

## **Creating a Web Page Using Microsoft Word Lab #6**

To create a web page for this assignment you will use Microsoft Word. Completion of this lab involves three steps:

- Create the web page that contains text, an image, and a hyperlink.
- Save the web page and images to your USB drive and preview your web page in a browser.
- Get your web page graded.

Instructions for each of these steps are below:

### **Create the Web Page**

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1. **Start Microsoft Word 2007.** A new blank document will appear.
2. **Save the document as a web page and set the title for the web page.** (The title is the name of your web page as it will appear in the title bar of the browser that you will use at the end of this lab.)

Click the Office Button, then click Save As. The Save As dialog window will appear. Select your USB drive (and your CS 110 folder, if you have one).

Type the file name "Lab6\_Firstname\_Lastname". Click the down arrow to the right of "Save as Type", choose the option that just says "Web Page" and press Enter.

Click the Change Title button. Enter a title for your web page such as "John's Web Page" and click OK. In the Save As dialog window click the Save button.

(If it gives you a compatibility warning, click Continue.)

The file will be saved with the extension .htm and a new folder called "Lab6\_Firstname\_Lastname\_files" will be created to contain with files associated with your web page.

3. **Change the colors for your web page.** Click the Page Layout tab. To change the background color of the page, click the Page Color button (near the center of the ribbon). Choose a color for the background from the palette of Theme Colors.

Next, change the font color ( on the Home tab ). Make sure that the font color is different from the background color. It is a good idea to use opposite (or highly contrasting) colors for your background and text. This will make your web page easier to read. For example, if you choose white as your background, choose black as your text color. If you choose black as your background, your text will be easier to read if it's white or a light pastel color.

The document area will be the background color you just selected. The insertion point, located at the top left corner of the document area, will be the same color as the text color you chose in Step 3. If the insertion point is not visible, click anywhere in the document area.

For this lab you will create a title phrase, type in two paragraphs, insert an image, and create a hyperlink to NMSU's home page.

4. **Adding a title phrase.** Click the Home tab. In the Styles gallery, click the button that says "Title". This will change the font to 26 point size. Now select the font. From the FONT menu, click on the drop down arrow and select "Arial" from the font menu.

Now type in the title phrase for your web page. You may choose to use the same title you selected in Step 2, or you may choose something else. (Many people use "Welcome to My Web Page"). Press the ENTER key once you've completed your title. Notice that the insertion point moves to the next line in the design area and that the Style, Font, and Font Size have changed back to their original values.

5. **Adding text.** Now type at least two paragraphs, and ensure you put an extra line between them. You may write about anything you wish (yourself, your family, or anything else that comes to mind). To put in the extra line between the two paragraphs, press the ENTER key twice after you've finished the first paragraph.

6. **Formatting text in a Web Page.** Apply the "Heading 2 Style" to your first paragraph. Select the first paragraph you typed in the previous step. With the text highlighted, select "Heading 2" from the Style gallery and Arial from the font menu. Notice how the text in the first paragraph looks compared to your title phrase. (It should be the same font style, but smaller than the title.)

Now adjust the format and color of your second paragraph. Select the second paragraph and with the text highlighted, select NORMAL from the Style gallery menu, Arial font, and 12 point, from the font size menu. Notice that the text in the second paragraph is the same font style, but smaller than your first paragraph.

Experiment with applying different font styles, sizes, and colors to your web page. These formatting choices are all located on the Home tab.

7. **Adding an image to a Web Page.** Position the Insertion Point between your two paragraphs. Click the Insert tab, then click the Clip Art button. In the task pane on the right side of the screen, enter a word or phrase to search for and click Go.

Locate and select the image you want to insert. Click on the image you want to add to your web page. If you search for clip art and do not see any images or files that you like, you can select "Clip art on Office Online" and locate a clip art image at Microsoft's web site. Download the image and save it to your USB drive. Then you can insert it into your web page. Ask a tutor or grader to help you.

Once you have inserted the image into your web page, you should notice that the image is aligned to the left. Click on the Home tab. Select the image and center-align it by clicking the "Center" button on the Paragraph gallery.

8. **Adding a hyperlink to a Web Page.** Move your insertion point to the bottom of the web page. Type in the text for the hyperlink: "NMSU's Home Page".

Notice the color and the font style of the text you just typed.

Select the entire text ("NMSU's Home Page"), click the Insert tab, then click Hyperlink. A new dialog window called "Insert Hyperlink" will open on your screen. Near the bottom

of the window is a text box labeled "Address". Click in the white area next to "Address" and type [www.nmsu.edu](http://www.nmsu.edu) and click OK.

Note: make sure you type the characters exactly as shown above. Microsoft Word will automatically insert "http://" before the address.

Notice that the color of the hyperlink has changed and that it is underlined. With most web pages, hyperlinks are shown as blue, with underlined characters.

9. **Save your web page again.** (Office button, then click SAVE)
10. **Checking your web page and your hyperlink.** Open Internet Explorer. Click the File menu, then click Open. (If you don't see the menus, right-click in the gray area under the Address Bar and choose the Menu Bar option to display the menus.) Click the Browse button.

Browse to find the file called Lab6\_Firstname\_Lastname. Select the file and click Open. Click OK. You may receive a security warning. Click OK again.

Notice that the title you made for the web page is shown in the browser's title bar. Also, note that the layout of your text, image, and hyperlink is the same as what you saw in the Microsoft Word window.

Click on the hyperlink at the bottom of the web page and make sure that the computer loads the NMSU home page. (If it doesn't, go back to step 8 and fix the hyperlink.)

Once the NMSU home page has loaded, click on the BACK button of the browser to return to your web page.

Close the Internet Explorer window.

## **Get Your Web Page Graded**

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After you have completed all steps above, you have finished the lab. Congratulations! You've made your first web page!