

Create a webpage using word

We are going to create a simple web page using word. We will NOT be posting these sites to the web since they contain personal information.

The site is just for me to know a little more about you and for you to practice creating a web page using word. Please note you can click on any item below to see a short video clip on how to do the step – or click here to see a complete video

- 1) Open a new word blank document
- 2) Choose a "theme" for your site
 - a. Click on the Page Layout tab > Choose Themes > pick a color scheme you like – note you won't see anything until you start typing
 - b. Click on Page Color> Fill Effects> Pattern
- 3) Type a question – choose a Style (under the home tab) for all your questions
- 4) Type an answer – choose a different Style for the answer – use bullets for multiple item questions
- 5) Add Clip art (insert tab> Clip art) – in clip art you can search for animations.
- 6) Answer at least 10 questions for a B – all questions for an A
- 7) Insert a hyperlink to a website
- 8) Save as a web page- Office Button> Save As> Other Formats > Choose File type Single Web Page
- 9) View as a web page – Open internet explorer, Click File>Open>Browse for your file

Directions	Points Possible	Score
10 to 16 questions answered	15-20	
Formatted background	5	
Used consistent style for all questions	5	
Used consistent style for all answers (made to look differently than questions)		
Use of Bullets	5	
Use of clip art or animation (5 to 10 images)	5-10	
Use of Style for Title	5	
Use of class time	5	

Use of a hyperlink to website	5	
Total	50-60	