

Class: IT11 B HTML Lesson 3	Unit: HTML	Chapter 4: Character Formatting
Objective: In this chapter you will learn how to enhance your page with Bold, Italics, and other character formatting options.		

Instructions: Read Chapter 4 of the HTML course located in the Classes (P) drive, or go to <http://www.trainingtools.com/online/html/index.htm> if you are a home.

Be able to answer the following questions on the back of this page. You can then use this page for notes for quizzes and tests:

1. What are six elements for formatting characters?
2. What are two methods for centering text?
3. How would you add the copyright symbol to a page?
4. What are the steps required to change text color?

**Exercise 1**  
**Procedure**

1. Below the bottom Horizontal Rule, add © XYZ Corporation, and center it on the page.
2. At the end of the line you just added, insert a trade mark symbol using &#153;.
3. After the information you just added, add an address element and enter in your company's address.
4. Your document should look similar to this sample:

```
<P ALIGN="CENTER">&copy; XYZ Corporation &#153;</P>
```

```
<ADDRESS>
```

```
180 Attwell Dr. Suite 130<BR>Toronto, ON<BR>M9W 6A9
```

```
</ADDRESS>
```

**Exercise 2**  
**Procedure**

1. Add a Block Quote under each H3 and describe a bit about the project.
2. Change the color of the text in the Block Quote to blue.
3. Decrease the size of the text in the block quote.
4. Your document should look similar to this:

```
<H3>Intranet Project</H3>
```

```
<BLOCKQUOTE><FONT COLOR="#0000FF" SIZE="-1">The Intranet Project plays a very important role in increasing the communication between departments and employees here at XYZ Corp.</FONT></BLOCKQUOTE>
```

```
<H4>Intranet Project Plan</H4>
```