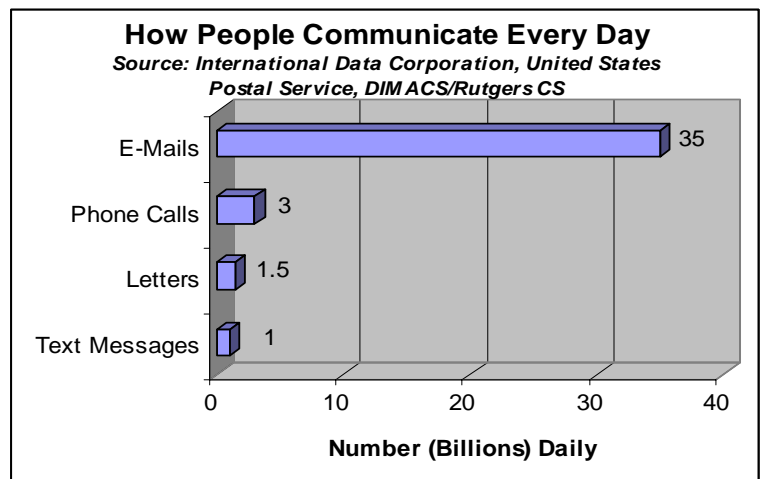## Create a Web Page

Electronic publishing is expected to increase in the future. Businesses use electronic publications to keep employees up to date, families create electronic newsletters to send to relatives around the world, and friends post pictures on the Internet. Many individuals and businesses have Web pages. In fact, businesses are now expected to have some sort of Web presence.

In order to create a Web page that others can access, the page must be hosted by a server. A server is a computer that is connected to the Internet, whose dedicated purpose is to deliver content to other computers.

How People Communicate Every Day
Source: International Data Corporation, United States Postal Service, DIM ACS/Rutgers CS

Method	Number (Billions) Daily
E-Mails	35
Phone Calls	3
Letters	1.5
Text Messages	1

Electronic communication is outpacing other methods of communication.

Web pages are created using a type of programming language called HTML, which is an acronym for "Hypertext Transfer Markup Language." While most people who create Web pages are familiar with this programming language, it is not absolutely necessary to know this language in order to create a Web page. Software applications such as Front Page and Dreamweaver let you create Web pages without knowing HTML. Microsoft Office products such as Microsoft Word and Microsoft Publisher allow users to create simple Web pages.

In this project, you will use Microsoft Word to create a Web page. The Web page will be laid out using a table. Tables ensure that the items on the page will not move around and will look the way you designed them even when viewed by different systems and different Web browsers.

CHAPTER 2 Enrichment Activity

Step-by-Step

1. In Microsoft Word, choose **File**>**New**. In the task pane, select **Web Page**. Notice that the ruler is different and that the View menu indicates that you are now in Web Layout.

Create a Table

2. Create a table that is **3 columns** wide and **13 rows** down.

3. Select all three columns of the first row, and choose **Table**>**Merge Cells**. The entire first row should now be one cell. See Figure 2.1.

4. Choose **Insert**>**Picture**>**WordArt**. Select the Gallery choice that most closely resembles Figure 2.2, and click OK. In the resulting dialog box, key: Timely [Enter] Graphic Design. (See Figure 2.1.)

5. Select the resulting WordArt. On the **Formatting** toolbar, click the **Center Align** button.

6. Select the first two columns of the next four rows. **Choose Table**>**Merge Cells**.

7. Click in this newly merged cell, and choose **Insert**>**Clip Art**. In the Search window, search for a picture of a clock. Click a clock that best resembles the one in Figure 2.2, and choose **Insert**.
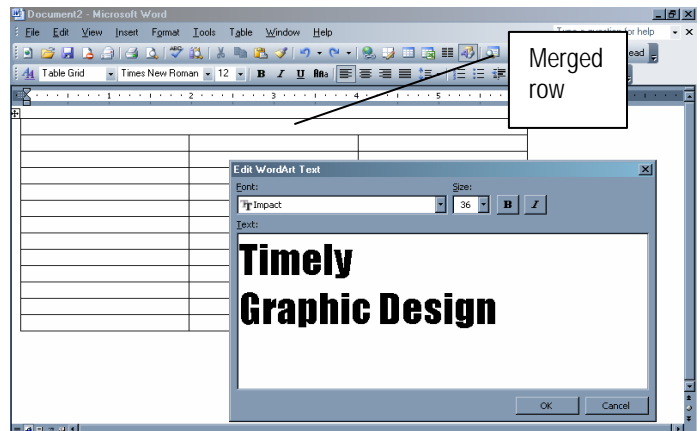

Figure 2.1 You can merge adjacent cells into a single area by choosing Table>Merge Cells.
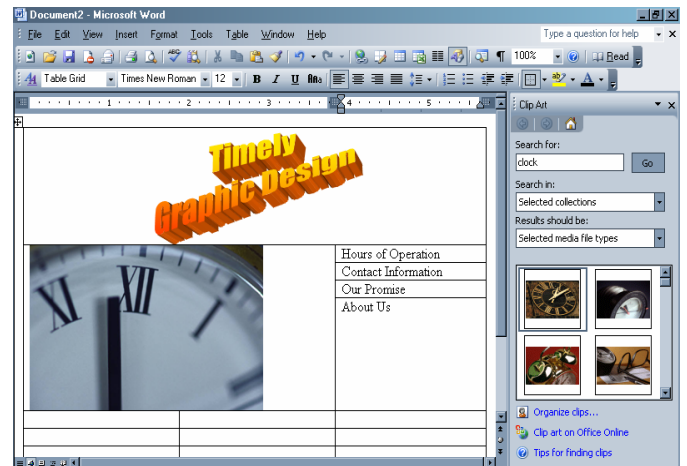

Figure 2.2 Choose clip art from the options in the Clip Art task pane.

8. Right-click the clock picture, and choose **Show Picture Toolbar**.

9. On the Picture toolbar, click the **Crop** button. Click and drag the center bottom handle up toward the middle of the picture to crop it attractively.

10. In the four rows to the right of the picture, key: Hours of Operation, Contact Information, Our Promise, About Us. Use Figure 2.2 as a guide.

11. In the rows below the picture, key the information as shown in the chart below:

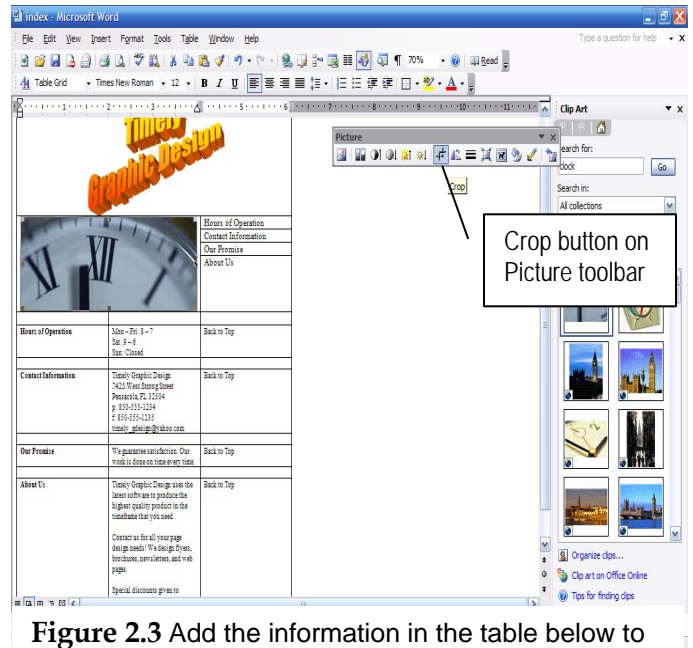Crop button on Picture toolbar

Figure 2.3 Add the information in the table below to the rows below the clock clip art.

Hours of Operation	Mon – Fri: 8 – 7 Sat: 9 – 6 Sun: Closed	Back to Top
Contact Information	Timely Graphic Design 7425 West Strong Street Pensacola, FL 32504 p: 850-555-1234 f: 850-555-1235 timely_gdesign@yahoo.com	Back to Top
Our Promise	We guarantee satisfaction. Our work is done on time every time.	Back to Top
About Us	Timely Graphic Design uses the latest software to produce the highest quality product in the timeframe that you need. Contact us for all your page design needs! We design flyers, brochures, newsletters, and web pages. Special discounts given to long-term customers. See our ad in the phone book.	Back to Top

CHAPTER 2 Enrichment Activity

Create Bookmarks

12. In your table, select Row 7, *Hours of Operation*.

13. Select **Insert**>**Bookmark**. In the resulting dialog box, use a one-word name for the bookmark, such as *Hours*. (See Figure 2.4)

14. Repeat steps 12 and 13 for rows 9, 11, and 13.

Add Hyperlinks

15. In your table, select *Hours of Operation*. Choose **Insert**>**Hyperlink**. In the resulting dialog box, click **Place in the Document**. Choose the appropriate bookmark from the list, and click **OK**. (See Figure 2.5.)

16. Repeat step 15 for the other rows.

17. In your table, select the first *Back to Top* text.

18. Choose **Insert**>**Hyperlink,** and click **Place in Document**. In the resulting dialog, choose **Top of the Document**.

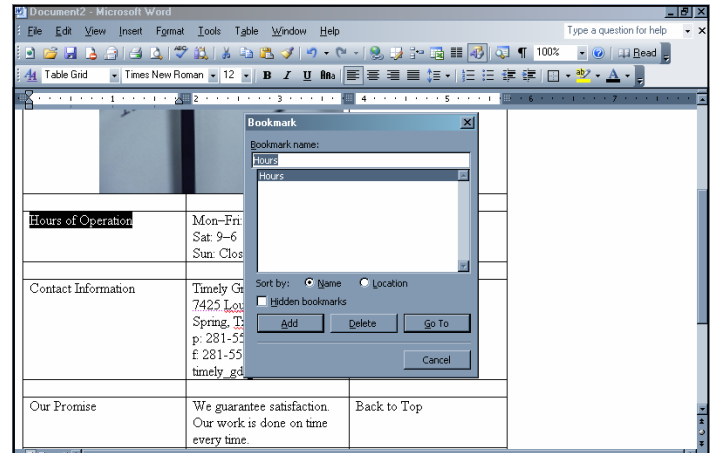19. Repeat steps 17– 18 for each instance of *Back to Top*.

Figure 2.4 Bookmarks allow you to name a certain part of your document for referencing later.
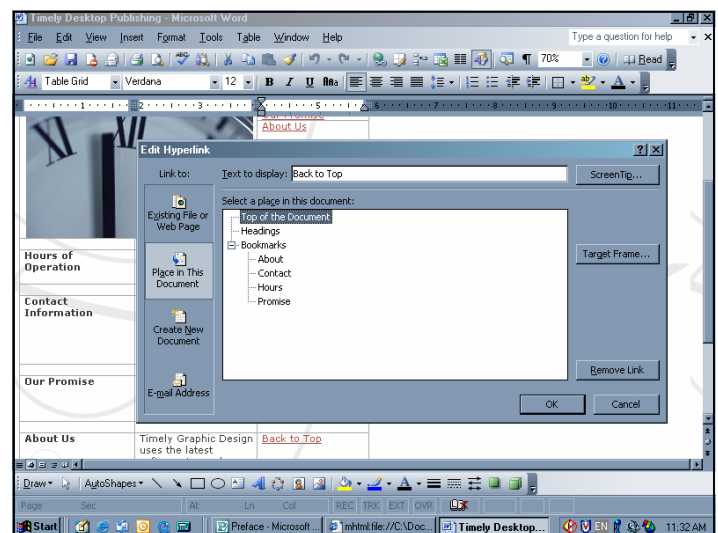
Figure 2.5 Hyperlinks can be made to point to a bookmark, or another file on your computer or the Internet.

CHAPTER 2 Enrichment Activity

Test Hyperlinks

20. Test your hyperlinks by holding the **Ctrl key** and then clicking each hyperlink to be sure that it is linked to the correct location.

21. Choose **Format**>**Theme**, and select **Compass**. Click **OK**.

22. Select the entire table. To make sure you select *only* the table, try selecting from the last cell to the first.

23. On the **Formatting** toolbar, click the **Tables and Borders** button. Choose the **No Borders** option in the Tables and Borders toolbar.

Figure 2.6 Save your document as a Web page and view it in your browser.

24. Choose **File**>**Save As Web Page**. Change the *Save As Type* to **Web Page**. Save your Web page as **Index** (Figure 2.6).

25. Open your Web browser. To view your Web page, click **File**>**Open**, and browse to your saved file.

26. Return to your Word document to make any necessary adjustments to picture size and save again.

27. Proofread your work, being sure that you:
    - Created a table, but made the borders invisible.
    - Placed all elements (text and graphics) in cells of the table.
    - Added information, remembering to use en-dashes and hyphens appropriately.
    - Made bookmarks and hyperlinks that work correctly.
    - Added a theme.
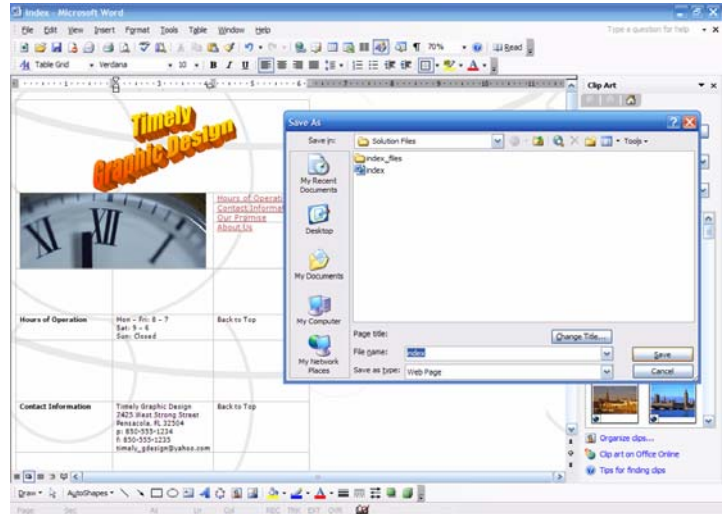   - Saved the document as a Web page.