

# Microsoft Word

## Lesson 8: Creating Web Pages and Graphics

### Overview-Lesson Learning Objectives:

This lesson presents the students with creating a simple Web page. It also presents the graphic and hyperlinks abilities to enhance the Web page. The students will learn the following skills:

- Creating a Web Page with a Template
- Saving a Document as a Web Page
- Inserting Clip Art
- Formatting Clip Art
- Adding and Formatting AutoShapes
- Inserting a Picture from a File
- Using WordArt
- Inserting Hyperlinks
- Previewing and Editing a Web Page

### Teaching Tips and Strategies:

#### **Creating a Web Page with a Template: (WD 8.2)**

Word 2002 can be used to create web pages in the same way as you create any Word document. A web page can be developed using the Web Page Template, Web Page Wizard or saving any Word document as a web page.

One of the advantages of using a Web Page Template is that Word will make features that are not supported by your target browser unavailable so that you don't have to worry about how your formatting will look in the Web browser.

Templates provide placeholders text, which is formatted with certain characteristics.

#### **Saving a document as a Web Page: (WD 8.4)**

Any Word document can be saved as a Web Page without learning the HTML codes. Once the file is saved it could be moved to the Web server for publishing on the Web.

#### **Inserting a Clip Art: (WD 8.6)**

It is said, "Pictures are like thousand words." Word allows you to insert clip arts into the Word document to enhance the appearance. Word 2002 comes with many clip arts that are stored in the Clip Gallery.

A clip is any single media file. A media may consist of picture, sound, movies or animation.

#### **Formatting Clip Art: (WD 8.8)**

You can format any clip art for size, color, brightness, etc. through the Format Picture Dialog Box.

#### **Adding and Formatting AutoShapes: (WD 8.10)**

AutoShapes are ready-made shapes that include basic shapes, such as rectangles, circles, lines, connectors, arrows, etc.

**Inserting a Picture from a File: (WD 8.14)**

Sometimes you may require inserting a picture such as a scanned image into your document. The Insert Picture dialog Box allows you to add the graphics easily.

**Using WordArt: (WD 8.16)**

Using the WordArt feature, you can create shadowed, skewed, rotated, and stretched text. The text is then considered to be a graphic object and can enhance the effect using the Drawing toolbar.

**Inserting Hyperlinks: (WD 8.20)**

Hyperlinks are colored and underlined text or a graphic that you click to go to a particular location on the World Wide Web.

**Previewing and Editing a Web Page: (WD 8.22)****Inserting a Diagram: (WD 8.24)****Lecture Notes**

## Creating a Web Page with a Template

Placeholders

Templates Dialog Box (figure 8-1)

Web Page created using a Template (Figure 8-2)

## Saving a Document as a Web Page

Set Page Title Dialog Box (Figure 8-3)

Save As Dialog Box (Figure 8-4)

## Inserting a Clip Art

Insert Clip Art Task Pane (Figure 8-5)

Clip Art inserted in a Document (Figure 8-6)

Clip Organizer Window (Figure 8-7)

## Formatting Clip Art

Resizing the Clip Art (Figure 8-8)

Formatted Clip Art (Figure 8-9)

Format Picture Dialog Box (Figure 8-10)

## Adding and Formatting AutoShapes

AutoShapes

The Down Ribbon Option (figure 8-11)

The Drawing Canvas (Figure 8-12)

Down Ribbon AutoShape (Figure 8-13)

Modified AutoShape (Figure 8-14)

Fill Effects Dialog Box (Figure 8-15)

Completed Down Ribbon (Figure 8-16)

## Inserting a Picture from a File

Inserting from File Option (Figure 8-17)

Insert Picture Dialog Box (Figure 8-18)

Logo Inserted from File Option (Figure 8-19)

## Using WordArt

WordArt Gallery Dialog Box (Figure 8-240)

Edit WordArt Text Dialog Box (Figure 8-21)

WordArt Toolbar (Figure 8-22)

WordArt Toolbar buttons (table 8-1)

Inflate Top Option (Figure 8-23)

WordArt after Inflate Top Option (Figure 8-24)

## Inserting Hyperlinks

Hyperlinks

- Insert Hyperlink Dialog Box (Figure 8-25)
- Hyperlink Screen Tip Dialog Box (Figure 8-26)
- Hyperlink inserted in a document (Figure 8-27)
- Previewing and editing a Web Page
  - Previewing a Web Page (Figure 8-28)
  - Previewing Corrected Web Page (Figure 8-29)
- Inserting a Diagram
  - Diagram Gallery Dialog Box (Figure 8-30)
  - Diagram with Shape Added (Figure 8-31)
  - Diagram with AutoFormat Applied (Figure 8-32)

## Text Solutions

### A. Identify Key Features

1. Insert hyperlink Button (WD 8.21)
2. Hyperlink Screen Tip (WD 8.21)
3. Word Art Style (WD 8.17)
4. Word Art Toolbar (WD 8.17)
5. Clip Art (WD 8.7)
6. Text Wrapping (WD 8.18)
7. Drawing Toolbar (WD 8.11)
8. Sizing handle (WD 8.9)
9. Hyperlink Text (WD 8.20)

### B. Select the best Answer

10. d (WD 8.4)
11. g (WD 8.6)
12. h (WD 8.8)
13. e (WD 8.10)
14. a (WD 8.10)
15. c (WD 8.14)
16. f (WD 8.20)
17. b (WD 8.22)

### C. Complete the Statement

18. d (WD 8.22)
19. b (WD 8.20)
20. b (WD 8.16)
21. a (WD 8.10)
22. c (WD 8.4)
23. c (WD 8.10)
24. d (WD 8.17)
25. d (WD 8.18)