

**CL117-INTRODUCTION TO INFORMATION AND COMMUNICATION  
TECHNOLOGIES**

**Lab #: 8**

**INTRODUCTION TO HTML**

# Step 1: Open Notepad (PC)

## Windows 8 or later:

Open the **Start Screen** (the window symbol at the bottom left on your screen).  
Type **Notepad**.

## Windows 7 or earlier:

Open **Start > Programs > Accessories > Notepad**

# Step 1: Open TextEdit (Mac)

Open **Finder > Applications > TextEdit**

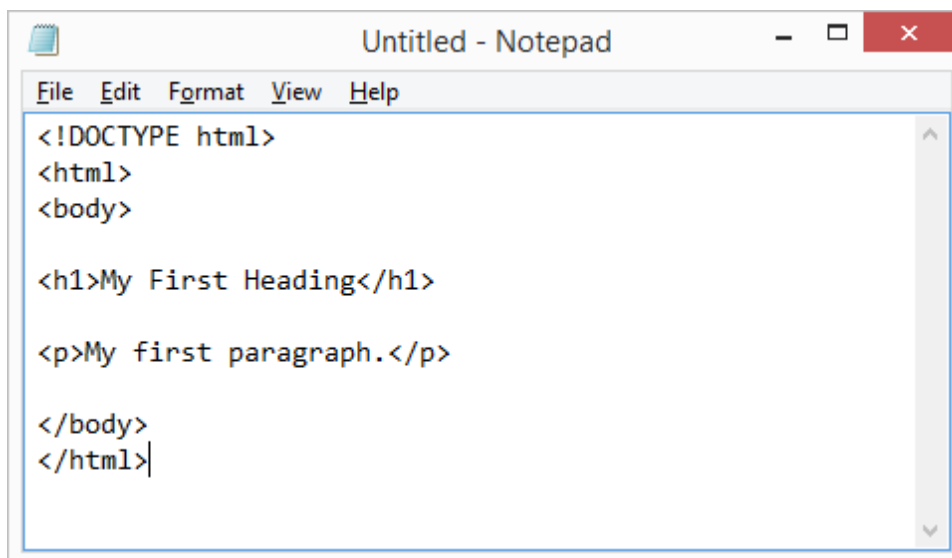
Also change some preferences to get the application to save files correctly. In **Preferences > Format >** choose **"Plain Text"**

Then under "Open and Save", check the box that says "Display HTML files as HTML code instead of formatted text".

**Then open a new document to place the code.**

# Step 2: Write Some HTML

Write or copy the following HTML code into Notepad:

A screenshot of a Notepad window titled "Untitled - Notepad". The window has a menu bar with "File", "Edit", "Format", "View", and "Help". The text area contains the following HTML code:

```
<!DOCTYPE html>
<html>
<body>

<h1>My First Heading</h1>

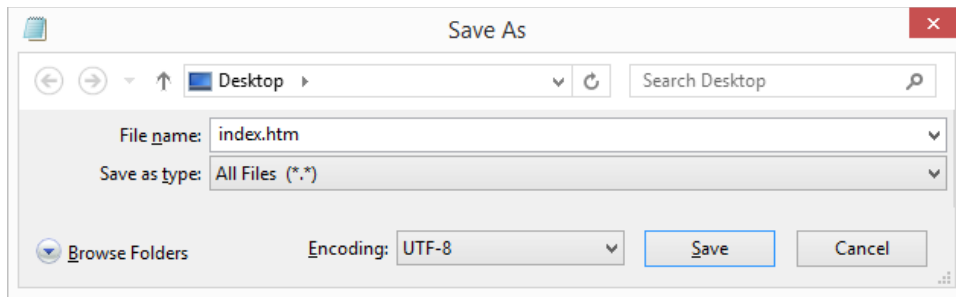
<p>My first paragraph.</p>

</body>
</html>
```

## Step 3: Save the HTML Page

Save the file on your computer. Select **File > Save as** in the Notepad menu.

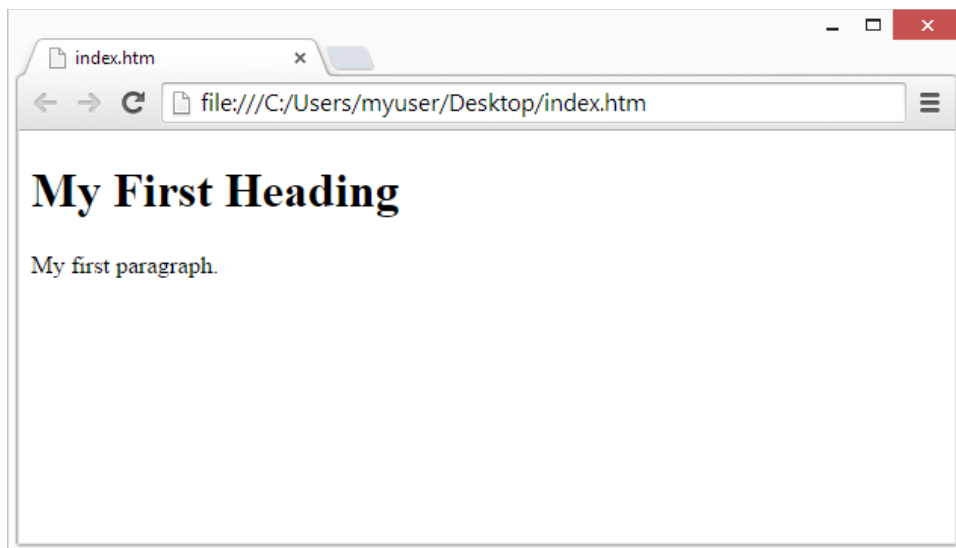
Name the file **"index.htm"** and set the encoding to **UTF-8** (which is the preferred encoding for HTML files).



## Step 4: View the HTML Page in Your Browser

Open the saved HTML file in your favorite browser (double click on the file, or right-click - and choose "Open with").

The result will look much like this:



# Task:

Your task to create the following table:

	Monday	Tuesday	Wednesday	Thursday	Friday	
1:00	Office		Office	Office Hours by Appt	Office	
1:30		Dept Meeting				
2:00	MAT 108		MAT 108		MAT 108	
2:30						
3:00	CSC 205	EC Meeting	CSC 205		CSC 205	
3:30						
4:00						
4:30						