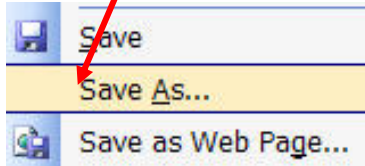# Web Page for Proficiency III *(Web Based Learning Activity)*
Creating & Saving a Microsoft Word Doc as a Web Page
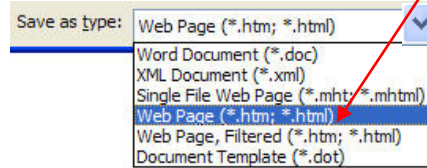
1. Open a blank Microsoft Word document.

2. Click **File** > **Save As** *(NOT "Save As a Web Page")*

3. Change **Save as type:** Choose Web Page (*htm; *html) from the pop-down window.

*Do **NOT** choose "Single File Web Page" or "Web Page Filtered"*
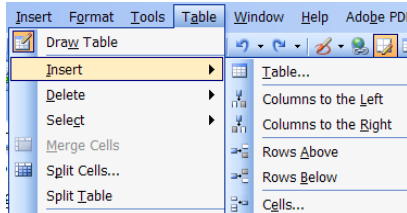

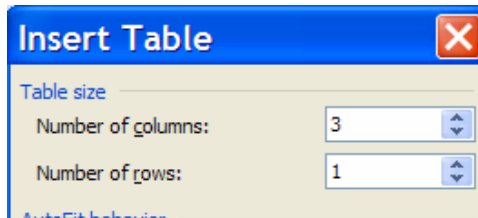**4.** Type the **File Name**. (Use your last name_topic title)

Examples:

5. Go to <u>Table > Insert > Table</u> in the menu bar.
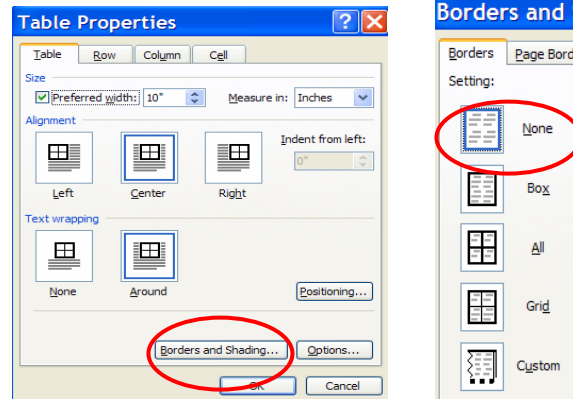

6. Change Columns to 3 and **Rows** to 1.

You can insert more columns & rows, if desired.

7. Click inside of a cell and then go to **Table > Table Properties.**

8. Click **Borders and Shading**.
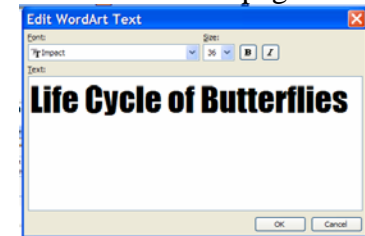
9. In the next window click **None**. (This makes the table invisible on the web page.)

10. Click inside the center cell to place the insertion point (cursor).

11. Click WordArt... .

12. Choose a WordArt design. Click OK.

13. Type a title for the web page.

14. Click OK.

15. Save as you work by clicking the icon or use the shortcut keys. (Ctrl + S)

Web Page for Proficiency III *(Web Based Learning Activity)*
CONTINUED

16. Insert graphics in the other cells of the table. *(The cells will keep the graphics in the correct location.)*
- Insert Clipart.
- Insert From File.

Make sure credit is given at the bottom of the web page for all graphics, especially any copied from the Internet. Check all copyright requirements from the graphic source.

17. Identify & Include on the web page:
- **Task Definition**
- **Information** students are requested to find (facts, opinions, statistics, photos, music)
- **Questions** you want answered.
- **Description of the product** students will produce to display the results of their collected information.

18. Format the Page
- Change font, text color, size, etc.
- Add bullets as needed.
- Change the background color.

19. Insert hyperlinks. See the "Hyperlink_Help Card" for assistance.

Minimum:
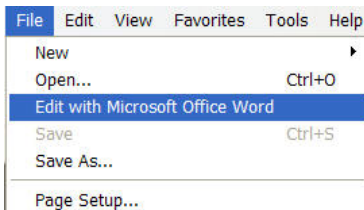- 6 free Web resource links
- 3 subscription database links

20. Make sure the sites you include have been checked for:
- authority
- accuracy
- currency
- reliability

21. Save often!!!!

To Edit or Add to the Page

1. Open the web page you saved in your H:drive.
2. Go to **File to Edit with Microsoft Office Word.**

File	Edit	View	Favorites	Tools	Help
New					▶
Open...				Ctrl+O
Edit with Microsoft Office Word				
Save				Ctrl+S
Save As...				
Page Setup...				

3. Make corrections.
4. Add additional information.
5. Save as you go. Choices for saving:
   - Click on the SAVE 💾 icon.
   - Use CTRL + S
   - Go to File > SAVE.

This continues to save the file in your H:drive.

Option 1: To Submit the Web Page

1. Open the saved web page file & then g*o to **File to Edit with Microsoft Office Word.** (This step is only if you are not already editing the page.)*

2. **Go to SAVE AS.**

3. Change **Save as type:** Choose Web Page (*htm; *html) from the pop-down window.
   *Do **NOT** choose "Single File Web Page" or "Web Page Filtered"*

4. In the **Save in:** space navigate to: **My Computer >LISDcomm > Proficiency 3 > Campus folder > Grade or Ancillary folder**

5. **Double-check:**
   - File name: last name_topic description
   - Save as Type: web page
   - Save In: Your Grade Level folder (see above)
6. Click **SAVE.**

Option 2: To Submit the Web Page

1. After completing the web page save a final time in your H:drive.
2. Close the web page. Close Microsoft WORD.
3. Open your H:drive folder and locate the web page file in the Prof. III folder.
4. Copy the file: (Options)
   - Right-click on the file and go to copy.
   - Highlight the file and use CTRL + C to copy.
   - Highlight the file and go to Edit to Copy.
5. Paste it in the designated location.

IMPORTANT!
Email the Proficiency III Workshop facilitator (usually your ITS) that you have submitted the web page & what you named the file.