

# Working Together 1: Word 2007 and Your Web Browser

## Case Study

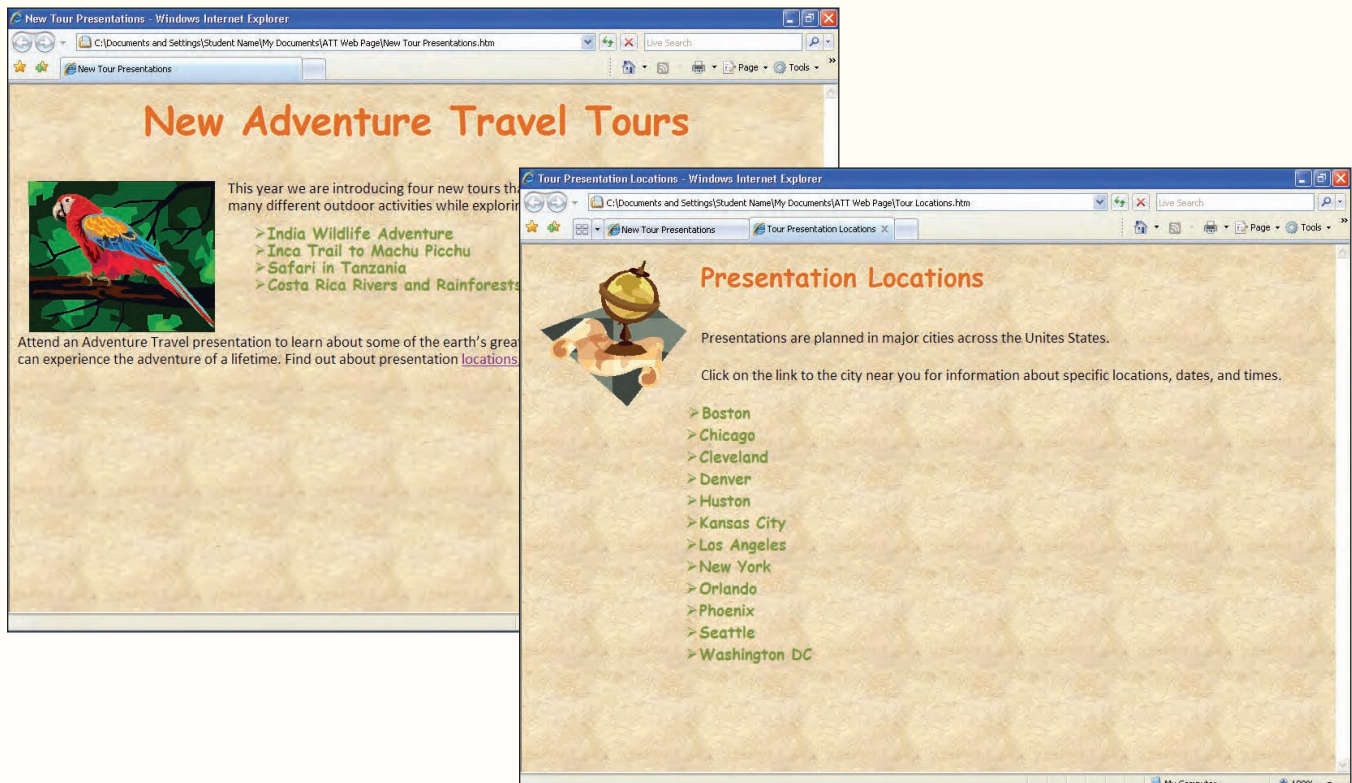
### Adventure Travel Tours

The Adventure Travel Tours Web site is used to promote its products and broaden its audience of customers. In addition to the obvious marketing and sales potential, it provides an avenue for interaction between the company and the customer to improve customer service. The company also uses the Web site to provide articles of interest to customers. The articles, which include topics such as travel background information and descriptions, changes on a monthly basis as an added incentive for readers to return to the site.

You want to use the flyer you developed to promote the new tours and presentations on the Web

site. To do this, you will use Word 2007's Web-editing features that help you create a Web page quickly and easily. While using the Web-editing features, you will be working with Word and with a Web browser application. This capability of all 2007 Microsoft Office applications to work together and with other applications makes it easy to share and exchange information between applications. Your completed Web pages are shown here.

**Note:** The Working Together tutorial is designed to show how two applications work together and to present a basic introduction to creating Web pages.



## **Saving a Word Document as a Web Page**

You want to create a Web page to be used on the company's Web site. A **Web page** is a document that can be used on the World Wide Web (WWW). The Web page you will create will provide information about the tour presentations. Word offers two ways to create or **author** Web pages. One way is to start with a blank Web page and enter text and graphics much as you would a normal document. Another is to quickly convert an existing Word document to a Web page.

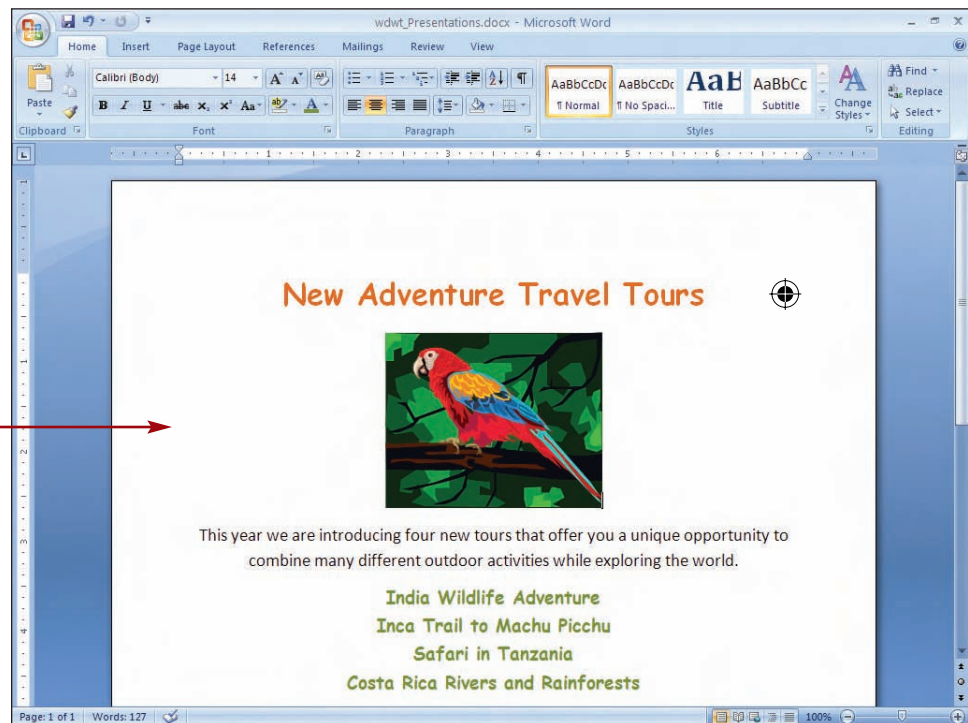
Because the tour flyer has already been created as a Word document and contains much of the information you want to use on the Web page, you will convert it to a Web page document. You made a couple of changes to the flyer, giving it a title that is more appropriate for the Web page and removing the banner. You will use the modified version of the flyer as the basis for the Web page.

**1** Start Word 2007.

Open the file **wdwt\_Presentations** from the appropriate location.

*Your screen should be similar to Figure 1*

Revised flyer



**Figure 1**

Word converts a document to a Web page by adding HTML coding to the document. **HTML (HyperText Markup Language)** is a programming language used to create Web pages. HTML commands control the display of information on a page, such as font colors and size, and the way an item will be processed. HTML also allows users to click on hyperlinks and

jump to other locations on the same page, other pages in the same site, or other sites and locations on the WWW. HTML commands are interpreted by the browser software you are using. A **browser** is a program that connects you to remote computers and displays the Web pages you request.

When a file is converted to a Web page, the HTML coding is added and it is saved to a new file with an .html file extension. You want to save the Web page using the file name **New Tour Presentations** in a new folder.

**2** Click  Office Button and choose Save as.

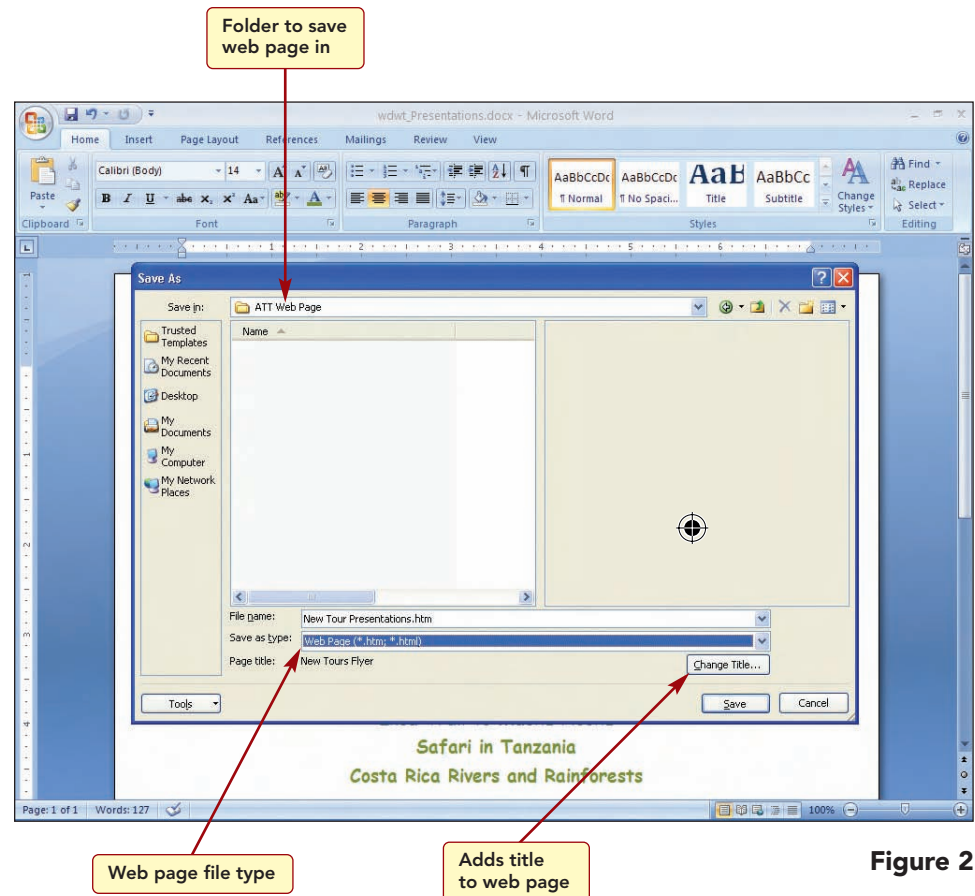
If necessary, change the location to save to the appropriate save location.

Create a new folder named **ATT Web Page**.

Change the file name to **New Tour Presentations**.

From the Save as Type drop-down list, choose Web Page.

*Your screen should be similar to Figure 2*

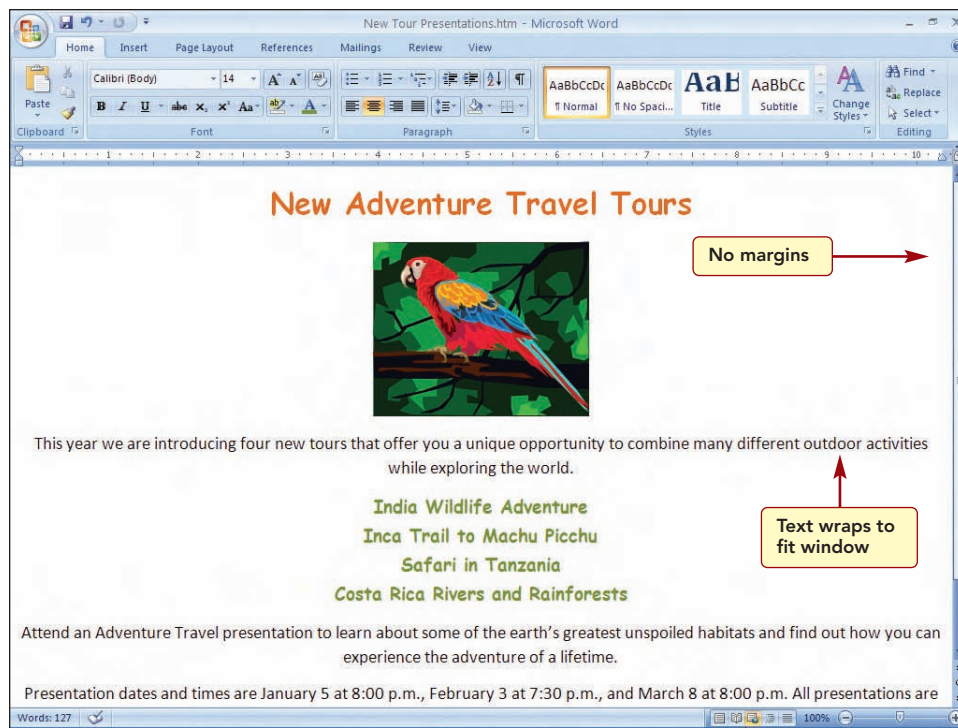


**Figure 2**

You also need to provide a title for the page. This is the text that will appear in the title bar of the Web browser when the page is displayed. You want the title to be the same as the file name.

- 3 Click .
- Change the title to **New Tour Presentations.**
- Click .
- Click .

Your screen should be similar to Figure 3



**Figure 3**

**Additional Information**  
 Some formatting features, such as emboss and shadow effects, are not supported by HTML or other Web browsers and are not available when authoring Web pages.

The flyer has been converted to an HTML document and is displayed in Web Layout view. This view displays the document as it will appear if viewed using a Web browser. This document looks very much like a normal Word document. In fact, the only visible difference is the margin settings. A Web page does not include margins. Instead, the text wraps to fit the window space. However, the formatting and features that are supported by HTML, in this case the paragraph and character formatting such as the font style, type size, and color attributes, have been converted to HTML format.



# Making Text Changes

Next, you want to change the layout of the Web page so that more information is displayed in the window when the page is viewed in the browser. To do this, you will delete any unnecessary text and change the paragraph alignment to left-aligned.

- 1 Delete the last two paragraphs.
- Left-align all the text below the picture.
- Add bullets preceding the list of four tours.
- Increase the font size of the title to 36 points.
- Clear the highlight.

*Your screen should be similar to Figure 4*

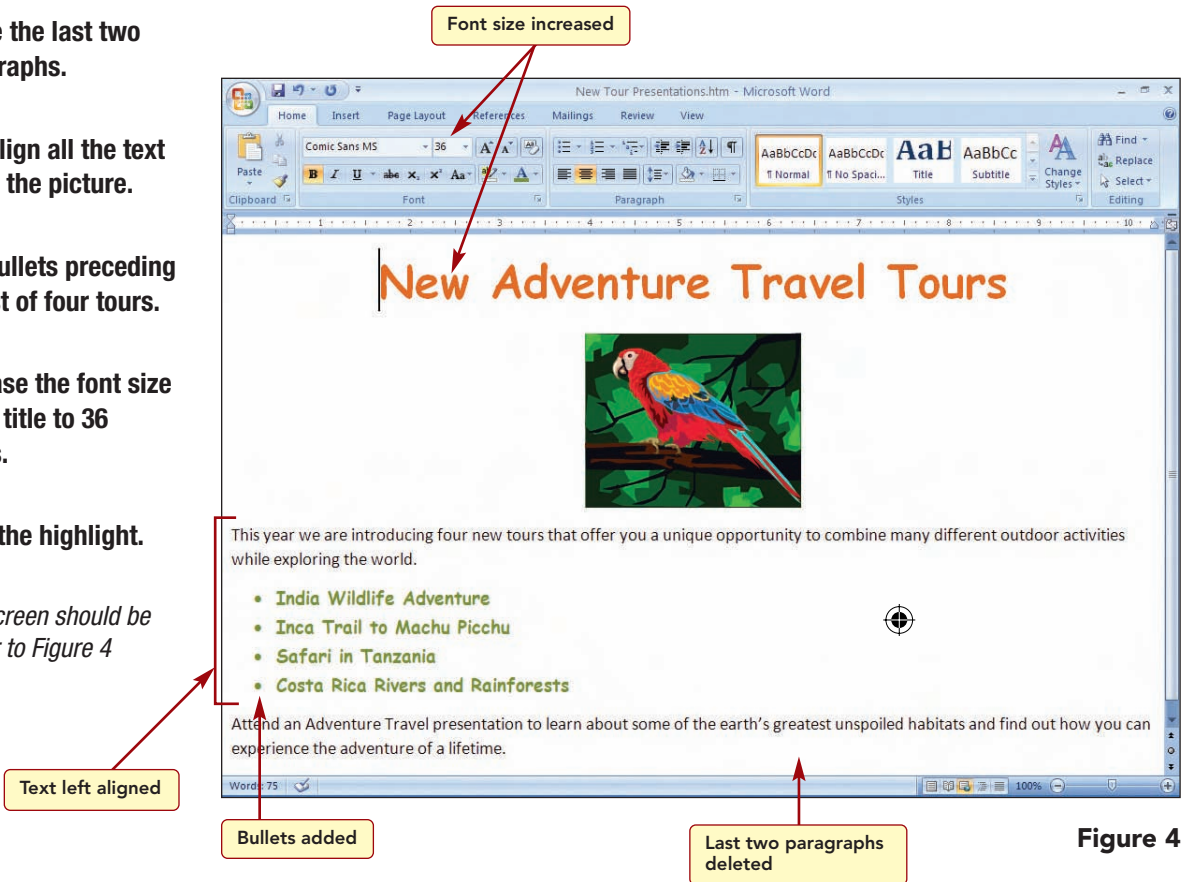


Figure 4

Now, all the information is visible within the window.


## Changing the Picture Layout

### Additional Information

When graphic files are added to a Web page, they are copied to the same folder location as the Web page. The graphic files must always reside in the same location as the HTML document file in which they are used.

Next, you want to move the picture to the left edge of the window and wrap the text to the right around it. Unlike a normal Word document, a Web page document does not have pictures and other graphic elements embedded in it. In an HTML file, each graphic object is stored as a separate file that is accessed and loaded by the browser when the page is loaded. In an HTML file, each graphic object is stored as a separate file that is accessed and loaded by the browser when the page is loaded. Word creates a link to the object's file in the HTML file. The link is a **tag** that includes the location and file name of the graphic file.

Additionally, graphics are inserted into a Web page document as inline objects. You can change the wrapping style and move, size, and format graphic objects in a Web page just like embedded objects in a Word document.

- 1 Click on the picture to select it.
- Drag the picture to the "T" in "This" at the beginning of the first paragraph.
- From the Picture Tools Format tab, click  and select Square.

*Your screen should be similar to Figure 5*

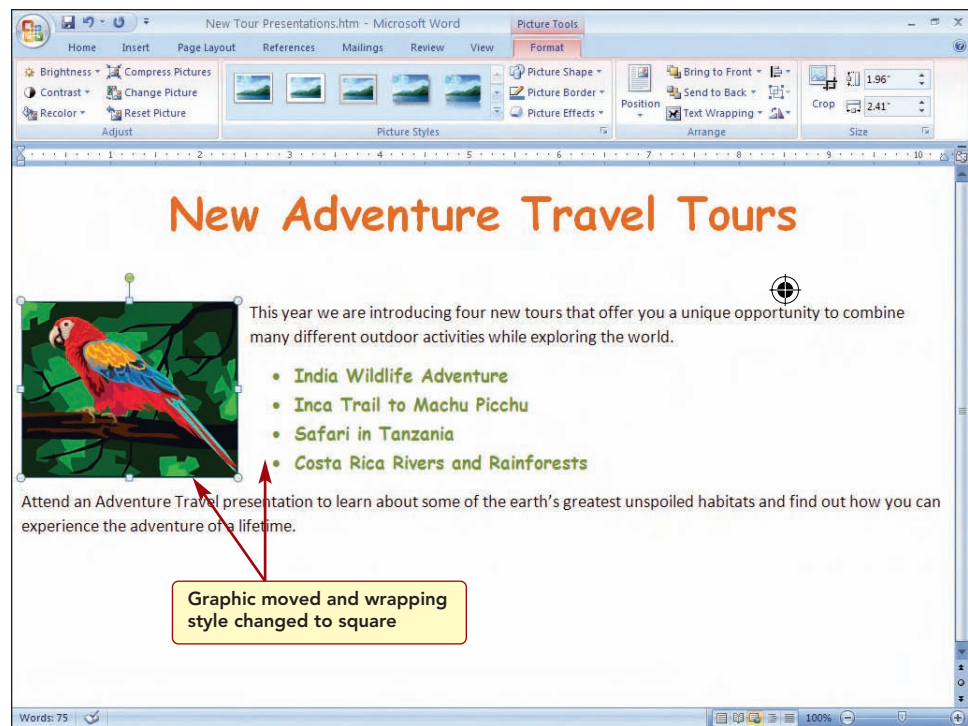


Figure 5

Next, you will make a few other adjustments to improve the appearance.

# Applying Page Color

Because color and design are important elements of Web pages, you can add a background color to the Web page. You think a light blue may look good.

- 1 Deselect the graphic.
- Open the Page Layout tab.
- Click **Page Color** in the Page Background group.
- Point to several different shades of blue to see how they look in Live Preview.

**Additional Information**  
The gallery of colors associated with the default Office theme is displayed.

*Your screen should be similar to Figure 6*

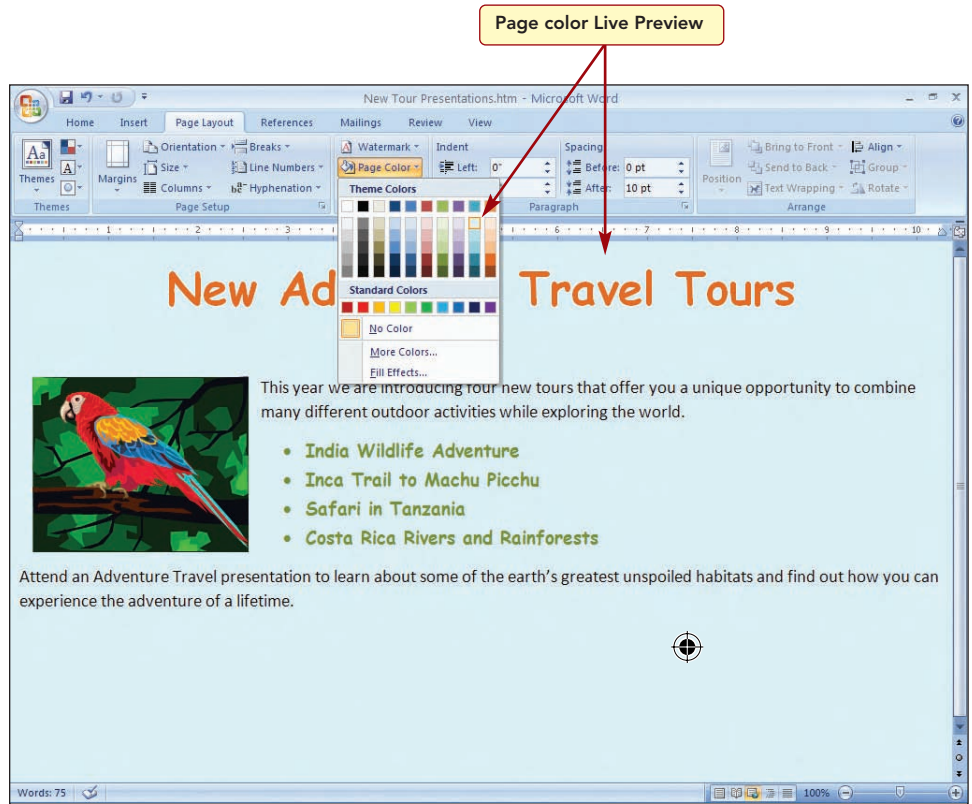


Figure 6

You do not really like how any of these colors look and decide to try a fill effect instead. Fill effects include gradient color, texture, patterns, or pictures. These effects should be used in moderation—you want them to enhance, not detract from, the content. You will try a blue gradient effect first.

**2** Choose Fill Effects.

Choose One color.

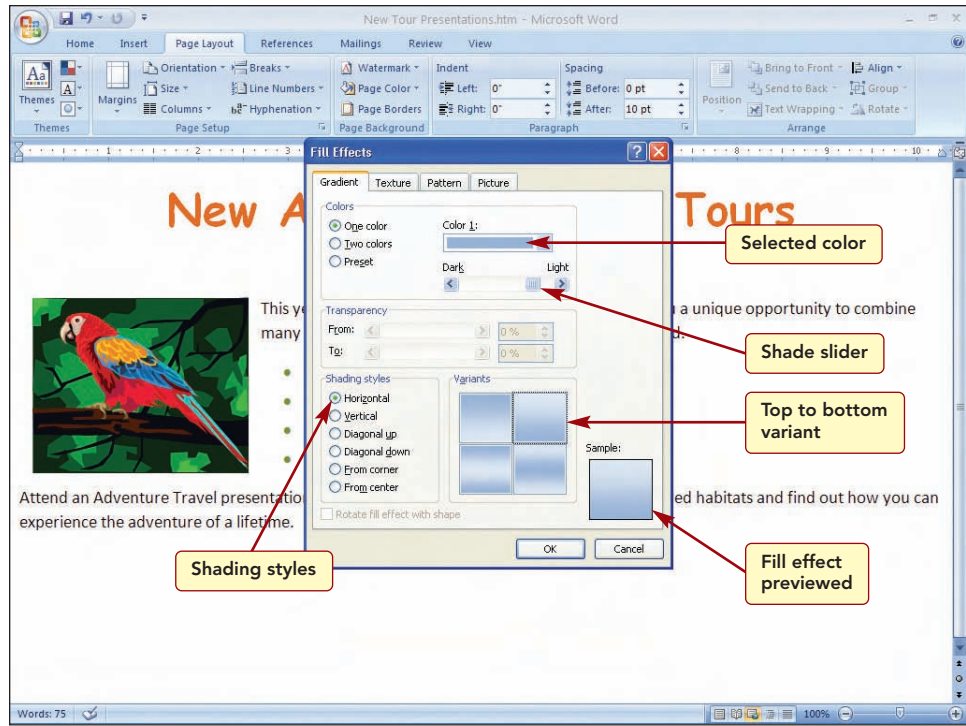
From the Color1 dropdown list, select Blue, Accent 1, Lighter 40%

Drag the shade slider closer to the Light side (see Figure 7).

If necessary, select Horizontal in the Shading styles options.

Select the top to bottom variant (upper-right square).

*Your screen should be similar to Figure 7*



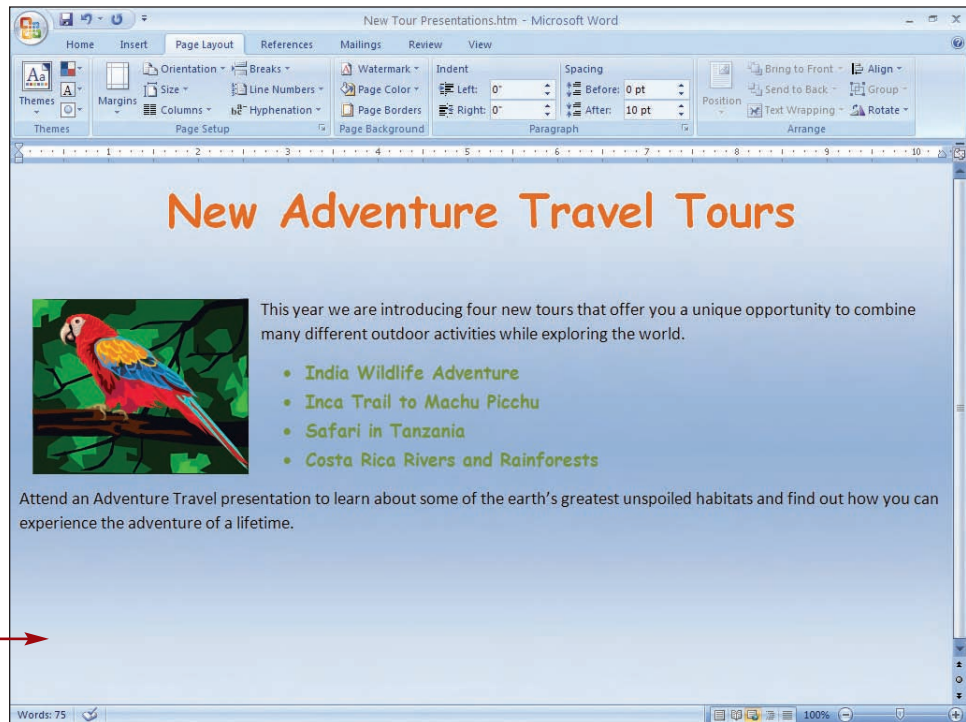
**Figure 7**

The Sample area shows how your color selections will appear. Now you are ready to apply these settings to the page.

**3** Click **OK**.

*Your screen should be similar to Figure 8*

Gradient color applied to page background



**Figure 8**

Although adding gradient color shading looks nice, you still are not satisfied. You will try a texture instead.



4 Click  .

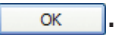
Choose Fill Effects.

Open the Texture tab.

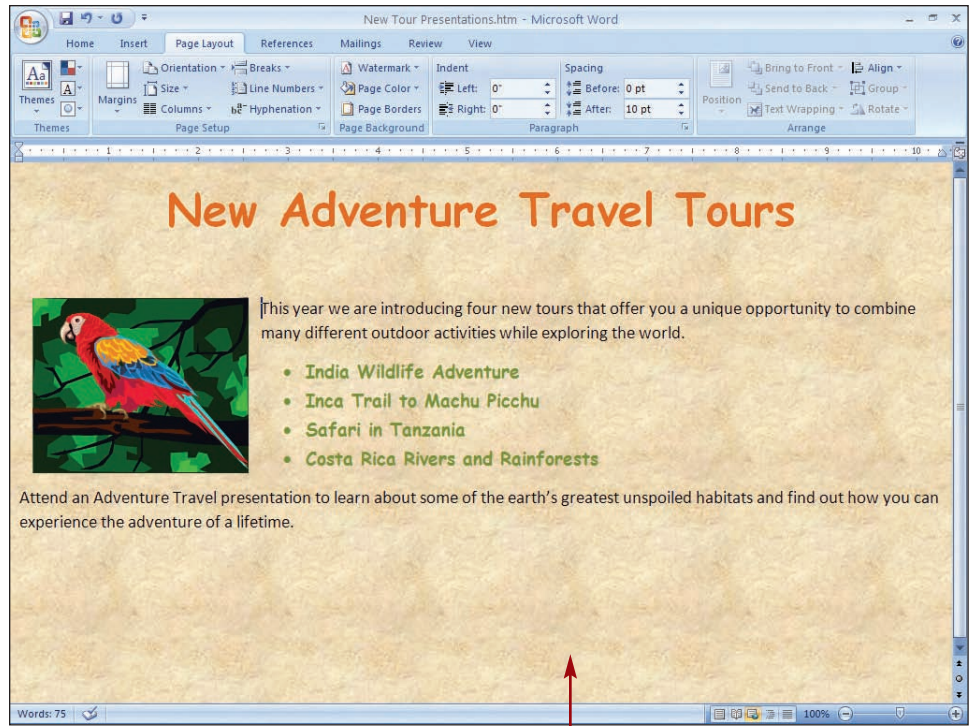
Select the Stationery texture (fourth row, fourth column).

#### Having Trouble?

When you click on a texture, the texture name appears below the list box.

Click  .

*Your screen should be similar to Figure 9*





Texture fill effect applied to page background

Figure 9

You like the more natural effect of this background. 

## Changing Bullet Styles

The last enhancement you want to make is to change the bullet style.

- 1 Select the four bulleted items.
- Open the Home tab.
- Open the  Bullets drop-down gallery.
- Choose  from the Bullet Library.
- Clear the selection.
- Save the changes you have made to the Web page.

*Your screen should be similar to Figure 10*

### Additional Information

Many more graphic bullets are available in the Web Elements folder of the Clip Organizer.



**Figure 10**

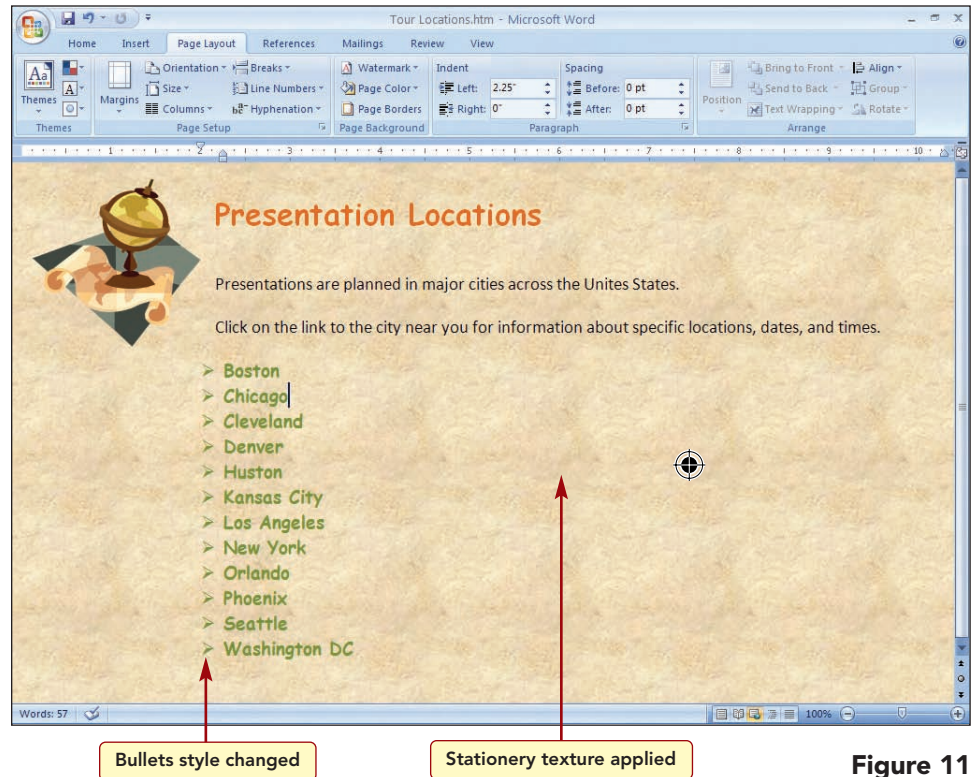
## Creating a Hyperlink

Next, you want to create another Web page that will contain a list of presentation locations. You will then add a hyperlink to this information from the New Tour Presentations page. As you have learned, a hyperlink provides a quick way to jump to other documents, objects, or Web pages. Hyperlinks are the real power of the WWW. You can jump to sites on your own system and network as well as to sites on the Internet and WWW.

The list of tour locations has already been entered as a Word document and saved as a file.

1. Open the file `wdwt_Locations`.
- Save the document as a Web page to the ATT Web Page folder with the file name **Tour Locations** and a page title of **Tour Presentation Locations**.
- Apply the same bullet style to this page.
- Apply the Stationery texture background page color.
- Save the page again.

*Your screen should be similar to Figure 11*



**Figure 11**

Now you are ready to create the hyperlink from the New Tour Presentations page to the Tour Locations page.



2 Switch to the New Tour Presentations window.

Add the following text to the end of the last paragraph: Find out about presentation locations, dates, and times.

Select the text “locations, dates, and times.”

Open the Insert tab.

Select  from the Links group.

#### Another Method

The keyboard shortcut is **Ctrl** + **K**.

Your screen should be similar to Figure 12

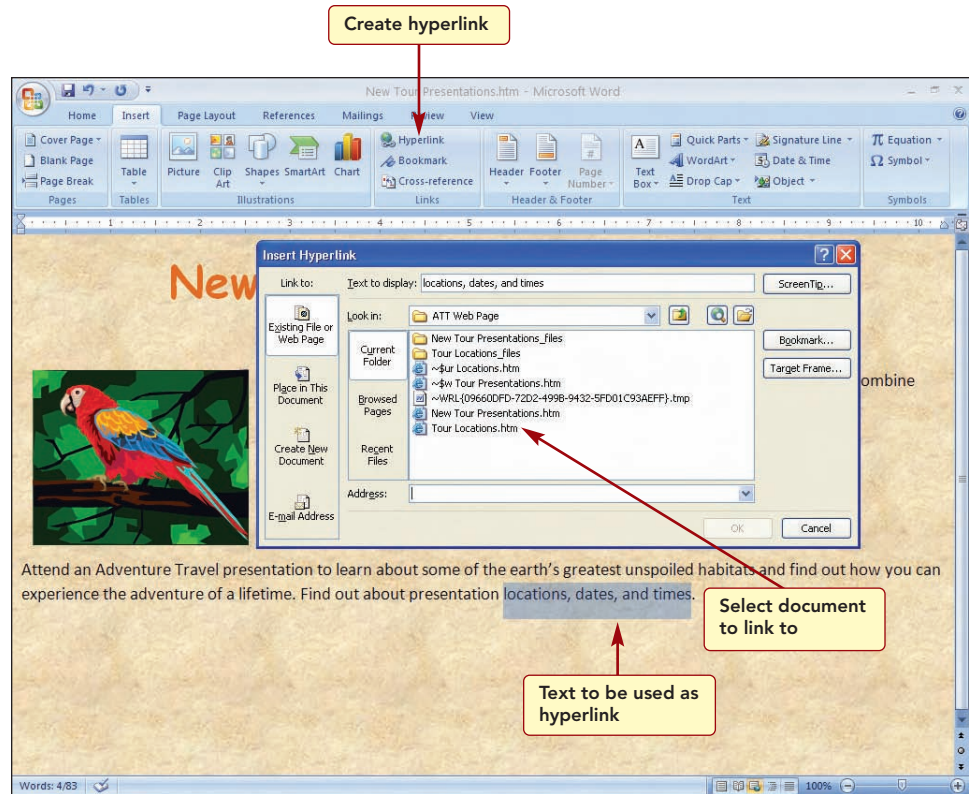
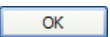


Figure 12

From the Insert Hyperlink dialog box, you need to specify the name of the document you want the link to connect to.

3 Select **Tour Locations.htm** from the file list.

Click .

Save the document.

Your screen should be similar to Figure 13

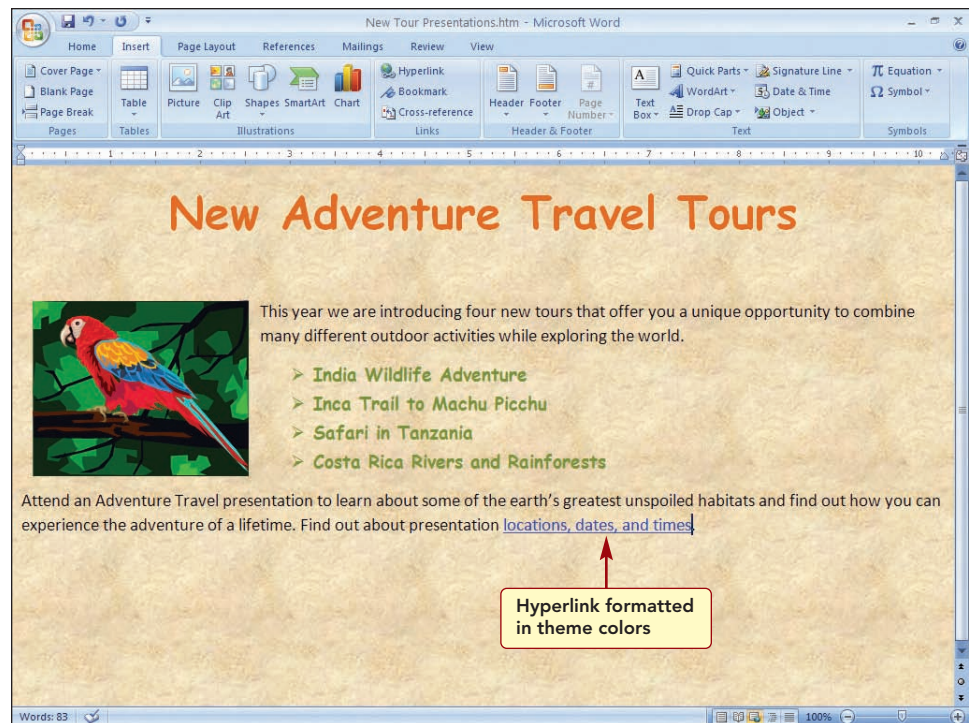


Figure 13

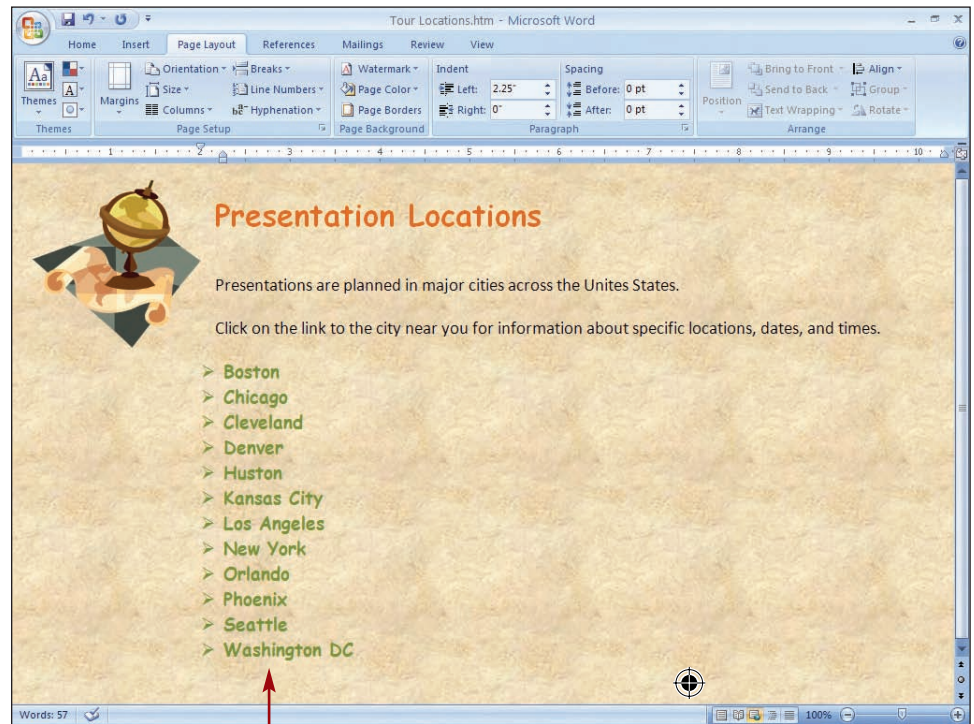


The selected text appears as a hyperlink in the design colors specified by the theme.

Next, you will use the hyperlink to display the Presentation Locations document.

**4** Hold down **Ctrl** and click the hyperlink.

*Your screen should be similar to Figure 14*



**Figure 14**

Because the Locations document is already open in a window, clicking the hyperlink simply switches to the open Word window and displays the page. You plan to add hyperlinks from each location to information about specific location dates and times at a later time.

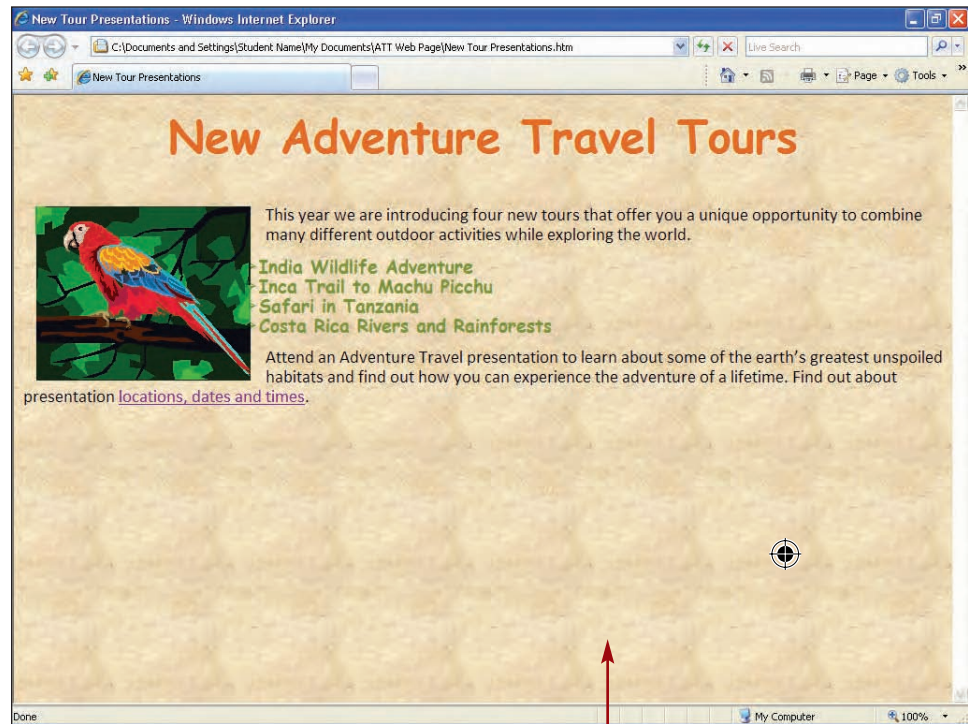
## Previewing the Page

To see how your Web page will actually look when displayed by your browser, you can preview it.

**Note:** The following figures will display Internet Explorer 7. If you are using a different browser or a different version of Internet Explorer, your screens will look different. Additionally, you will need to substitute the equivalent procedures for your browser in the following steps.

- 1 Open your Web browser.
- If necessary, maximize the browser window.
- Open the Location drop-down menu and change to the location containing the ATT Web Page folder.
- Choose **New Tour Presentations.htm** from the ATT Web page folder.


*Your screen should be similar to Figure 15*



Web page previewed in browser window

Figure 15

The Web page you created is displayed in the browser window. Sometimes the browser may display a page slightly differently from the way it appears in Web Page view. In this case, the bulleted list overlaps the picture and the last paragraph wraps to the side of the picture. To stop this from happening, you will insert a special text wrapping break that is used in Web pages to separate text around objects.

- 2 • Switch to the New Tour Presentation document in the Word 2007 application window.
- Select the bulleted list of tours and drag the left indent marker to the 3.25-inch position on the ruler.
- Move to the beginning of the last paragraph, before the word Attend.
- Click  in the Page Setup group of the Page Layout tab.
- Choose Text Wrapping.
- Save the document.
- Turn on the display of formatting marks.

Your screen should be similar to Figure 16

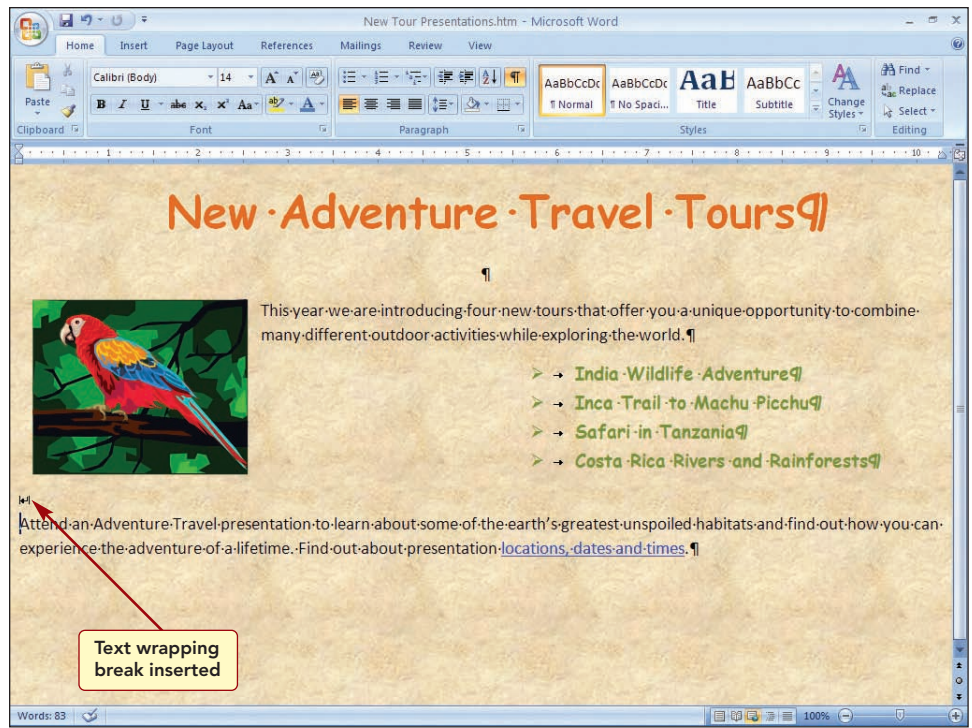


Figure 16

Although the bulleted list does not display as you want it in the Word document, the list will indent appropriately when viewed in the browser. The text wrapping break that was inserted before the paragraph stopped the text following the break from wrapping around the object. The text wrapping break character ¶ is not visible unless you display formatting marks.

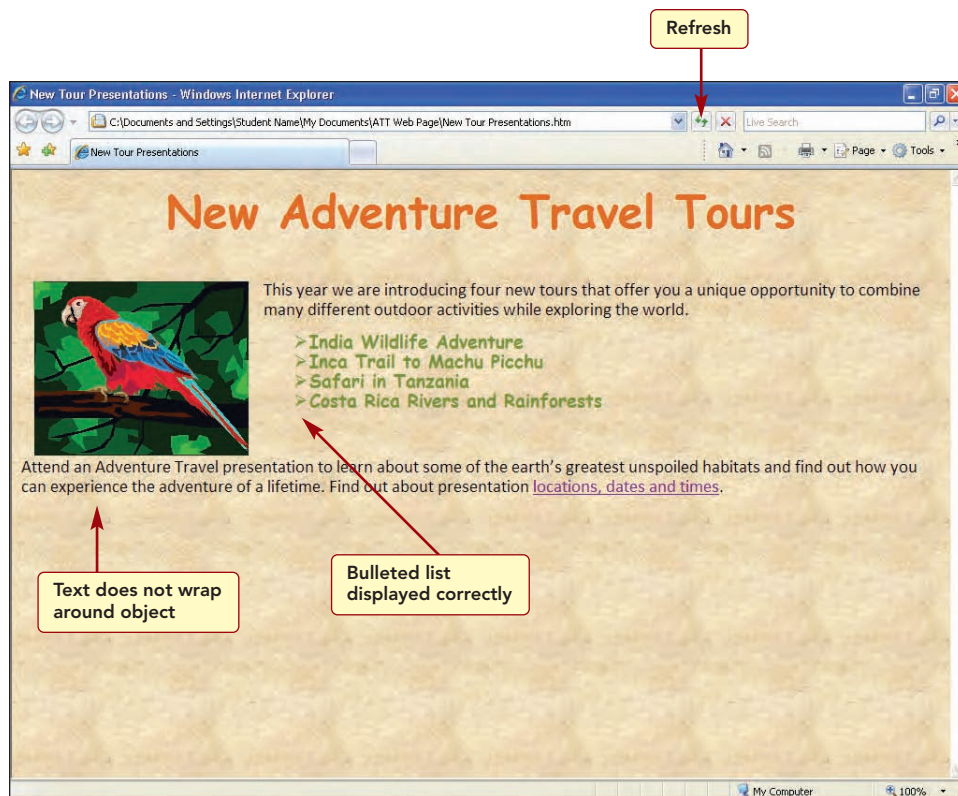


**3** Switch to the browser window and click the Refresh button to see the revised version of the Web page.

**Additional Information**

In Internet Explorer the Refresh button is .

Your screen should be similar to Figure 17



**Figure 17**

Inserting the text wrapping break stopped the text in the last paragraph from wrapping around the object. Next, you will use the hyperlink to open the Presentation Locations Web page in the browser.




- 4 Click on the hyperlink.
- If necessary, open the tour Presentation Locations tab.


*Your screen should be similar to Figure 18*



Linked page opened in Browser

Figure 18

This page looks fine and does not need any additional  formatting.

- 5 Click  in the title bar to exit the browser program.
- Close both documents and exit Word 2007.

## **Making a Web Page Public**

Now that you have created Web pages, you need to make them available on the Internet for others to see them. The steps that you take to make your pages public depend on how you want to share them. There are two main avenues: on your local network or intranet for limited access by people within an organization or on the Internet for access by anyone using the WWW. To make pages available to other people on your network, save your Web pages and related files, such as pictures, to a network location. To make your Web pages available on the WWW, you need to install Web server software on your computer or to locate an Internet service provider that allocates space for Web pages.



## WORKING TOGETHER 1 Word 2007 and Your Web Browser

### key terms

**author** WDWT1.2  
**browser** WDWT1.3


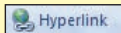
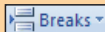
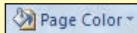
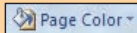
**HTML (HyperText Markup Language)** WDWT1.2

**tag** WDWT1.6  
**Web page** WDWT1.2

### MCAS skills

The Microsoft Certified Applications Specialist (MCAS) certification program is designed to measure your proficiency in performing basic tasks using the Office 2007 applications. Getting certified demonstrates that you have the skills and provides a valuable industry credential for employment. See Reference 2 MCAS Certification Guide for a complete list of the skills that were covered in this lab.

### command summary

Command	Shortcut	Action
 <b>Office Button</b> Save/Save as Type/Web Page		Saves file as a Web page document
<b>Insert tab</b> <i>Links group</i> 	<b>Ctrl</b> + K	Inserts hyperlink
<b>Page Layout tab</b> <i>Page Setup group</i>  /Text Wrapping		Stops text from wrapping around objects in a Web page
<i>Page Background group</i> 		Adds selected color to page background
 /Fill Effects		Adds selected color effect to page background

# Lab Exercises

## rating system

★ Easy

★★ Moderate

★★★ Difficult

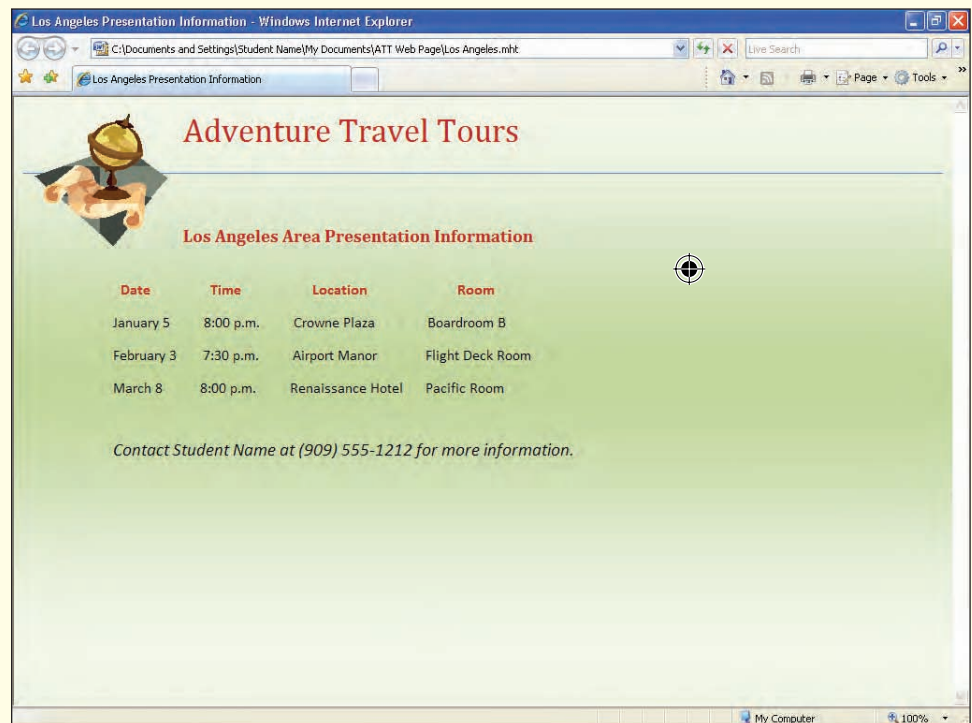
## step-by-step

### Adding a New Web Page ★



1. You want to continue working on the Web pages about the new tour presentations for the Adventure Travel Web site. Your next step is to create links from each location on the Presentation Locations Web page to information about each location's presentation date and times. Your completed Web page for the Los Angeles area should be similar to the one shown here.

- a. In Word, open the Web page file **Tour Locations** you created in this lab.
- b. Open the document **wdwt\_LosAngeles**. Save the document as a Web page to the ATT Web Page folder with the file name **LosAngeles** and a page title of **Los Angeles Presentation Information**.



- c. Change the page color to a gradient fill effect of your choice. Change the first title line to the Title style and the second title line to a Heading 1 style. Change the title lines to a color of your choice.
- d. Increase the font size of the table to 12 points. Add color to the table headings. Enhance the Web page with any features you feel are appropriate.
- e. Two lines below the table, add the text **Contact [your name] at (909) 555-1212 for more information**. Apply the Emphasis style to this line and increase the font size to 14 points.
- f. On the Tour Locations page, create a link from the Los Angeles text to the Los Angeles page. Test the link.
- g. Resave both Web pages and preview them in your browser. Print the Los Angeles Web page.
- h. Exit the browser and Word.

# Lab Exercises

## Converting a Flyer to a Web Page ★★



2. The Westbrook Parks and Recreation Department has asked you to modify the Celebrate Bikes article you created and convert it into a Web page to add to the Web site. Your completed Web page should be similar to the one shown here.

a. Open the file **Bike Event** you created in Step-by-Step Exercise 2 in Lab 1.

b. Convert the article to a Web page and save it as **Celebrate Bicycling** in a new folder. Include an appropriate page title.

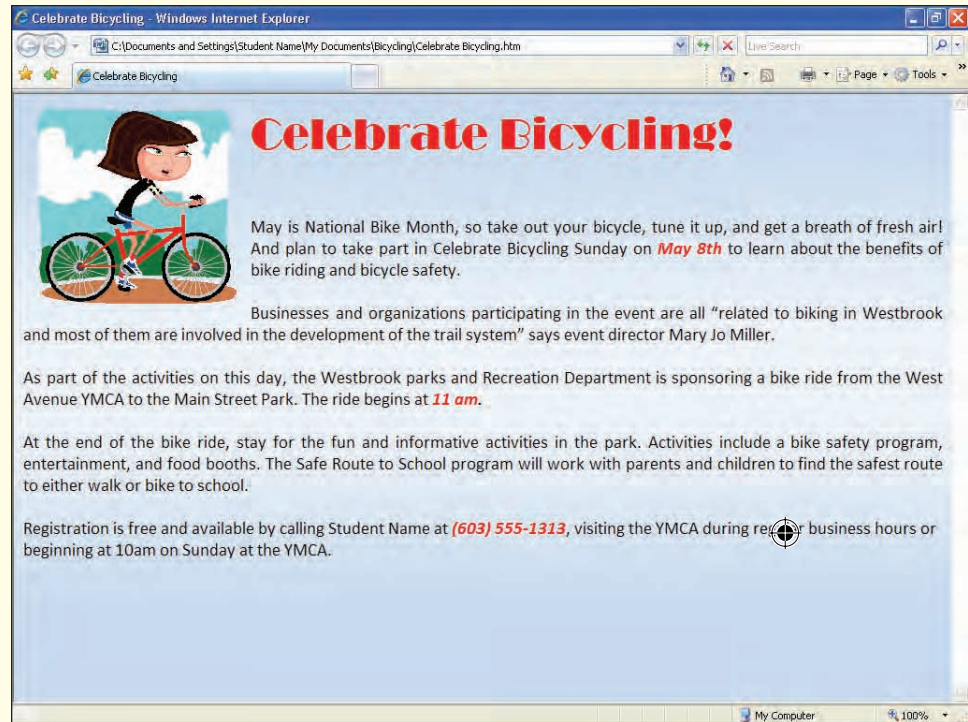
c. Apply a page background color effect of your choice.

d. Change the text wrapping style of the graphic to square. Move the graphic to the left of the title. Left-align the title and increase the size of the title to 36 points. Size and position the graphic appropriately.

e. Delete your name and the date from the document. Add **[Your name] at** before the phone number in the last line.

f. Save the Web page. Preview the page in your browser. Adjust the layout as needed. Close your browser. Resave the Web page.

g. Print the Web page.

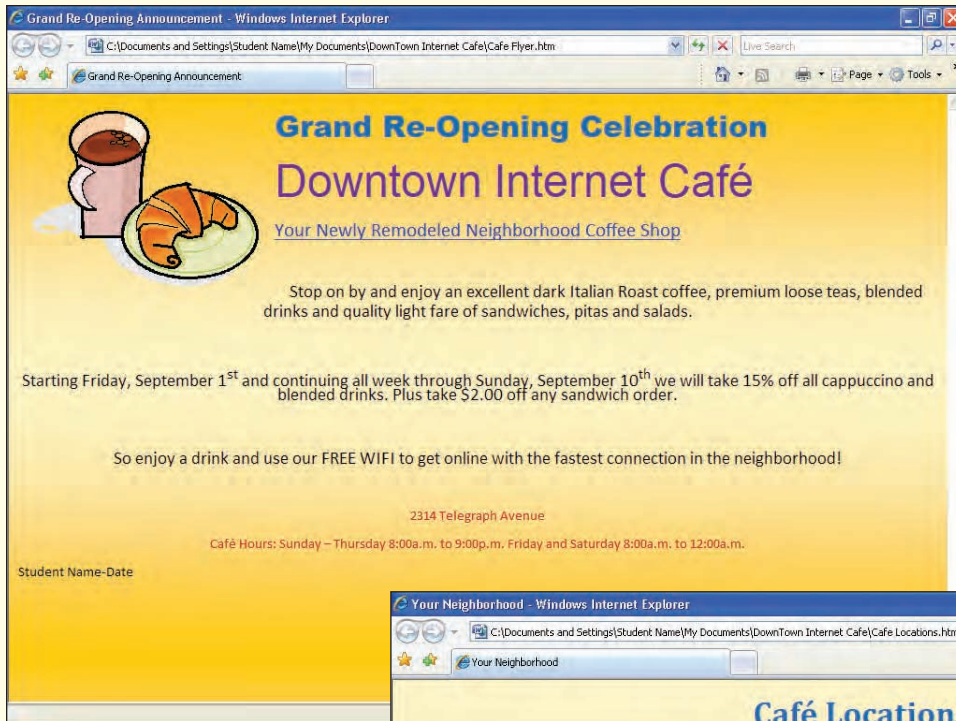




## Advertising on the Web ★★★



3. You would like to advertise the grand re-opening of the Internet Café on the Web. You plan to use the information in the advertisement flyer you created as the basis for the Web pages. Your completed Web pages should be similar to those shown here.



# Lab Exercises

- a. Open the file [Grand Re-Opening](#) you created in Step-by-Step Exercise 3 in Lab 1. Convert the document to a Web page, add a title of **Grand Re-Opening Announcement**, and save it as [Café Flyer](#) in a new folder.
- b. Delete the graphic. Insert the image [wdwt\\_Coffee](#). Change the picture text wrapping style to square. Move the picture to the left of the three title lines, as shown above, and size it appropriately. Left-align the three title lines.
- c. Save the changes.
- d. Open the file [wdwt\\_Café Locations](#). Save the document as a Web page to your Web Page folder with the file name [Café Locations](#) and a page title of **Your Neighborhood**.
- e. Create a link from the text **Your Newly Remodeled Neighborhood Coffee Shop** in the Café Flyer page to the Locations page. Test the link.
- f. Enhance the pages with any features you feel are appropriate.
- g. Resave the Web pages and preview them in your browser.
- h. Print the pages.

