

Microsoft Office 2007

Word Web Feature

Creating a Web Page
Using Word



Objectives

- Saving a Word document as a Web page
- Inserting a hyperlink
- Adding a background color with a pattern
- Using Windows Explorer to view a Web page

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2

Plan Ahead

- Craft a successful resume
- Create a resume Web page from your resume Word document
- Publish your resume Web page

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3

Saving a Word Document as a Web Page

- Start Word and then open the file named Canaan Resume created in Chapter 3
- With the resume file open in the document window, click the Office Button and then point to Save As on the Office Button menu to display the Save As submenu
- Click Other Formats on the Save As submenu to display the Save As dialog box
- Type `Canaan Resume Web Page` in the File name text box to change the file name. If necessary, change the Save in location to `UDISK 2.0 (E:)`. (Your USB flash drive may have a different name and letter.)
- Click the Save as type box arrow, scroll to and then click Single File Web Page

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4

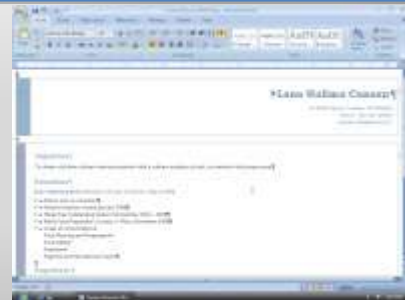
Saving a Word Document as a Web Page

- Click the Change Title button to display the Set Page Title dialog box
- Type `Canaan Resume` in the Page title text box
- Click the OK button in the Set Page Title dialog box
- Click the Save button in the Save As dialog box to save the resume as a Web page and display it in the document window

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5

Saving a Word Document as a Web Page



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6

Formatting Text as a Hyperlink

- Select the e-mail address (lhc@world.net, in this case)
- Display the Insert tab
- Click the Insert Hyperlink button on the Insert tab to display the Insert Hyperlink dialog box
- Click E-mail Address in the Link to bar so that the dialog box displays e-mail address settings instead of Web page settings
- In the 'Text to display' text box, if necessary, type lhc@world.net, which specifies the text that shows on the screen for the hyperlink

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7

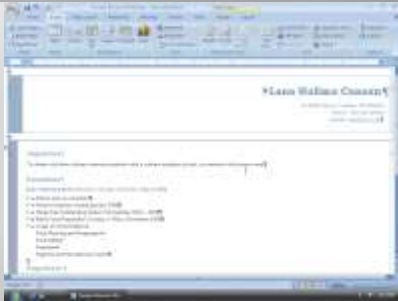
Formatting Text as a Hyperlink

- Click the E-mail address text box and then type lhc@world.net to specify the e-mail address that the Web browser uses when a user clicks the hyperlink
- Click the ScreenTip button to display the Set Hyperlink ScreenTip dialog box
- In the text box, type Send e-mail message to Lana Halima Canaan, which is the text that will be displayed when a user points to the hyperlink
- Click the OK button in each dialog box to format the e-mail address as a hyperlink

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8

Formatting Text as a Hyperlink



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9

Adding a Background Color

- Display the Page Layout tab
- Click the Page Color button on the Page Layout tab to display the Page Color gallery
- Point to the sixth color in the second row (Ice Blue, Accent 2, Lighter 80%) to display a live preview of the background color
- Click the sixth color in the second row to change the background color to a light shade of blue

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10

Adding a Background Color



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11

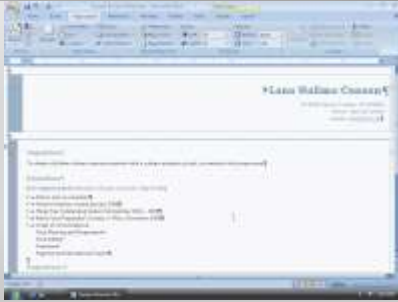
Adding a Pattern Fill Effect to a Background

- Click the Page Color button on the Page Layout tab to display the Page Color gallery again.
- Click Fill Effects in the Page Color gallery to display the Fill Effects dialog box
- Click the Pattern tab to display the Pattern sheet in the dialog box
- Click the Outlined diamond pattern (rightmost pattern in the fifth row) to select it
- Click the OK button to add the outlined diamond pattern to the blue background color

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12

Adding a Pattern Fill Effect to a Background



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13

Saving an Existing Document and Quitting Word

- Click the Save button on the Quick Access Toolbar to overwrite the previous Canaan Resume Web Page file on the USB flash drive
- Click the Close button on the right side of the title bar to quit Word

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14

Testing the Web Page in a Web Browser

- Click the Start button on the Windows taskbar to display the Start menu
- Click Computer on the Start menu to display the Computer window
- If necessary, maximize the Computer window
- Double-click the USB flash drive icon in the Computer window to display the contents of the USB flash drive

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15

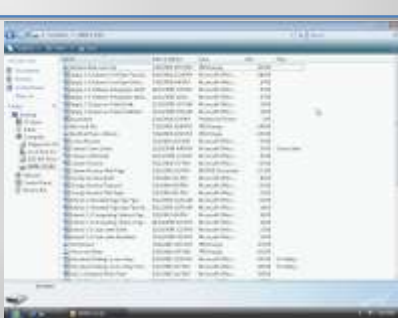
Testing the Web Page in a Web Browser

- Double-click the file name, Canaan Resume Web Page, to start the Internet Explorer Web browser and display the file in the browser window (shown in Figure 1a on page WD 217)
- With the Web page document displaying in the Web browser, click the e-mail address link to ensure it displays the e-mail window, as shown in Figure 1b on page WD 217
- Close all open windows

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16

Testing the Web Page in a Web Browser



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17

Summary

- Saving a Word document as a Web page
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18

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Word Web Feature Complete

