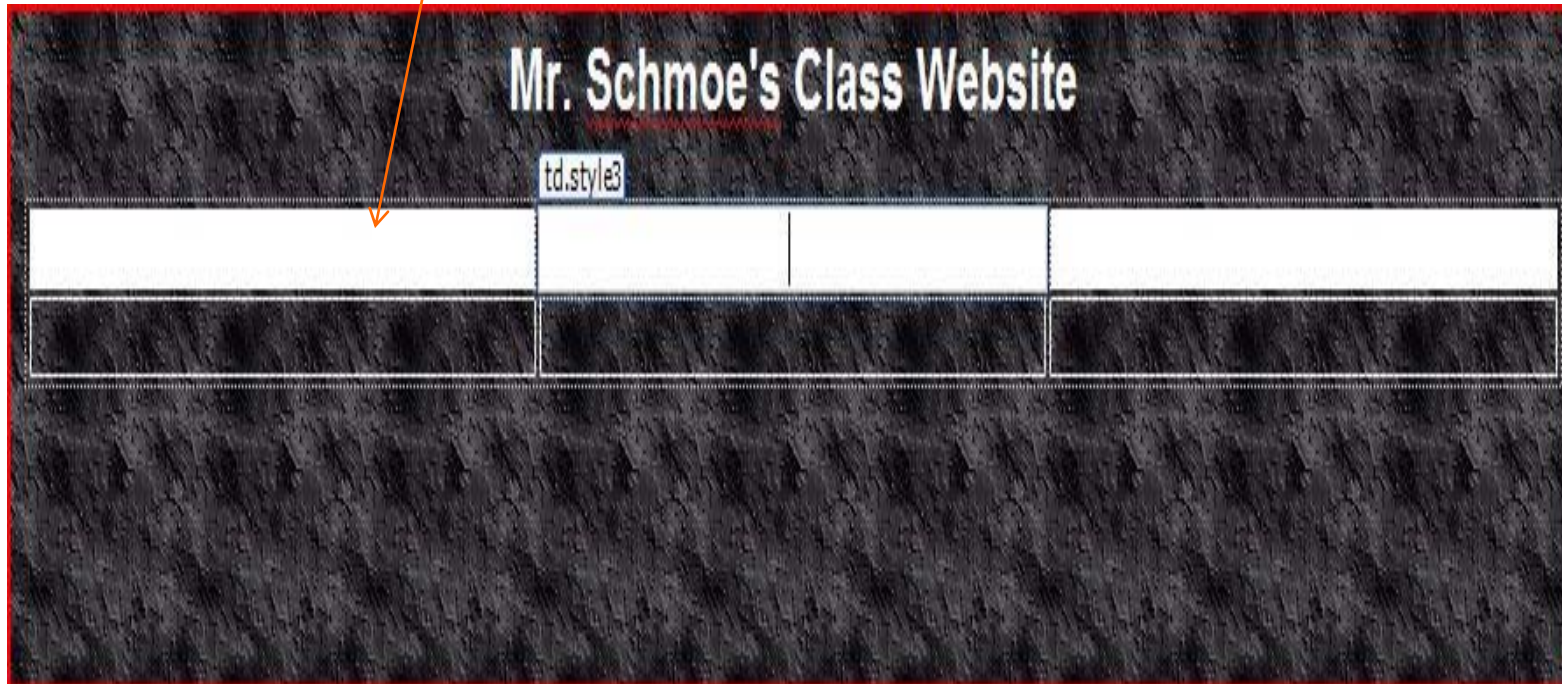
AGAIN... “TABLE” THEN “INSERT TABLE” I  
CHOSE TO CREATE THREE COLUMNS FOR  
ALIGNMENT PURPOSES ON THE MAIN PAGE.



I DRAGGED THE MOUSE OVER THE CELLS I WANTED TO WORK WITH. THEN I RIGHT-CLICKED AND SELECTED “CELL PROPERTIES” THEN I CHANGED HORIZONTAL ALIGNMENT TO “CENTER” FOR THE TITLES OF THE FORTHCOMING COLUMNS. I ALSO CHANGED THE BACKGROUND TO WHITE.



NOW THE TOP ROW HAS A WHITE BACKGROUND. I'LL PUT TITLES IN HERE.



Mr. Schmoe's Class Website




I TYPED IN TITLES, EDITING THE FONT, AND RESIZED THE COLUMN WIDTHS BY CLICKING ON THE BORDERS AND DRAGGING THEM TO WHERE I WANT THEM.

The screenshot shows a web editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, list, link, etc.) and a font size dropdown set to 'x-large'. Below the toolbar is a tab labeled 'Web Site index.htm'. Underneath the tab is a code view showing the HTML structure: `<body>`, `<table>`, `<tr>`, `<td.style4>`, and `<strong>`. The main editing area has a dark, textured background. At the top of this area is the title 'Mr. Schmoe's Class Website' in a large, bold, white font. Below the title is a table with three columns. The first column is labeled 'This Week's Assignments', the second 'Class Pictures', and the third 'Helpful Links'. The text in the table is in a bold, black font. The table has a white background and a thin black border. The editor interface is outlined in red.

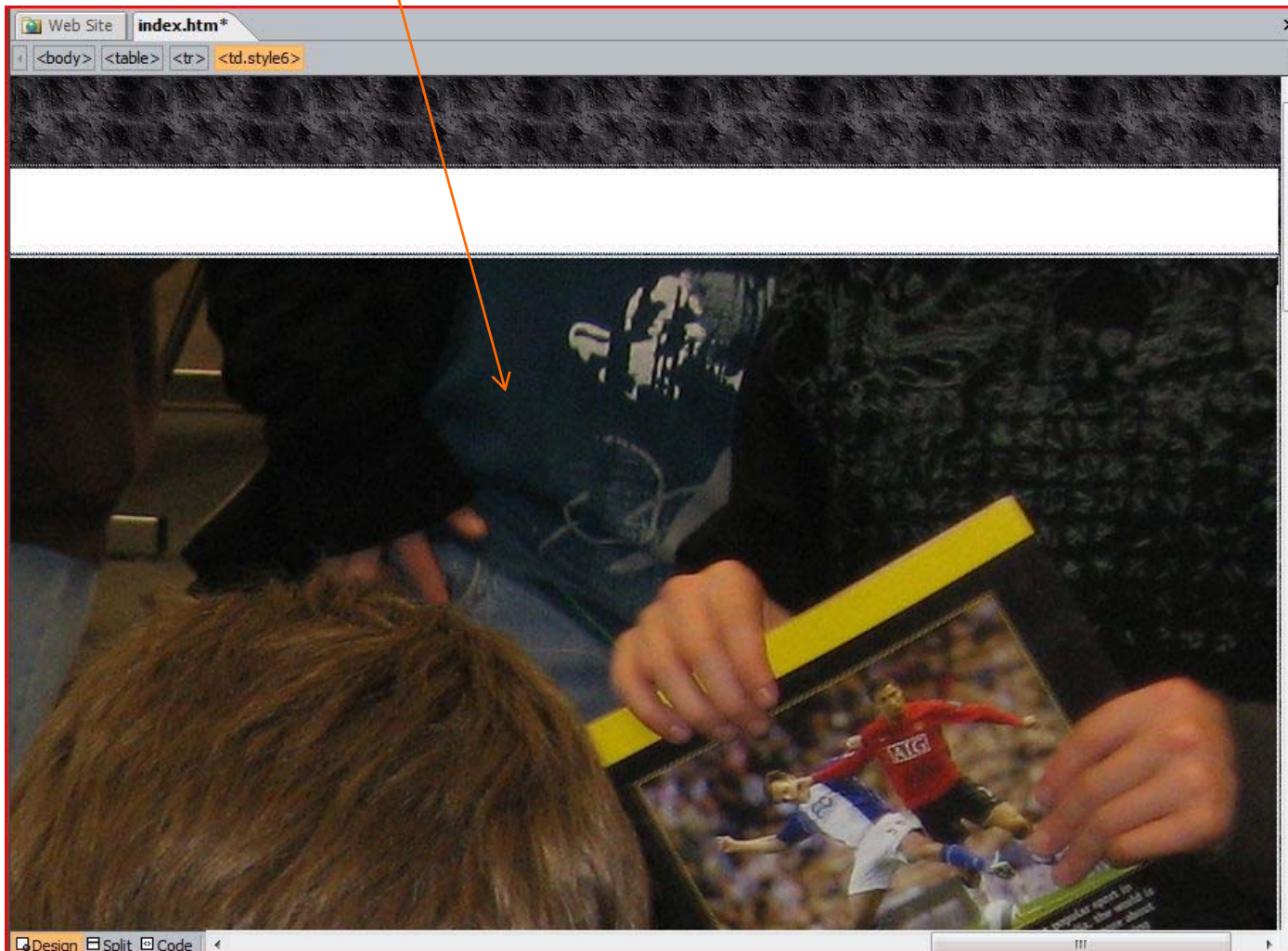


I'VE TYPED IN TEXT IN THE FIRST COLUMN (REMEMBER: YOU CAN ALIGN THE TEXT OR CONTENT BY RIGHT-CLICKING ON THE CELL). NOW, I'M GOING TO INSERT A PICTURE IN THE MIDDLE COLUMN. PLACE THE CURSOR WHERE YOU WANT THE IMAGE TO GO.

The screenshot shows a web browser window titled "Web Site" with the file "index.htm\*" open. The browser's developer tools are visible at the top, showing the current selection is a table cell with the code "<td style=6>". The website content is displayed on a dark, textured background. At the top, the text "Mr. Schmoe's Class Website" is centered. Below this is a table with three columns. The first column is titled "This Week's Assignments" and contains three items: "Textbook Assignment", "Reading Assignment", and "Project Work". The second column is titled "Class Pictures" and is currently empty. The third column is titled "Helpful Links" and is also empty. Two orange arrows point from the text above to the first and second columns of the table. A small orange circle is located in the bottom right corner of the slide.

This Week's Assignments	Class Pictures	Helpful Links
Textbook Assignment		
Reading Assignment		
Project Work		

INSERT, THEN “PICTURE” THEN “FROM FILE” IT USUALLY WILL APPEAR WAY TOO BIG. SO, CLICK ON IT, THEN FIND A CORNER OF THE IMAGE AND DRAG IT TO YOUR LIKING.



EDITED PICTURE: YOU CAN ADD MORE IMAGES BELOW IT OR THUMBNAIL (MAKE SMALLER AS A LINK TO THE ORIGINAL.) – YOU CAN TAKE IT FROM HERE.

The screenshot shows a web browser window with the address bar displaying 'Web Site index.htm\*'. The page content is titled 'Mr. Schmoe's Class Website' and is organized into a table with three columns: 'This Week's Assignments', 'Class Pictures', and 'Helpful Links'. The 'This Week's Assignments' column lists 'Textbook Assignment', 'Reading Assignment', and 'Project Work'. The 'Class Pictures' column contains a photograph of two young boys sitting at a table, looking at books. The 'Helpful Links' column is currently empty. The browser's status bar at the bottom shows the code '<body> <table> <tr> <td.style6> <img>'. An orange circle is visible in the bottom right corner of the slide.

This Week's Assignments	Class Pictures	Helpful Links
Textbook Assignment Reading Assignment Project Work		