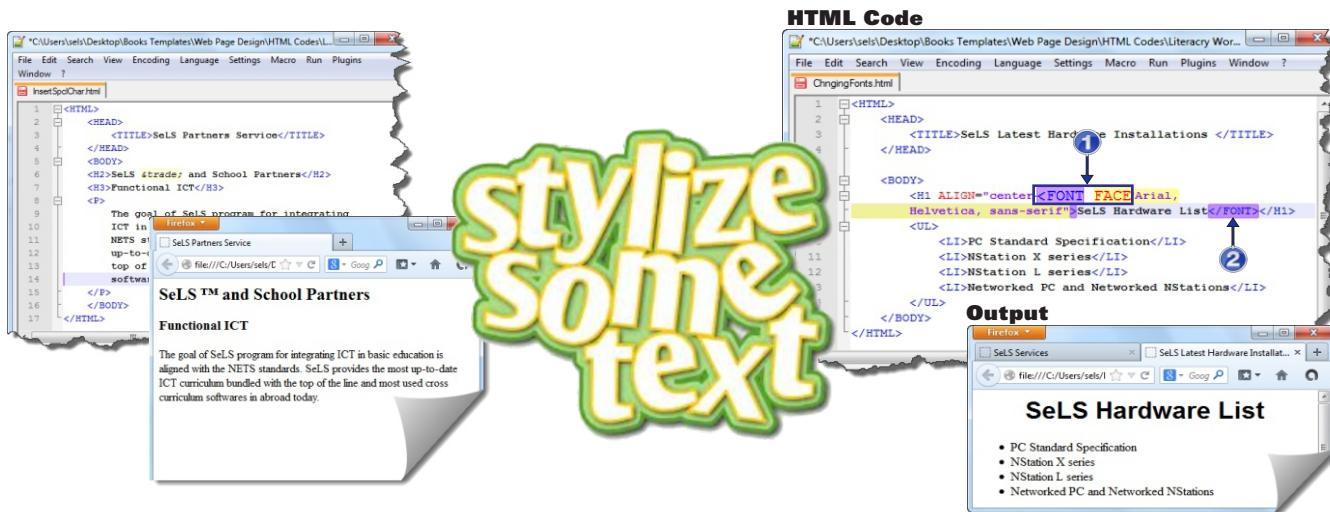


# Chapter 3

Are you ready to begin building your Web pages by adding and styling text in HTML? This chapter shows you how to apply formatting tags and apply it to text, paragraphs and to a hypertext document to control appearance on your Web page.



## Formatting Text with Tags

### Learning Objectives

After completing this lesson, you should be able to:

- create & align paragraph(s) using HTML tags;
- insert preformatted text, heading, block quotes & blank space(s);
- format text by applying bold, underline, font style, size, color;
- adjust & set margins, background and page color;
- create bulleted; nested & definition list; and
- insert special character(s) in your HTML document.

# Inserting a Heading

## Lesson 1

There are 6 levels of HTML headings (H1 through H6). H1 is the largest. Use HTML headings for headings only. Don't use headings to make text BIG or bold. Search engines use your headings to index the structure and content of your web pages.

You can use the ALIGN attribute to change the horizontal alignment of a heading, such as <H1 ALIGN="right">.

## Insert a Heading

- ① Type <H?> in front of the text you want to turn into a heading, replacing ? with the heading level number you want to assign.

You can set a heading level from 1 to 6.

- ② Type </H?> at the end of the heading text, replacing ? with the corresponding heading level.

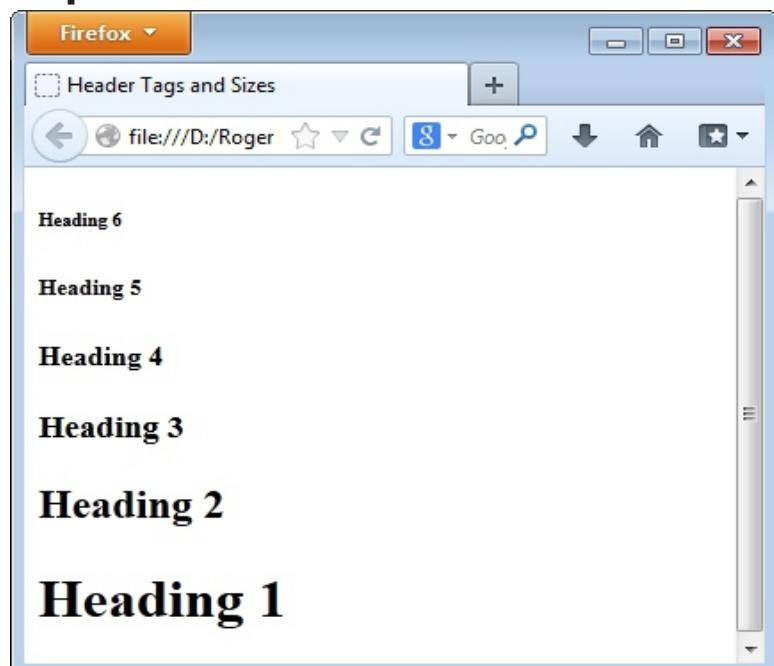
The heading appears in bold text in the Web browser.

This figure shows an example of each heading size in descending and ascending order.

## HTML Code

```
<!DOCTYPE html>
<html>
<head>
<title>Header Tags and Sizes</title>
</head>
<body>
<h6> Heading 6 </h6>
<h5> Heading 5 </h5>
<h4> Heading 4 </h4>
<h3> Heading 3 </h3>
<h2> Heading 2 </h2>
<h1> Heading 1 </h1>
</body>
</html>
```

## Output



## Making Text Bold

## Lesson 2

You can add bold formatting to your text to give it more emphasis or make your page more visually appealing. For example, you might make a company name bold in a paragraph or add bold to a list of items.

### Make Text Bold

- ① Type **<B>** in front of the text you want to make bold.
- ② Type **</B>** at the end of the text.

When displayed in a Web browser, the text appears as bold.

### HTML Code

```
<!DOCTYPE html>
<html>
<head>
<title>Making Text Bold</title>
</head>
<b> BOLD TEXT </b>
<p>
This will blacken the text or character declared from the elements.
</p>
</html>
```

The code editor shows the HTML structure. A callout arrow labeled '1' points to the opening **<B>** tag, and another callout arrow labeled '2' points to the closing **</B>** tag.

### Output

BOLD TEXT

This will blacken the text or character declared from the elements.

## Italicizing Text

You can add italics to your text to give it more emphasis or make your page more visually appealing. For example, you might italicize a description under a heading to distinguish it from the rest of the page.

Common uses for italicized text include emphasizing a new term or setting apart the title of a literary work.

### Italicize Text

- ① Type **<I>** in front of the text you want to italicize.
- ② Type **</I>** at the end of the text.

When displayed in a Web browser, the text appears in italics.

### HTML Code

```
<!DOCTYPE html>
<html>
<head>
<title>Italic Text</title>
</head>
<h3><i> Italic Text </i></h3>
<p>
This will italicize the text or character declared from the elements.
</p>
</html>
```

The code editor shows the HTML structure. A callout arrow labeled '1' points to the opening *<I>* tag, and another callout arrow labeled '2' points to the closing *</I>* tag.

### Output

*Italic Text*

This will italicize the text or character declared from the elements.

# Applying Superscript and Subscript Formatting

## Lesson 3

Letters or numbers that are raised or lowered slightly relative to the main body text are called superscripts and subscripts, respectively.

### Subscript

- ① Type `<SUB>` Beside a text that you want to lowered down or place text below.
- ② Close it with this `</SUB>` to finish.

**HTML Code**

```
<!DOCTYPE HTML>
<HTML>
  <BODY>
    <P> These are used for text that must be placed Below the normal text.<BR>
      follow the FF: </P><center>
      H<SUB>2</SUB> &nbsp C<SUB>3</SUB><BR><BR>
      The Subscript<SUB>SUB</SUB>tag <BR><BR>
      <SUB>&copy;</SUB>© Ck Children's Publishing. All Rights Reserved
    </center>
  </BODY>
</HTML>
```

### Output

These are used for text that must be placed Below the normal text.  
follow the FF:

H<sub>2</sub> O C<sub>3</sub>

The Subscript<sub>SUB</sub>tag

© Ck Children's Publishing. All Rights Reserved

### Superscript

- ① Type `<SUP>` Beside a text that you want to raised up or place text above.
- ② Close it with this `</SUP>` to finish.

### HTML Code

```
<!DOCTYPE HTML>
<HTML>
  <BODY>
    <P> These are used for text that must be placed Above the normal text.<BR>
      follow the FF: </P><center>
      c<SUP>2</SUP>-
      a<SUP>2</SUP>+
      b<SUP>2</SUP><BR>
      y<SUP>2</SUP>+
      x<SUP>2</SUP>-
      yx<SUP>2</SUP><BR>
      The Superscript<SUP>SUP</SUP>tag <BR><BR>
      <SUP>&copy;</SUP>© Ck Children's Publishing. All Rights Reserved
    </center>
  </BODY>
</HTML>
```

### Output

These are used for text that must be placed Above the normal text.  
follow the FF:

c<sup>2</sup> - a<sup>2</sup> + b<sup>2</sup>  
y<sup>2</sup> + x<sup>2</sup> - yx<sup>2</sup>

The Superscript<sup>SUP</sup>tag

© Ck Children's Publishing. All Rights Reserved

## Changing the Text Color

## Lesson 4

You can enhance your text by adding color. The COLOR attribute works with the <FONT> tag to change text on a page from the default black to a color. You can specify the color using a hexadecimal value or, for certain common colors, the color's name.

### Change a Section of Text

- Type <**FONT COLOR="?">** in front of the text you want to change, replacing ? with the name or hexadecimal value of the desired color.

This example shows the color name for red.

- Type </**FONT**> at the end of the text.

The text appears in the designated color on the Web page.

**HTML Code**

**Output**

FONT COLOR  
The COLOR attribute of the the FONT element.

## Changing Paragraph Alignment

You can control the horizontal positioning, or alignment of your paragraphs by using the ALIGN attribute. You can choose to align a paragraph to the left, right, or center, or justify the text so it is aligned on both the left and the right. Paragraphs are left-aligned by default.

You can use the ALIGN attribute within numerous tag elements, including headings and lists. For example, you can center a heading or right-align a bulleted list.

### Change Paragraph Alignment

- Click inside the <**P**> tag in which you want to change the alignment.
- Type a space and then **ALIGN="?"**, replacing ? with **Left**, **Right**, **Center** or **Justify**.

Note: You can type HTML commands in upper or lowercase letters, or a combination of the two.

When displayed in a Web browser, the text aligns as specified.

In this example, the first and the second paragraphs are center aligned.

### HTML Code

**Output**

ALIGNING TEXT  
This text will align on the left.  
This text will align on the center.  
This text will align on the right.

## Inserting a Blank Space

## Lesson 5

You can insert blank spaces within a line of text to indent or add emphasis to your text. You can also use blank spaces to help position an element on a Web page, such as a graphic or photo.

### Insert a Blank Space

#### HTML Code

- Type &nbsp; in the line where you want to add a blank space.

To add multiple spaces, type the code multiple times.

The code stands for nonbreaking space. Web browsers will not create a line break where you insert these characters.

```
<!Doctype.html>
<HTML>
<HEAD>
<TITLE>SeLS Online Support</TITLE>
</HEAD>
<BODY>
<P ALIGN="center">SeLS Teachers Support</P>
<P>&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;SeLS Certified  
Teachers can log-on to our official website  
to access additional printable exercises, lesson  
plans and concepts in order to customize their  
lessons to fit particular needs of every class.  
Printable activities are also available online.</P>
</BODY>
</HTML>
```

#### Output

The browser displays blank spaces in the line.

In this example, the blank spaces cause a paragraph to be indented.



# Inserting Preformatted Text

# Lesson 6

You can use the preformatted tags, <PRE> and </PRE>, to keep the line breaks and spaces you enter for a paragraph or block of text. Web browsers ignore hard returns, line breaks, and extra spaces between words unless you insert the preformatted tags. If you type a paragraph with spacing just the way you want it, you can assign the preformatted tags to keep the spacing in place.

## Insert Preformatted Text

- ➊ Type <PRE> above the text that you want to keep intact.
- ➋ Type </PRE> below the text.

### HTML Code

```
<!DOCTYPE HTML>
<HTML>
<HEAD>
<TITLE>Using Preformatted Text</TITLE>
</HEAD>
<H1>Using Case... Else</H1>
<BODY>
<p>Visual Basic has Select Case... End Select blocks, which let you run different code depending on the value of a test variable.</p>
Dim sColour As String
sColour = UCASE(Trim(Text1.Text))
Select Case sColour
Case Is = "RED"
    Label1.BackColor = vbRed
Case Is = "BLUE"
    Label1.BackColor = vbBlue
    ' etc...add other colors as needed
Case Else
    Label1.BackColor = vbWhite
    Label1.Caption = "Unknown color"
End Select
</BODY>
</HTML>
```

### Output

Using Case... Else

Visual Basic has Select Case... End Select blocks, which let you run different code depending on the value of a test variable.

```
Dim sColour As String sColour = UCASE(Trim(Text1.Text)) Select Case sColour
Case Is = "RED"
    Label1.BackColor = vbRed
Case Is = "BLUE"
    Label1.BackColor = vbBlue
    ' etc...add other colors as needed
Case Else
    Label1.BackColor = vbWhite
    Label1.Caption = "Unknown color"
End Select
```

When displayed in a Web browser, the text retains all your original line breaks and spacing.

Browsers display preformatted text in a monospace font by default. This can help you align elements within the text into columns.

## Adding Block Quotes

## Lesson 7

You can use block quotes to set off a paragraph from the rest of the document page. Block quotes are commonly used with quoted text or excerpts from other sources.

### Add Block Quotes

- ① Type <**BLOCKQUOTE**> in front of the text you want to turn into a block quote.
- ② Type </**BLOCKQUOTE**> at the end of the text.

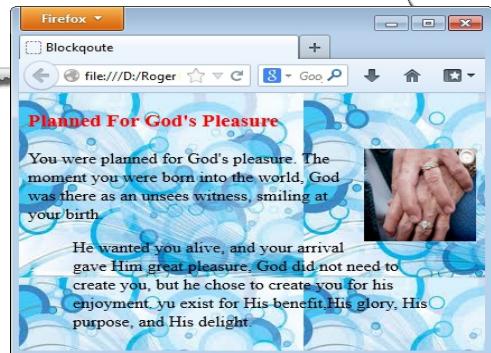
The Web browser displays the block quote as inset text on the document page.

You can place text inside multiple <**BLOCKQUOTE**> tags to add more indenting.

### HTML Code

```
<!DOCTYPE html>
<html>
<head>
<title>Blockquote</title>
</head>
<body background="Bubbles.jpg">
<h3><font color="red">Planned For God's Pleasure </font></h3>
</img>
<p>
You were planned for God's pleasure.
The moment you were born into the world, God was there
as an unsees witness, smiling at your birth.</p>
<b><blockquote></blockquote></b>
<p>He wanted you alive, and your arrival gave Him
great pleasure, God did not need to create you, but
he chose to create you for his enjoyment. you exist for
His benefit, His glory, His purpose, and His delight.
</p></blockquote>
</body>
</html>
```

### Output



## Inserting a Comment

You can use comments to write notes to yourself within an HTML document. Comments do not appear when a browser displays a Web page. For example, you might leave a comment about a future editing task or leave a note to other Web developers viewing your HTML source code.

You can also place comments around HTML code to turn that code off. HTML tags inside comments are not interpreted by the browser.

### HTML Code

```
<!DOCTYPE html>
<html>
<head>
<title>Sysbase eLearning Systems (SeLS)
Cross Curriculum Softwares</title>
</head>
<body>
<!-- Add Scholastic Keys pictures here. -->
<p>
Scholastic Keys provides elementary students with a kid-friendly interface
and educational enhancements for Microsoft Word, Excel, and PowerPoint®.
A collection of lessons—including lesson plans,
worksheets—to help teachers integrate technology
into their language arts, math, science, and social studies curriculum.
</p>
<p>
Scholastic Keys features...</p>
<p>
Scholastic Keys is Complete with drawing tools, hundreds of colorful
graphics, sound effects, text-to-speech reader, and movies, this program
provides an early introduction to using Microsoft Office now—and for years
to come.
</p>
</body>
</html>
```

## Insert a Comment

- ① Type <!-- - where you want to place a comment.
- ② Type the comment text.
- ③ Type -->.

The comment does not appear on the page when viewed in a Web browser.

## Underlining Text

## Lesson 8

You can add underlining to your text for added emphasis. For example, you might underline a term or an important name. Use caution when applying underlining to Web pages because some users may mistake the underlined text for a hyperlink.

### Underline Text

- ① Type **<U>** in front of the text that you want to underline.
- ② Type **</U>** at the end of the text.

The text appears underlined on the Web page.

**HTML Code**

```
<!DOCTYPE html>
<html>
<head>
<title>Underlined Text</title>
</head>
<h3> Underlined Text</h3>
<p><u>This will display a line under a text or character.</u></p>
</html>
```

**Output**

This will display a line under a text or character.

## Changing Fonts

You can change the appearance of your text using the tags **<FONT>** and **</FONT>**, along with the FACE attribute. You can use the attribute to specify a font by name.

Not all Web browsers can display all fonts. It is best to assign common fonts typically found on most computers, such as Times New Roman and Arial. It is also a good idea to list more than one font name in the FACE attribute, in case the first font is not available on the viewer's computer.

### Change Font

- ① Type **<FONT FACE=?>** in front of the text you want to change. Replace ? with one or more font names or families, separated by commas.

If the first font you list is not available on the user's computer, the second font will be used.

Commonly supported font families are serif, sans serif, and monospace.

- ② Type **</FONT>** at the end of the text.

### HTML Code

```
<!DOCTYPE html>
<html>
<head>
<title>Changing the Font</title>
</head>
<font face="monotype corsiva">
The font is Monotype Corsiva.
</font>
</html>
```

### Output

The font is Monotype Corsiva.

## Changing Font Size

Lesson 9

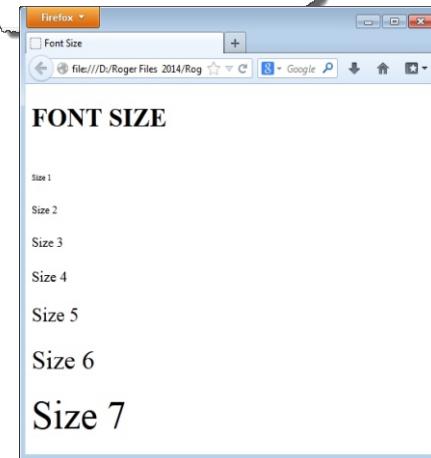
You can change the font size of your Web page text using the SIZE attribute. You can specify seven font sizes in HTML. Font Size 1 creates the smallest text, while Font Size 7 creates the largest.

While the SIZE attribute lets you set the text size for a section of text, the <BASEFONT> tag lets you set the font size for the entire page.

### HTML Code

```
<!DOCTYPE html>
<html>
<head>
<title>Font Size</title>
</head>
<h1> FONT SIZE </h1>
<br><font size=1> Size 1</font><br>
<br><font size=2> Size 2</font><br>
<br><font size=3> Size 3</font><br>
<br><font size=4> Size 4</font><br>
<br><font size=5> Size 5</font><br>
<br><font size=6> Size 6</font><br>
<br><font size=7> Size 7</font><br>
</html>
```

### Output



The text appears at the designated font size on the Web page. This figure shows samples of all seven font-size levels.

## Change All Text Size

- Type <BASEFONT SIZE="?"> at the top of your Web page text, replacing ? with a size you want from 1 to 7.

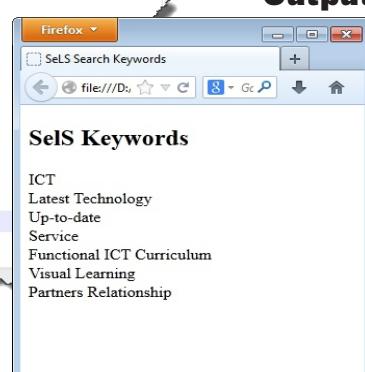
All the text appears at the new size in the Web browser.

Note: The <BASEFONT> tag does not affect the size of any headings (<H1>) within your Web page text.

### HTML Code

```
<!Doctype html>
<html>
<head>
<title>SelS Search Keywords</title>
</head>
<body>
<basefont size="4"> <h2>SelS Keywords</h2>
<p>
ICT <br>
Latest Technology <br>
Up-to-date <br>
Service <br>
Functional ICT Curriculum <br>
Visual Learning <br>
Partners Relationship <br>
</p>
</body>
</html>
```

### Output



## Change All the Text Color

- Within the <BODY> tag, type **TEXT="?"**, replacing with the name or hexadecimal value of the desired color.

This example uses a hexadecimal value instead of a color name. Always precede a hexadecimal value with a # sign.

### HTML Code

```
1 <!Doctype html>
2 <HTML>
3 <HEAD>
4 <TITLE>Sysbase eLearning Systems Proposal</TITLE>
5 </HEAD>
6
7 <BODY TEXT="#0000FF"> ←①
8
9 <H1 ALIGN="center">SeLS 21st Century Proposal</H1>
10
11
12 <P>SeLS aims to give every student from Toddlers, Nursery, Kindergarten, Graders to Highschool the access to computers coupled with the up-to-date cross curriculum. With our program, we deliver Information and Communications Technology within your reach. These programs are designed to enhance the skills and capabilities of your students to promote good, economic prosperity and responsible citizenry while being technologically advanced.
13 </P>
14
15 <P><B><U>SeLS provides the following:</U></B></P>
16
17 <UL>
18 <LI>Personal Computers</LI>
19 <LI>Functional ICT Curriculum</LI>
20 <LI>Computer Textbook and Laboratory Workbooks</LI>
21 <LI>ICT Teachers workshop</LI>
22 </UL>
23
24
25 </BODY>
26 </HTML>
```

### Output

All the text appears in the new color in the Web browser.

Text that you have colored using the FONT tag remains that color.

**SeLS 21st Century Proposal**

SeLS aims to give every student from Toddlers, Nursery, Kindergarten, Graders to Highschool the access to computers coupled with the up-to-date cross curriculum. With our program, we deliver Information and Communications Technology within your reach. These programs are designed to enhance the skills and capabilities of your students to promote good, economic prosperity and responsible citizenry while being technologically advanced.

**SeLS provides the following:**

- Personal Computers
- Functional ICT Curriculum
- Computer Textbook and Laboratory Workbooks
- ICT Teachers workshop

# Adjusting Margins

## Lesson 10

You can adjust the margins of your Web page to change the amount of space that appears at the top, bottom, left edge, or right edge. By default, the HTML margins are set at approximately 10 pixels. You can adjust the settings to suit your design needs.

### Adjust Margins

- Within the <BODY> tag, type **MARGIN="?"**.

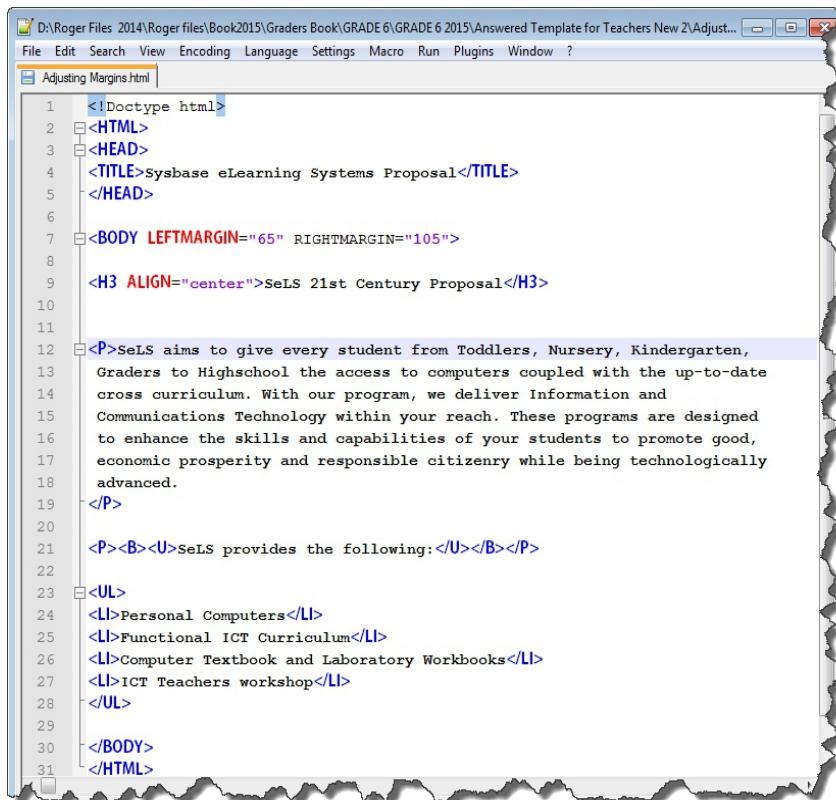
Replace MARGIN with the margin

attribute you want to change:  
**LEFTMARGIN**, **RIGHTMARGIN**,  
**TOPMARGIN**, **BOTTOMMARGIN**,  
**MARGINWIDTH**, or  
**MARGINHEIGHT**.

Replace ? with the amount of indentation you want, measured in pixels.

You can set the margin for one side of the page or all four sides, all within the <BODY> tag.

### HTML Code



```
<!Doctype html>
<HTML>
<HEAD>
<TITLE>Sysbase eLearning Systems Proposal</TITLE>
</HEAD>

<BODY LEFTMARGIN="65" RIGHTMARGIN="105">

<H3 ALIGN="center">SeLS 21st Century Proposal</H3>

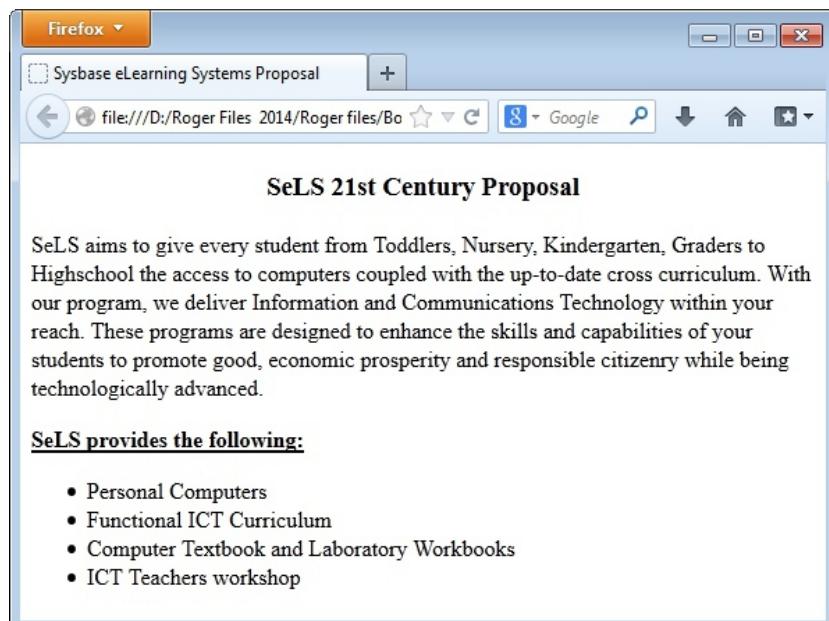
<P>SeLS aims to give every student from Toddlers, Nursery, Kindergarten, Graders to Highschool the access to computers coupled with the up-to-date cross curriculum. With our program, we deliver Information and Communications Technology within your reach. These programs are designed to enhance the skills and capabilities of your students to promote good, economic prosperity and responsible citizenry while being technologically advanced.</P>

<P><B><U>SeLS provides the following:</U></B></P>

<UL>
<LI>Personal Computers</LI>
<LI>Functional ICT Curriculum</LI>
<LI>Computer Textbook and Laboratory Workbooks</LI>
<LI>ICT Teachers workshop</LI>
</UL>

</BODY>
</HTML>
```

### Output



The Web browser displays your page with the specified margins.

# LABORATORY MANUAL

## Chapter 3: Formatting Text with Tags

## Part 2 HTML

Are you ready to begin building your Web pages by adding and styling text in HTML? This chapter shows you how to apply formatting tags and apply it to text, paragraphs and to a hypertext document to control appearance on your Web page.

### Objectives

After completing all the laboratory activities in this chapter, the student will be able to perform how to format text using HTML formatting tags and codes.



### Lab 3.1 Alter Align

*Estimated Completion time: 25-30 Minutes*

Directions:

1. Launch **Notepad ++**.
2. Create a web page using the content below. Follow the format below by applying the correct tags to the paragraphs.

Format :

- \* Align the first paragraph to center.
- \* Align the second paragraph to right.

3. Save the document as **AlterAlign.html**.

### Contents :

#### PC Technologies in 2015

Perhaps the most interesting idea is Intel's "wire-free" PC, in which wireless technology will replace display, charging and data transfer cables. Chip maker Intel next year will show an experimental laptop that has no ports, and relies completely on wireless technology to connect to monitors and external storage devices.

In an era of slick gadgets, PCs are the dinosaurs, ensnared in wire clutter, sporting tired 2D cameras and stricken with the occasional blue screen of death. Technology coming up in 2015, though, is set to make PCs more interactive, fun and perhaps nosier than you'd like them to be.

### Lab. 3.2 Be Blessed

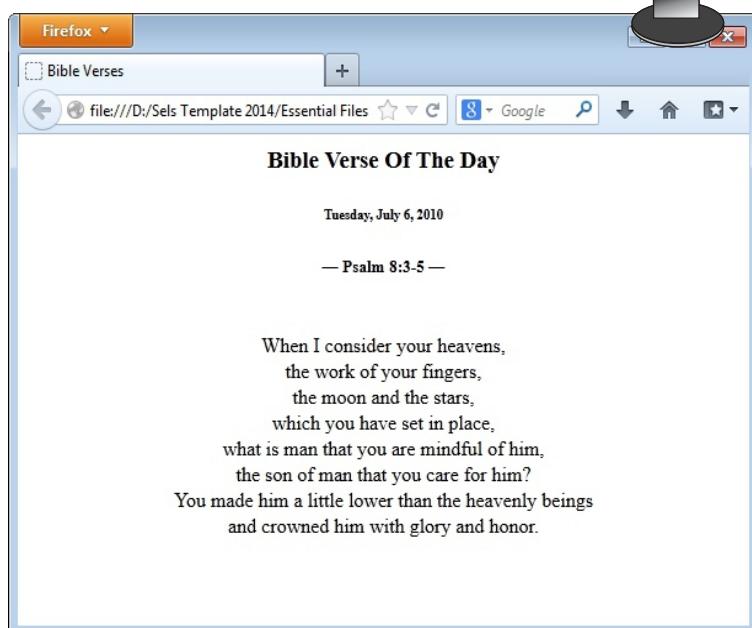
*Estimated Completion time: 15-20 Minutes*

**Score**

Directions:

1. Launch **Notepad ++**.
2. Create short Web page and use text on your right. Take note on how the Bible Verse is written. Use the correct HTML tags to format your page.
3. Save the activity as **Be Blessed.html** and view to test your codes in a browser.

**Preview:**



### Lab. 3.3 SpaceUp My Prayer

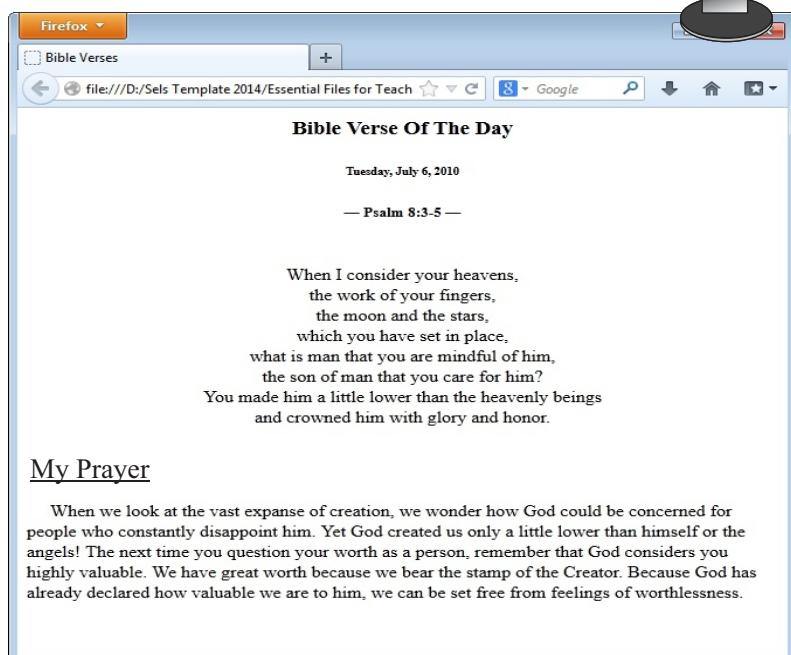
*Estimated Completion time: 20-25 Minutes*

**Score**

Directions:

1. Launch **Notepad ++** and open the HTML document **Be Blessed.html**.
2. Add the second paragraph below. You should insert 5 blank lines before the new paragraph is inserted.
4. Save the HTML document as **SpaceUp.html**, then test it by viewing in your browser.

**Preview:**



## Part 2 HTML

## Chapter 3 Formatting Text with Tags

### Lab. 3.4 Motivated Format

*Estimated Completion time: 30-45 Minutes*

Directions:

1. Launch **Notepad ++**.
2. Your task is to create a simple webpage. Code it in HTML format.
3. Be sure to type the correct HTML codes.
4. Your output should look like the one on your right.
5. Save the activity as **Motivated.html**.

**Preview:**

The screenshot shows a Firefox browser window with the title bar 'Mozilla Firefox Start Page'. The main content area displays a list of five motivational quotes. Each quote includes a bolded title, a numbered list item, and the author's name in green text. The quotes are as follows:

1. **Nothing** lasts forever. Not even your troubles  
By: Arnold H Glasgow
2. There are only two ways to live your life. One is as though nothing is a miracle. The other is as though everything is a miracle.  
By: Albert Einstein
3. Being **strong** means rejoicing in who you are, complete with imperfections.  
By: Margaret Woodhouse
4. If you don't go after what you want, you'll never have it. If you don't ask, the answer is always no. If you don't step **forward**, you're always in the same place.  
By: Nora Roberts
5. A life spent making mistakes is not only more honorable but more useful than a life spent doing nothing.  
By: George Bernard Shaw

### Lab. 3.5 Be Aware

*Estimated Completion time: 30-45 Minutes*

Directions:

1. Launch **Notepad ++**.
2. Create a simple webpage and code it in HTML.
3. Be sure to apply formatting to your page.
4. Your output should look like the one on your right.
5. Save the activity as **BeAware.html**.

**Preview:**

The screenshot shows a Firefox browser window with the title bar 'Mozilla Firefox Start Page'. The main content area displays a list of three worst foods to eat, each with a bolded title and a descriptive paragraph. The foods are:

- Worst food 1: Pork scratching**

True, we are surrounded by junk foods, packed with sugar, fat and salt and generally processed to the extreme, but which ones are the real worst foods to eat, the foods that you really should avoid?
- Worst food 2: Fried desserts**

Fried desserts feature high up on the list of worst foods to eat as essentially you are dipping something in batter that is already high in sugar and fat, and then deep frying it. And don't be fooled by pineapple and banana fritters either; they are no better because they are fruit. The layer of batter and the fact they are swimming in sugary syrup make them one of the worst foods too.
- Worst food 3: Cheesy fries**

Fries could feature as a bad food on their own, but taking a plate of fried potato and layering it in cheese, well, that takes them up a notch in the bad food stakes. Cheese typically contains over 10 times as much saturated fat as fish and white meat and coupled with deep fried carbs, a serving of cheesy chips are a big bad no-no.