

# ACTIVITY 3-5

## Creating a Table

### Data Files:

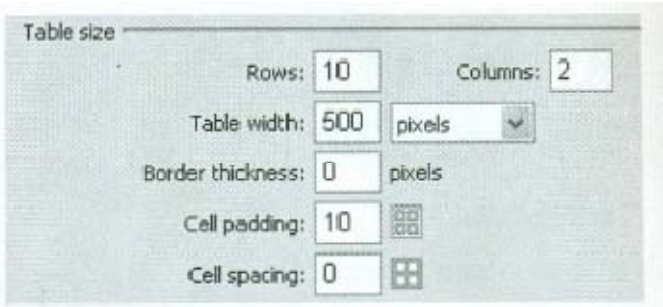
contactus.html, Contact Info.txt

### Before You Begin:

Navigate to the My Documents\Your Folder\ Dreamweaver Files\ Working with Web Pages\ Our Global Company folder and open the Contact Info.txt file on notepad.

### Scenario:

Your site visitors may want to contact or reach your office for details and queries about the services provided by your company. You need to include the contact details of the various branches of Global Company, Inc., located worldwide, on the Contact Us page. You also need to ensure that the information is presented in an organized way.

What you do	How you do it
1. Create a table.	<ol style="list-style-type: none"><li>In the <b>FILES</b> panel, double-click <b>contactus.html</b></li><li>Click at the end of the text "Corporate offices:" and press <b>Enter</b>.</li><li>In the <b>INSERT</b> panel, click <b>Table</b>.</li><li>In the <b>Table</b> dialog box, in the <b>Table size</b> section, in the <b>Rows</b> text box, type <b>10</b> and press <b>Tab</b>.</li><li>In the <b>Columns</b> text box, type 2 and press <b>Tab</b>.</li><li>In the <b>Table width</b> text box, type <b>500</b> and press <b>Tab</b> two times.</li><li>In the <b>Border thickness</b> text box, type 0 and press <b>Tab</b>.</li><li>In the <b>Cell padding</b> text box, type <b>10</b> and press <b>Tab</b>.</li><li>In the second row, click in the second cell and choose <b>Edit→Paste</b>.</li></ol>  <ol style="list-style-type: none"><li>Click <b>OK</b> to create the table.</li></ol>
2. Add content to the table.	<ol style="list-style-type: none"><li>In the first row, click in the first cell, type <b>Location</b> and then press <b>Tab</b>.</li><li>Type <b>Address</b> and press <b>Tab</b>.</li><li>Switch to the Notepad application.</li><li>On the second line, click before the text "New York," hold down <b>Shift</b>, and click after the text "New York."</li><li>Choose <b>Edit→Copy</b>.</li></ol>

- f. Switch to the Dreamweaver application.
- g. In the second row, click in the first cell and choose **Edit→Paste**.
- h. Switch to the Notepad application.
- i. On the third line, click before the text "1177 ABC Avenue," hold down **Shift**, and on the seventh line, click after the text "Facsimile: 212-555-1111."
- j. Choose **Edit→Copy**.
- k. Switch to the Dreamweaver application.
- l. In the second row, click in the second cell and choose **Edit→Paste**.

Location	Address
New York	1177 ABC Avenue, 25th Floor, New York, NY 10063, Telephone: 212-555-2321 Facsimile: 212-555-1111

3. Add the remaining addresses.

- a. Similarly, copy the remaining contact details from the Contact Info.txt file and paste it in the respective cells.
- b. Choose **File→Save**.
- c. Close the Contact Info.txt file

