



## Web Feature

# Creating Web Pages Using PowerPoint



## Objectives

You will have mastered the material in this Web feature when you can:

- Preview and save a presentation as a Web page
- Customize the Quick Access Toolbar
- Display Web pages created in PowerPoint in a browser
- Complete file management tasks within PowerPoint

## Web Feature Introduction

The graphic design power of PowerPoint allows you to create vibrant presentations that convey information in a clear, interesting manner. Some of these presentations are created for small, specific audiences, such as student club members planning a fundraising activity. In this case, the presentation may be shown in an office. Other presentations are designed for large, general audiences, such as potential students planning a campus visit. These students can view the presentation on their school's **intranet**, which is an internal network that uses Internet technologies. On a grand scale, you can inform the entire world about the contents of your presentation by posting your slide show to the World Wide Web.

### BTW Planning Web Pages

If your slide show will be shown only as a Web page, you can use smaller font sizes than you generally would use in slides designed to accompany a lecture. Also, attempt to minimize the number of graphic elements on your slides so the pages load quickly. Audience members viewing your PowerPoint presentation using a browser generally prefer light colors for slide backgrounds and dark colors for fonts.

## Project — Web Page

Figure 1a shows the presentation describing yoga fundamentals in Slide Sorter view. The Fitness Center director at your school requests that the information in the slide be made available on the school's intranet for employees and student workers to view. In order to accomplish this task, you must save the presentation as a Web page.

You can save a presentation, or a portion of a presentation as a Web page. The saved **Web page** is a snapshot of the presentation. It is similar to a running slide show in that you can view it, but you cannot modify it. In the browser window, the presentation appears as it would in Microsoft PowerPoint, including a Next Slide button you can click to advance the slides. As illustrated in Figure 1, this Web feature shows you how to save a presentation (Figure 1a) as a Web page (Figures 1b through 1e) and view it using your browser.

PowerPoint allows you to **publish presentations**, which is the process of making existing presentations available to others on the World Wide Web or on a company's intranet, when you use the Save As command on the Office Button menu and choose to save a presentation as a Web page. If you have access to a Web server, you can publish Web pages by saving them on a Web server or on an FTP location. To learn more about publishing Web pages on a Web server or on an FTP location using Microsoft Office applications, refer to Appendix D.

This Web feature illustrates how to create and save the Web pages on a USB flash drive, rather than on a Web server. This feature also demonstrates how to preview a presentation as a Web page and create a new folder using the Save As dialog box.

### BTW Checking Your Web Page

Be certain to verify that your presentation displays correctly using a variety of Web browsers. Check it in current and previous versions of Internet Explorer, Mozilla Firefox, and Netscape Navigator, and also view it using the PC and Apple computers.

## Overview

As you read through this feature, you will learn how to create the yoga Web pages shown in Figures 1b, 1c, 1d, and 1e by performing these general tasks:

- Preview and save PowerPoint presentations as Web pages.
- Add a button to the Quick Access Toolbar.
- Use Windows Explorer to view Web pages.

## Using Web Page Preview and Saving a PowerPoint Presentation as a Web Page

At any time during the construction of a presentation, PowerPoint makes it easy to preview how it will display on an intranet or on the World Wide Web by using the Web Page Preview command. When you invoke the Web Page Preview command, it starts your browser and displays the active slide in the presentation as a Web page without saving files. By previewing

your slide show, you can decide which features look good and which need modification. The left side of the window includes the navigation frame, which is the outline of the presentation. The outline contains a table of contents consisting of each slide's title text. You can click the Expand/Collapse Outline button below the navigation frame to view the complete slide text. The right side of the window shows the complete slide in the slide frame. The speaker notes, if present, are displayed in the notes frame below the slide frame. Once the preview is acceptable, you then can save the presentation as a Web page. The Web Page Preview command is not available on the Ribbon, but you can add the command to the Quick Access Toolbar.

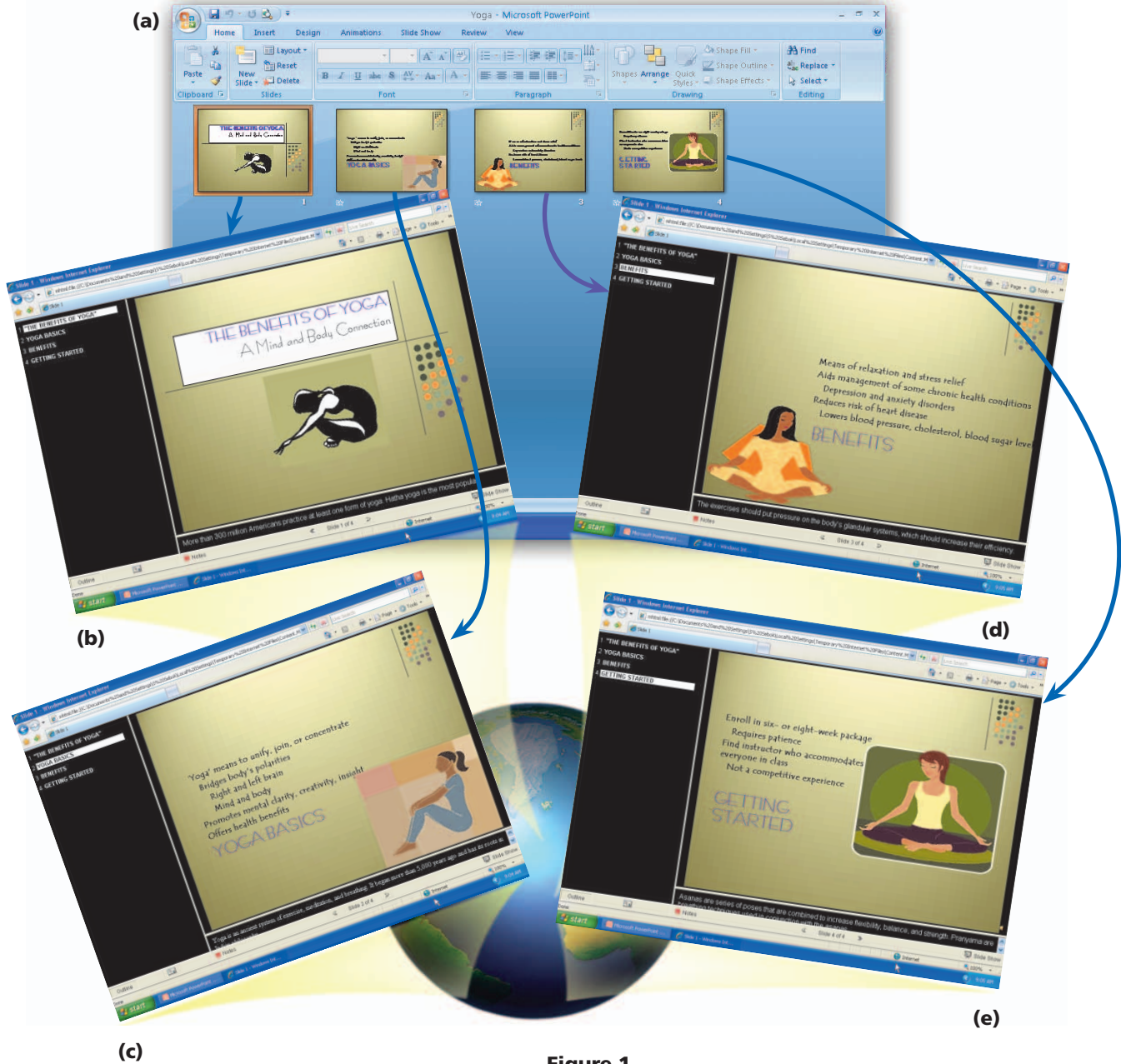


Figure 1

**Plan Ahead**

**General Project Guidelines**

When creating the yoga Web pages, the actions you perform and decisions you make will affect the appearance and characteristics of the finished presentation. As you create Web pages, such as the project shown in Figure 1, you should follow these general guidelines:

1. **Develop an effective presentation.** Your slide show should provide essential information to a specific audience. Text should be essential and meaningful. Graphics, such as illustrations, and color should add visual appeal and promote understanding. Ask someone else to view your presentation and give you suggestions for improvements.
2. **Preview and review the Web pages created from your PowerPoint presentation.** Preview the Web page to assess readability and visual interest. Be certain to test your finished Web page document in at least one browser program to check if it looks and works as you intended.
3. **Publish your Web page.** Once you have created a Web page, you can publish it, which makes it available to others on a network, such as the World Wide Web or a company's intranet. Many Internet service providers offer storage space on their Web servers at no cost to their subscribers. The procedures for using Microsoft Office to publish a Web page are discussed in Appendix D.

This Web Feature focuses on the second guideline, identifying the actions you perform and the decisions you make during the creation of the Web pages shown in Figure 1. Chapters 1 and 2 presented details about how to accomplish the goals of the first guideline listed above, and Appendix D presents details about how to achieve the goals of the last guideline.

**To Add a Button to the Quick Access Toolbar**

Many commands available in PowerPoint are not included on any of the tabs on the Ribbon. You can, however, add such commands to the Quick Access Toolbar. One such command allows you to preview a document in a Web browser. This command, Web Page Preview, needs to be added to the Quick Access Toolbar so that the Web page can be previewed. The following steps add the Web Page Preview command to the Quick Access Toolbar.

- 1
  - Connect a USB flash drive to one of the computer's USB ports.
  - Start PowerPoint and then open the presentation, Yoga, from the Data Files for Students.
- 2
  - Click the Customize Quick Access Toolbar button to display the Customize Quick Access Toolbar menu (Figure 2).

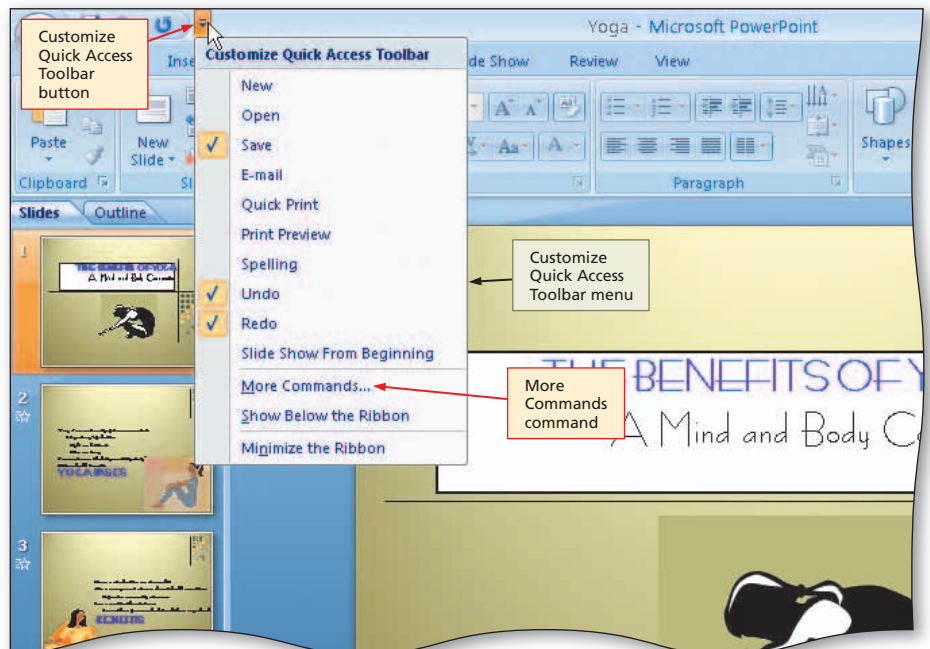


Figure 2

3

- Click the More Commands command on the Customize Quick Access Toolbar menu.
- When the PowerPoint Options dialog box is displayed, click the 'Choose commands from' box arrow to display the 'Choose commands from' list (Figure 3).

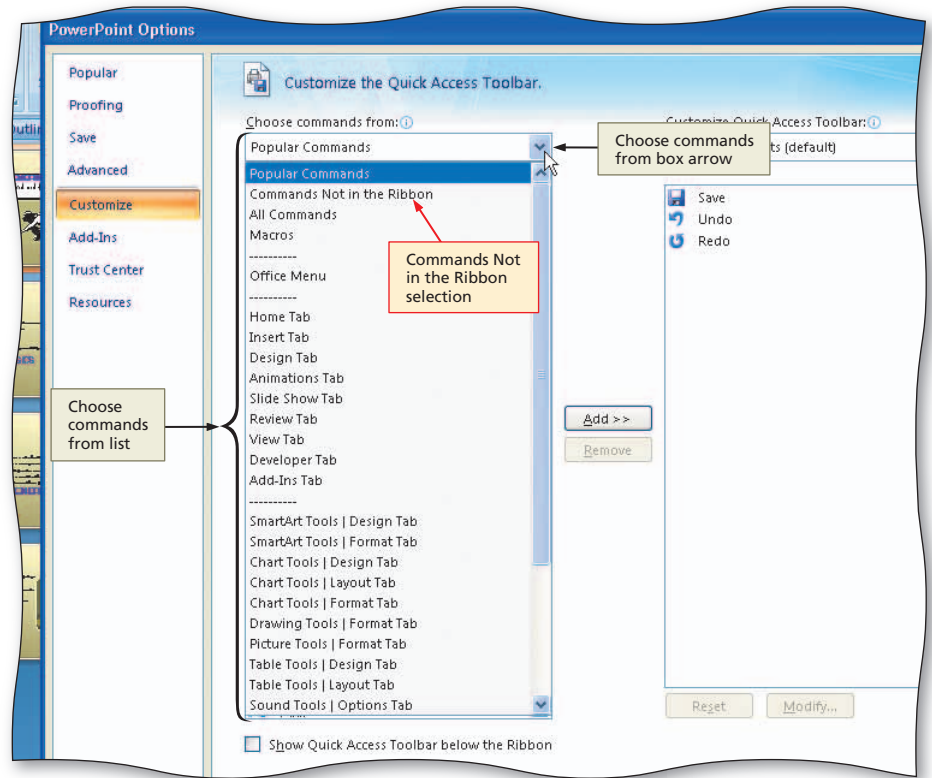


Figure 3

4

- Click Commands Not in the Ribbon in the 'Choose commands from' list to display a list of commands not in the Ribbon (Figure 4).

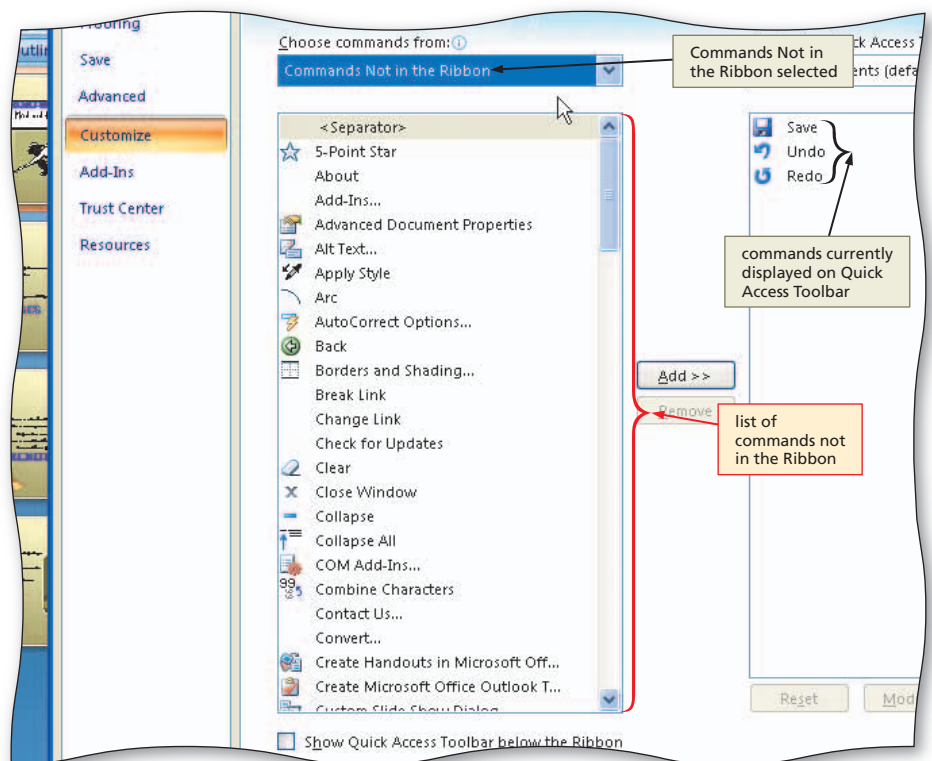


Figure 4

- 5**
- Scroll to the bottom of the list, click Web Page Preview, and then click the Add button to add the button to the Quick Access Toolbar (Figure 5).

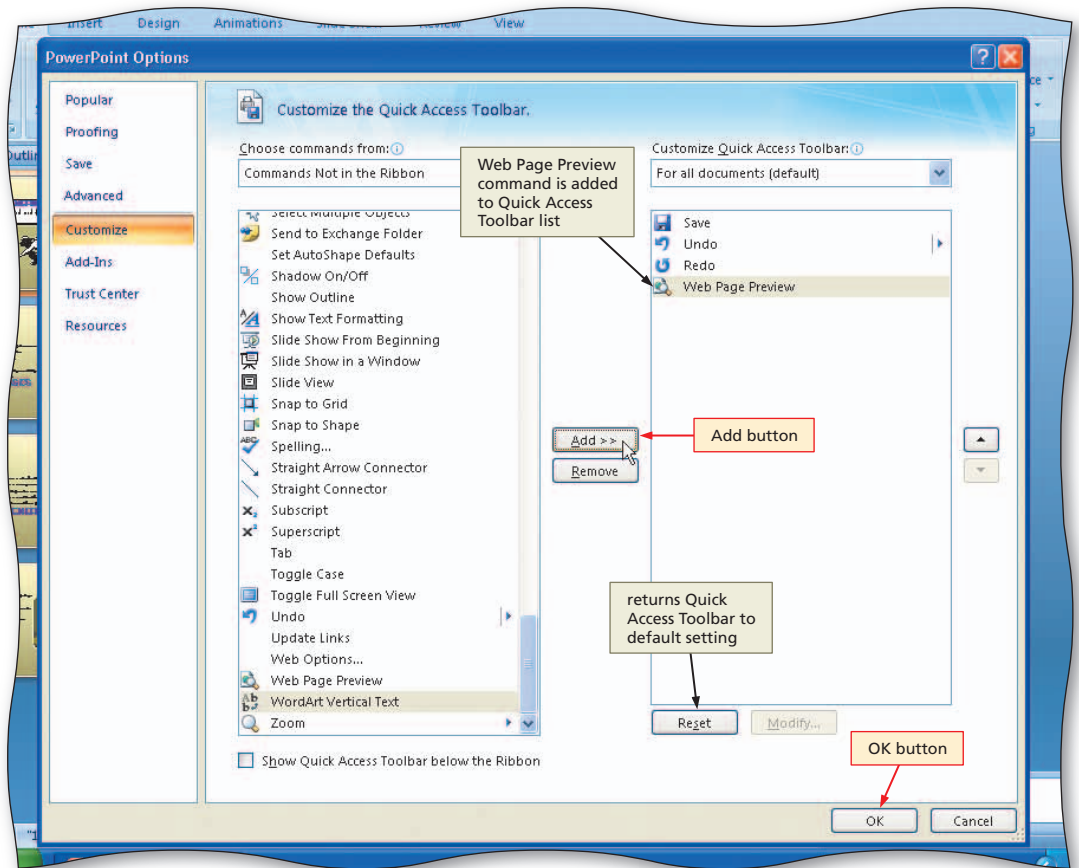


Figure 5

- 6**
- Click the OK button to close the PowerPoint Options dialog box and display the Quick Access Toolbar with the Web Page Preview button added to it (Figure 6).

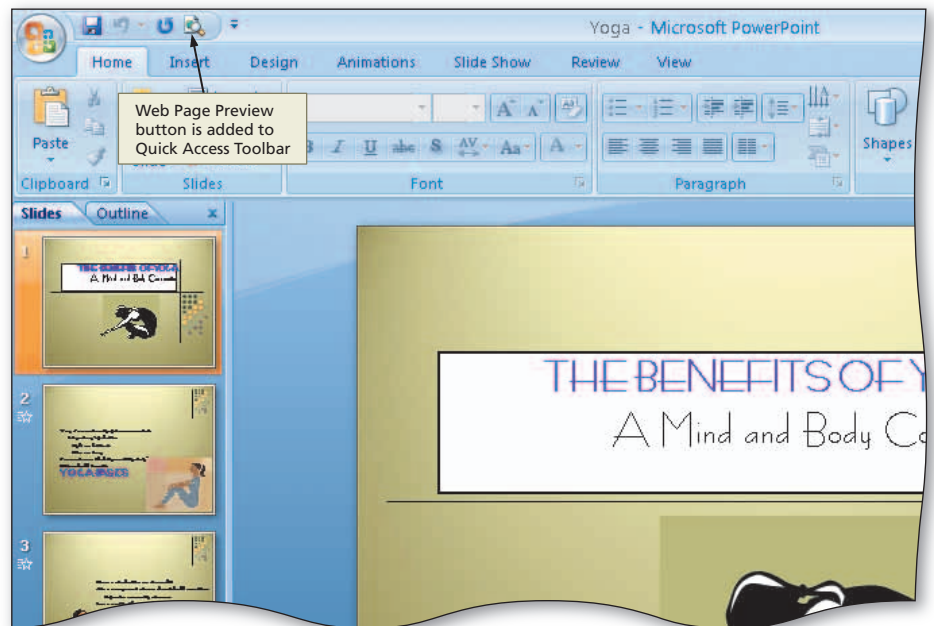


Figure 6

**Q&A** Will the Web Page Preview command be in the Quick Access Toolbar the next time I start PowerPoint?  
 Yes. When you change the Quick Access Toolbar, the changes remain even after you restart PowerPoint. If you share a computer with somebody else or if the Quick Access Toolbar becomes cluttered, PowerPoint allows you to remove commands from the Quick Access Toolbar. You will remove the Web Page Preview button from the Quick Access Toolbar later in this Web feature.

## To Preview the Web Page

The following steps preview the presentation in a browser.

- 1 Click the Web Page Preview button on the Quick Access Toolbar to display the Web page in your browser.
- If necessary, click the Maximize button on your browser's title bar (Figure 7).

**Q&A** What happens when I click the Web Page Preview button?

PowerPoint starts your browser and it displays a preview of how Slide 1 will appear as a Web page (Figure 7). The Web page preview is nearly identical to the display of the slide in PowerPoint.

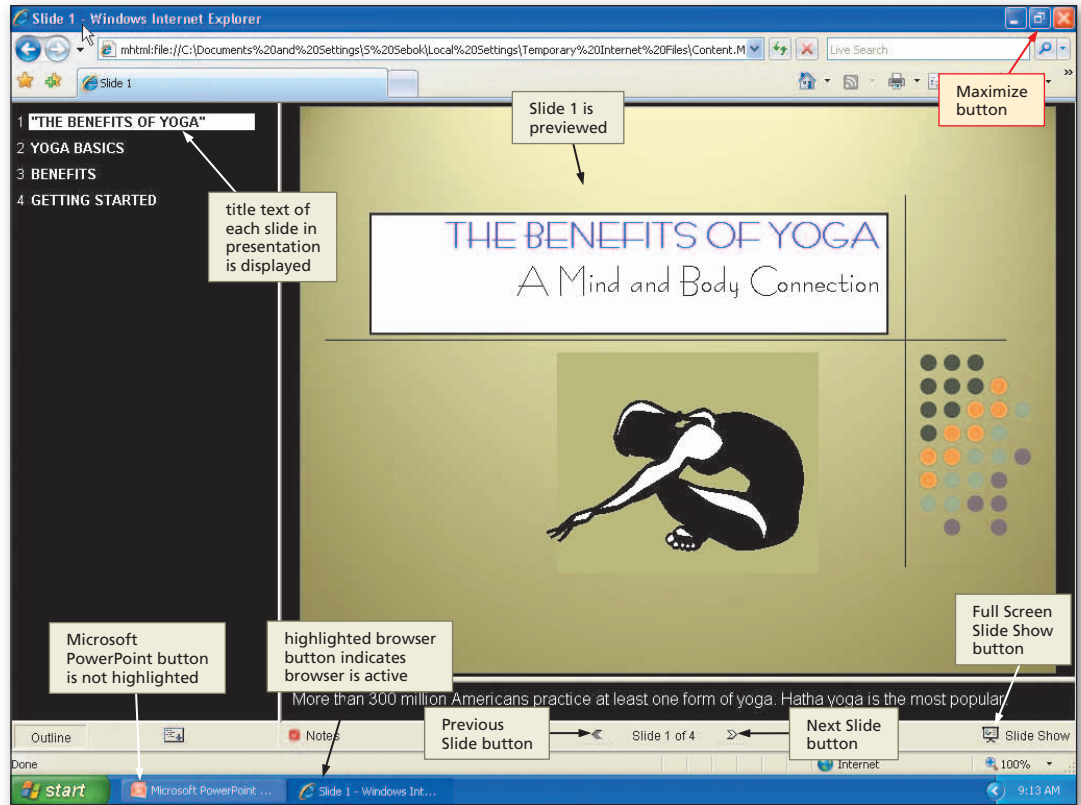


Figure 7

- 2 Click the Full Screen Slide Show button to have Slide 1 fill the entire screen (Figure 8). If the Information Bar appears asking for an add-on from Microsoft, see your instructor.

**Q&A** Must I always view the full screen of each slide?

No. Viewing the slides in a full screen helps you review their style and spelling easily and allows you to see how the slides will display when viewed in a browser.

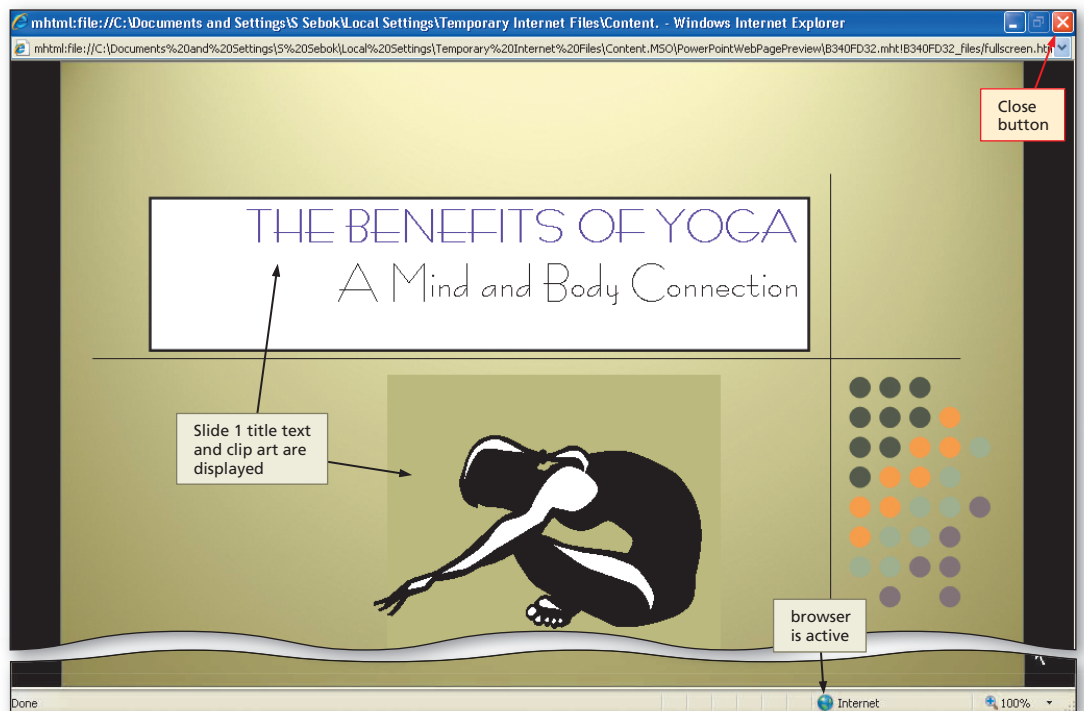


Figure 8

3

- Press the SPACE BAR to display the Slide 2 title text. Continue pressing the SPACE BAR to view each line of Slide 2 body text.
- Continue pressing the SPACE BAR to view each slide in the presentation.
- When the black slide is displayed, press the SPACE BAR again to return to Web Page preview of Slide 1 in the browser window (Figure 9).
- Click the Close button on the right side of the browser title bar to close the browser and make PowerPoint active again.

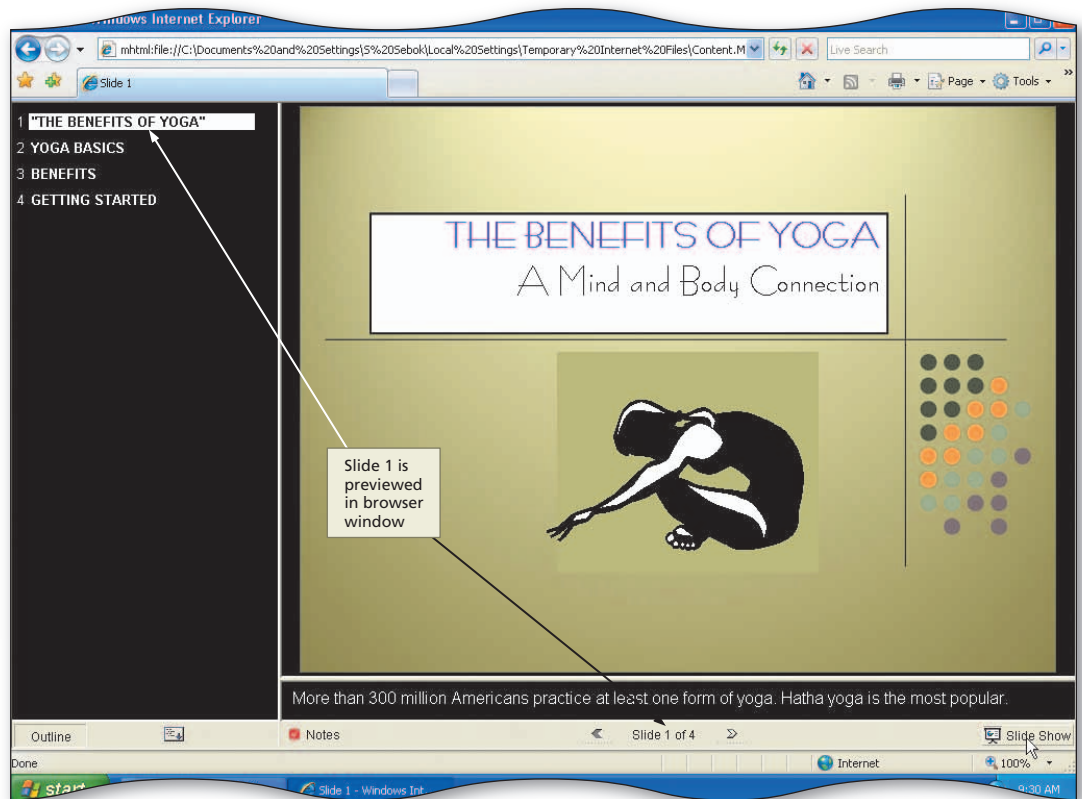


Figure 9

### BTW Viewing Transitions

If slide transitions do not appear when you are previewing your Web Page, you should check your Web Options settings. To do this, click the Office Button, click the PowerPoint Options button, click Advanced, scroll down and then click the Web Options button in the PowerPoint Options dialog box, if necessary click the General tab in the Web Options dialog box, and then click Show slide animation while browsing if it is not selected already.

## Web Page Format Options

Once the preview of the presentation as a Web page is acceptable, you can save the presentation as a Web page so that others can view it using a Web browser, such as Internet Explorer or Mozilla Firefox.

You can save the presentation in one of two Web page formats. Both formats convert the contents of the presentation into HTML (HyperText Markup Language), which is a language browsers can interpret. One format is called **Single File Web Page format**, which saves all of the components of the Web page in a single file with an .mht extension. This format is useful particularly for e-mailing presentations in HTML format. The second format, called **Web Page format**, saves the Web page in a file and some of its components in a folder. This format is useful if you need access to the components, such as illustrations, that comprise the Web page.



## To Save a PowerPoint Presentation as a Web Page in a Newly Created Folder

Experienced users organize the files saved on a storage medium, such as a USB flash drive or hard disk, by creating folders. They then save related files in a common folder. PowerPoint allows you to create folders before saving a file using the Save As dialog box. The following steps create a new folder on the USB flash drive and then save the Yoga presentation as a Web page in the new folder.

**1**

- With the Yoga presentation open, click the Office Button.
- Click Save As on the Office Button menu to display the Save As dialog box (Figure 10).

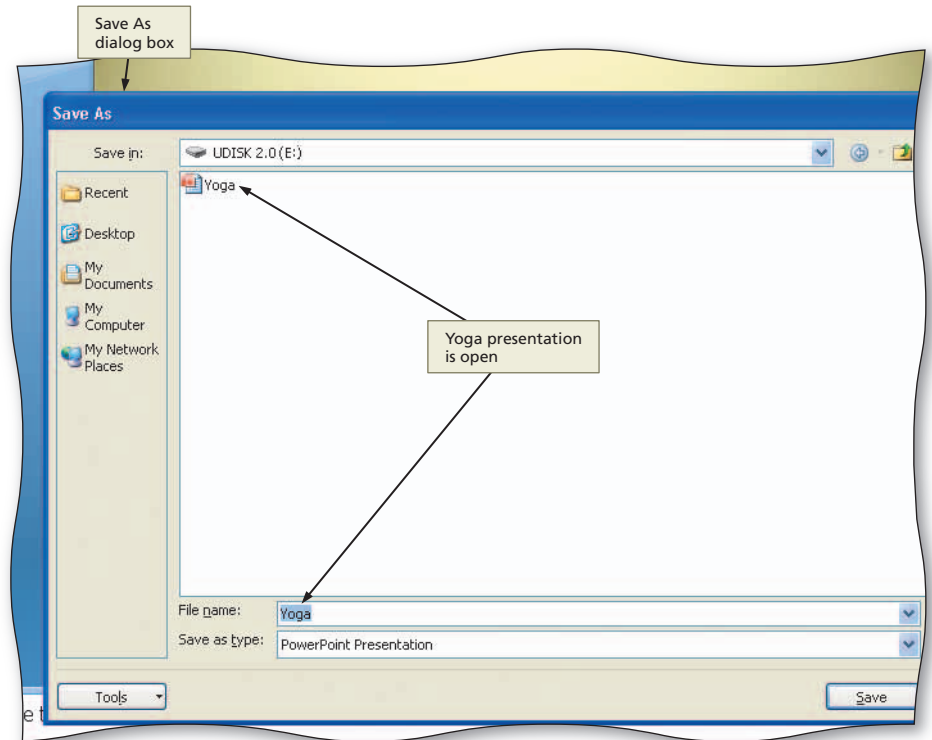


Figure 10

**2**

- Type Yoga Web Page in the File name text box.
- Click the 'Save as type' box arrow and then scroll down and click Single File Web Page.
- If the name of your USB flash drive does not appear in the Save in box, click the Save in box arrow and then select UDISK 2.0 (E:) (your USB flash drive name and letter may be different).
- Click the Create New Folder button to display the New Folder dialog box.
- When PowerPoint displays the New Folder dialog box, type Web Feature in the Name text box (Figure 11).

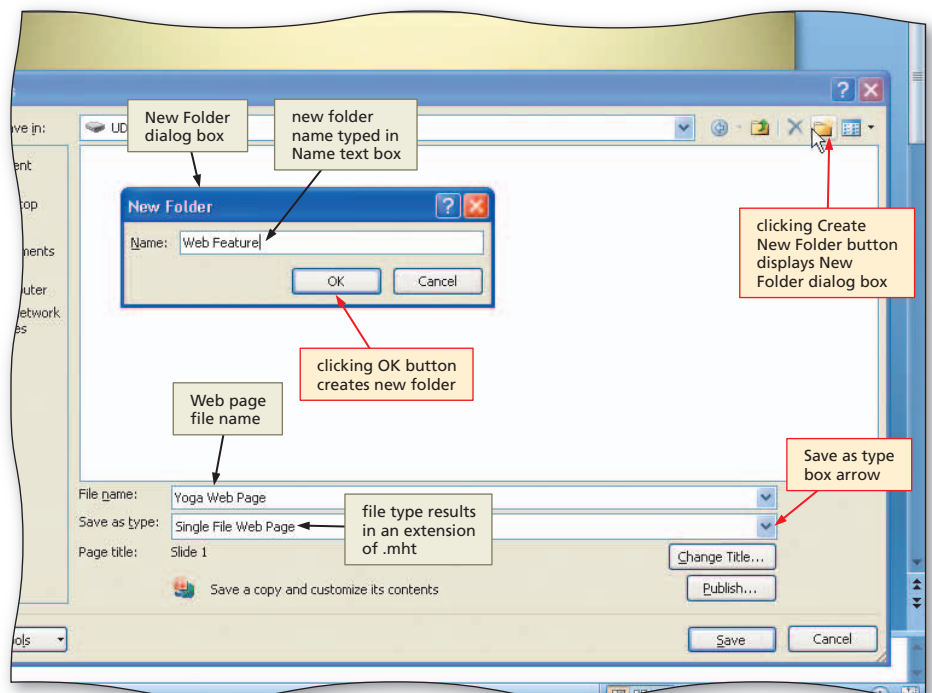


Figure 11

3

- Click the OK button in the New Folder dialog box.

**Q&A** What does PowerPoint do when I click the OK button?

PowerPoint automatically selects the new folder Web Feature in the Save in box (Figure 12). The Entire Presentation option in the Save area instructs PowerPoint to save all slides in the presentation as Web pages.

4

- Click the Save button in the Save As dialog box to save the presentation in a single file in HTML format in the Web Feature folder on the USB flash drive.
- If the Microsoft Office PowerPoint dialog box is displayed, click the Yes button.

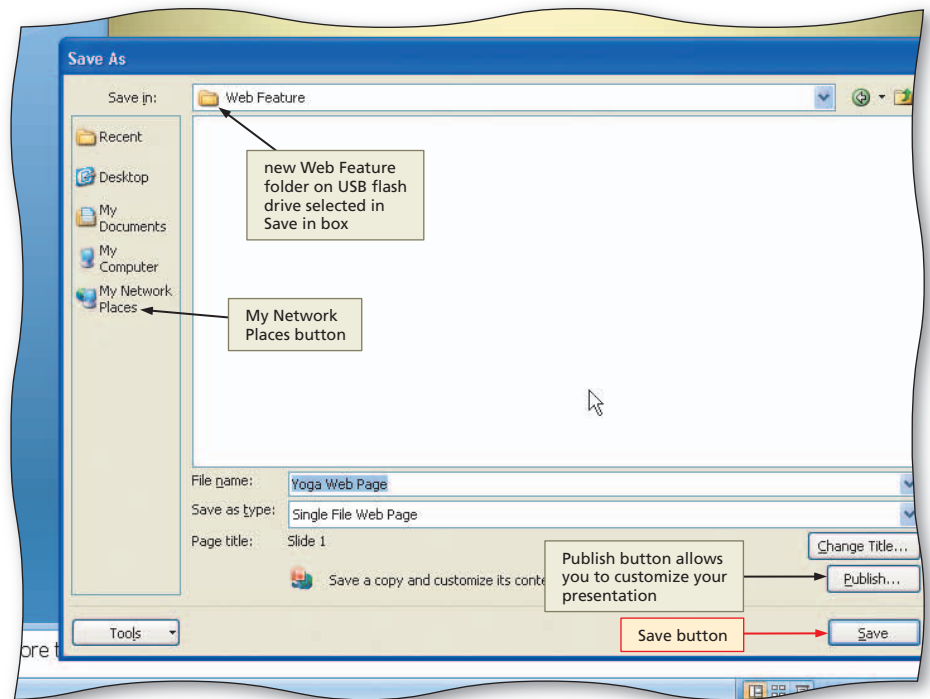


Figure 12

#### BTW Certification

The Microsoft Certified Application Specialist (MCAS) program provides an opportunity for you to obtain a valuable industry credential – proof that you have the PowerPoint 2007 skills required by employers. For more information see Appendix G or visit the PowerPoint 2007 Certification Web page ([scsite.com/ppt2007/cert](http://scsite.com/ppt2007/cert)).

## Saving Presentations as Web Pages

The Save As dialog box changes when you select Single File Web Page in the ‘Save as type’ box. When you use the Single File Web Page format, a Save area appears in the dialog box. Within the Save area are two option buttons, and a Publish button (Figure 12). You can select only one of the option buttons. The Entire Presentation option button is selected by default. This indicates PowerPoint will save all four slides in the presentation as a Web page.

In the previous set of steps, the Save button was used to save the PowerPoint presentation as a Web page. The Publish button in the Save As dialog box shown in Figure 12 is an alternative to the Save button. It allows you to customize the Web page further.

If you have access to a Web server that allows you to save files in a Web folder, then you can save the Web page directly on the Web server by clicking the My Network Places button in the Save in bar of the Save As dialog box (Figure 12). If you have access to a Web server that allows you to save on an FTP site, then you can select the FTP site below FTP locations in the Save in box just as you select any folder on which to save a file. To learn more about publishing Web pages in a Web folder or on an FTP location using Office applications, refer to Appendix D.

After PowerPoint saves the presentation in Step 4, it displays the MHTML file – not the presentation – in the PowerPoint window. PowerPoint can continue to display the presentation in HTML format, because within the MHTML file that it created, it also saved the PowerPoint formats that allow it to display the MHTML file in PowerPoint. This is referred to as **round tripping** the MHTML file back to the application in which it was created.

## To Reset the Quick Access Toolbar and Quit PowerPoint

Your work with the PowerPoint presentation is complete. The following steps remove the Web Page Preview button from the Quick Access Toolbar and quit PowerPoint.

- 1 Click the Customize the Quick Access Toolbar button on the Ribbon.
- 2 Click the More Commands command.
- 3 When the PowerPoint Options dialog box is displayed, click the Reset button. If the Reset Customizations dialog box is displayed, click the Yes button.
- 4 Click the OK button on the PowerPoint Options dialog box to close it.
- 5 Click the Close button on the Microsoft PowerPoint title bar.

**Q&A** Do I need to remove the button from the Quick Access Toolbar?

No. For consistency, the Quick Access Toolbar is reset after the added buttons are no longer needed. If you share a computer with others, you should reset the Quick Access Toolbar.

## File Management Tools in PowerPoint

In the previous set of steps, PowerPoint automatically inserted the new folder name in the Save in box when you clicked the OK button in the New Folder dialog box (Figure 12). It was not necessary to create a new folder earlier in this Web feature. You nevertheless could have saved the Web page on the USB flash drive in the same manner in which you saved files on the USB flash drive in the previous projects. Creating a new folder, however, allows you to organize your work.

Finally, once you create a folder, you can right-click it while the Save As dialog box is active and perform many file management tasks directly in PowerPoint (Figure 13). For example, once the shortcut menu appears, you can rename the selected folder, delete it, copy it, display its properties, and perform other file management functions.

**BTW** **Quick Reference**  
For a table that lists how to complete the tasks covered in this book using the mouse, Ribbon, shortcut menu, and keyboard, see the Quick Reference Summary at the back of this book, or visit the PowerPoint 2007 Quick Reference Web page ([scsite.com/ppt2007/qr](http://scsite.com/ppt2007/qr)).

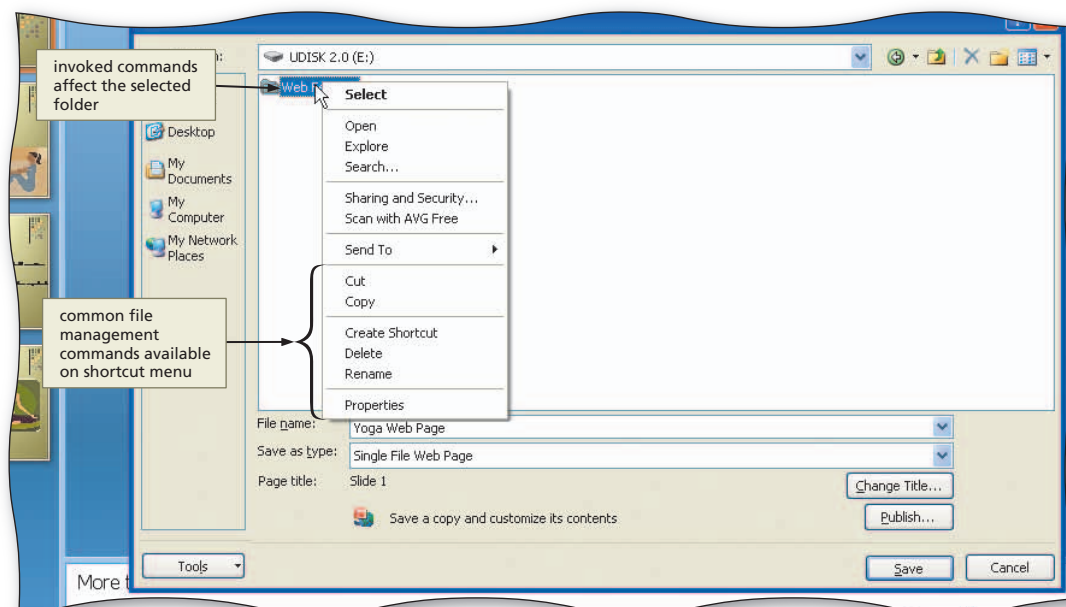


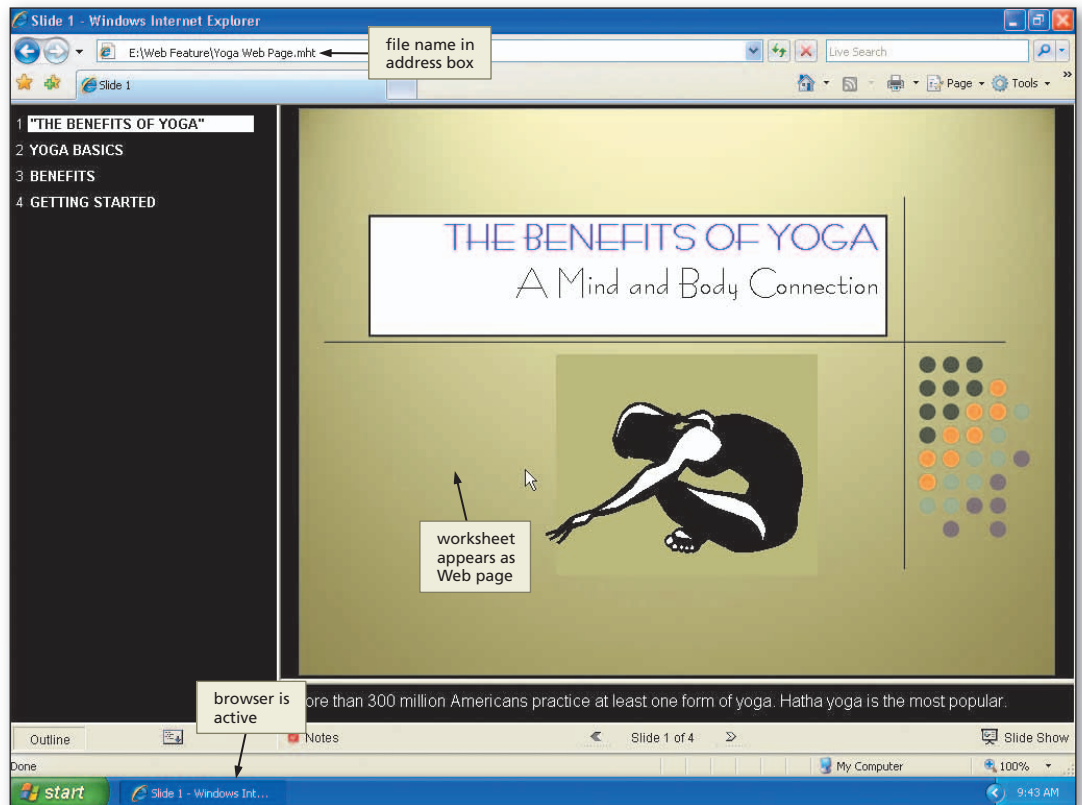
Figure 13

## To View the Web Page Using a Browser

With the Web page saved in the Web Feature folder on the USB flash drive, you now can view it using a browser. If you want to display or hide the navigation frame, click the Show/Hide Outline button below the outline. Later, if you want to redisplay the navigation frame, click the Show/Hide Outline button again. Similarly, the Show/Hide Notes button below the slide frame allows you to display or conceal the speaker notes, if present, on a particular slide. To review a slide you have seen already, click the Previous Slide button. The following steps view the Yoga Web page using your browser.

1

- If necessary, connect the USB flash drive to one of the computer's USB ports.
- Click the Start button on the Windows taskbar, point to All Programs on the Start menu, and then click Internet Explorer on the All Programs submenu.
- When the Internet Explorer window appears, type E:\Web Feature\Yoga Web Page.mht in the Address box and then press the ENTER key to display the Web page in your browser (Figure 14). (Your USB flash drive may have a different name and letter).



Yes. Click the Previous Slide button.

- If the Information Bar appears, right-click it and then click Allow Blocked Content on the shortcut menu.
- If the Security Warning dialog box is displayed, click the Yes button.

Q&A

What are the benefits of using a browser to view a presentation?

You can see from Figures 14 and 15 that a Web page is an ideal way to distribute information to a large group of people. For example, the Web page could be published on a Web server connected to the Internet and made available to anyone with a computer, browser, and the address of the Web page. It also can be e-mailed easily, because the Web page resides in a single file, rather than in a file and folder. Publishing a Web page of a presentation, thus, is an excellent alternative to distributing printed copies of the presentation.

Q&A

Can I review a slide I have seen already?

Figure 14

- 2**
- Click the Expand/Collapse Outline button at the bottom of the window to display the text of each slide in outline form in the navigation frame.
  - Click the Next Slide button three times to view all four slides in your browser (Figure 15).

**Q&A** What if I want to display or hide the navigation and notes frames?

To hide the navigation frame, click the Show/Hide Outline button below the outline. Later, if you want to redisplay the navigation frame, click the Show/Hide Outline button again. Similarly, the Show/Hide Notes button below the slide frame allows you to display or conceal the speaker notes, if present, on a particular slide.



Figure 15

- 3**
- Click the Close button on the right side of the browser title bar to close the browser.

## Web Feature Summary

This Web feature introduced you to customizing the Quick Access Toolbar, previewing a presentation as a Web page, creating a new folder on a USB flash drive, and viewing a Web page. The items listed below include all the new Office 2007 skills you have learned in this Web feature.

1. Add a Button to the Quick Access Toolbar (PPT 148)
2. Preview the Web Page (PPT 151)
3. Save a PowerPoint Presentation as a Web Page in a Newly Created Folder (PPT 153)
4. Reset the Quick Access Toolbar and Quit PowerPoint (PPT 155)
5. View the Web Page Using a Browser (PPT 156)



If you have a SAM user profile, you may have access to hands-on instruction, practice, and assessment. Log in to your SAM account (<http://sam2007.course.com>) to launch any assigned training activities or exams that relate to the skills covered in this chapter.

## In the Lab

Create a Web page using the guidelines, concepts, and skills presented in this Web feature. Labs are listed in order of increasing difficulty.

### Lab 1: Creating a Web Page from the A World Beneath the Waves Presentation

*Problem:* Dave Ehlin, the Student Government Association (SGA) president, wants to expand the visibility of the A World Beneath the Waves presentation you created in Chapter 1. He believes a Web page would be an excellent vehicle to help promote the spring break trip to Cabo San Lucas, Mexico and has asked you to help transfer the presentation to the Internet.

*Instructions:*

1. Open the Cabo Package presentation shown in Figure 1-1 on page PPT 5 that you created in Chapter 1. (If you did not create this presentation, see your instructor for a copy.)
2. Add the Web Page Preview command to the Quick Access Toolbar.
3. Review the five slides in the Cabo Package presentation, and then preview the presentation as a Web page. Close the browser.
4. Save the presentation as a single file Web page in a new folder titled Web Feature Exercises using the file name, Lab WF-1 Cabo Package Web Page. Reset the Quick Access Toolbar and then quit PowerPoint.
5. Start your browser. With the Web page located on the USB flash drive, type  
E:\Web Feature Exercises\Lab WF-1 Cabo Package Web Page.mht in the Address box (your USB flash drive may have a different name and letter). When the browser displays the Web page, click the Expand/Collapse Outline button at the bottom of the window to display the text of each slide in outline form.
6. Click the Next Slide button at the bottom of the window to view the slides. Close the browser. Submit the assignment as requested by your instructor.

## In the Lab

### Lab 2: Creating and Printing a Web Page from the Identity Theft Presentation

*Problem:* The Identity Theft presentation you developed in Chapter 2 could provide useful information for consumers, so you want to save this presentation as a Web page and post it to the Internet.

*Instructions:*

1. Open the Identity Theft presentation shown in Figure 2-1 on page PPT 83 that you created in Chapter 2. (If you did not create this presentation, see your instructor for a copy.)
2. Add the Web Page Preview command to the Quick Access Toolbar.
3. Review the four slides in the Identity Theft presentation, and then preview the presentation as a Web page. Close the browser.
4. Save the presentation as a Web page (select Web Page in the Save as type box) in the Web Feature Exercises folder using the file name, Lab WF-2 Identity Theft Web Page. Reset the Quick Access Toolbar and then quit PowerPoint. Saving the presentation as a Web page, rather than a single file Web page, will result in an additional folder being added to the Web Feature Exercises folder.
5. Start your browser. Type  
E:\Web Feature Exercises\Lab WF-2 Identity Theft Web Page.mht in the Address box (your USB flash drive may have a different name and letter). When the browser displays the Web page, click the Next Slide button at the bottom of the window to view the slides.
6. Print the Web page by clicking the Print button on the Toolbar.
7. Close the browser. Submit the assignment as requested by your instructor.

## In the Lab

### Lab 3: File Management within PowerPoint

*Problem:* One of your classmates has asked you to teach him how to perform basic file management tasks from within PowerPoint.

*Instructions:*

1. Start PowerPoint and then click the Open command on the Office Button menu. When PowerPoint displays the Open dialog box, create a new folder called In the Lab 3 on your USB flash drive.
2. Click the Up One Level button to reselect the drive in the Look in box. Use the shortcut menu to complete the following tasks: (1) rename the In the Lab 3 folder to In the Lab 3A; (2) show the properties of the In the Lab 3A folder; and (3) delete the In the Lab 3A folder.