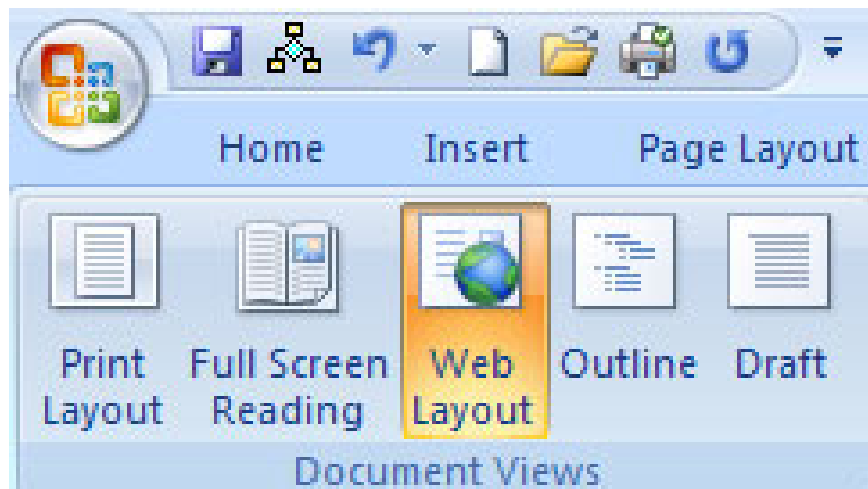


MS Word - Lesson 14: Create Web Pages

Simple web pages can be created in Word using the Save As feature. In a web document, you can insert images and hyperlinks. To view documents as a website:

TipsMake.com - Simple web pages can be created in Word using the Save As feature. In a web document, you can insert images and hyperlinks. To view documents as a website:

- Click the **View** tab on the **Ribbon**
- Click the **Web Layout** button in the **Document Views** group



Import content

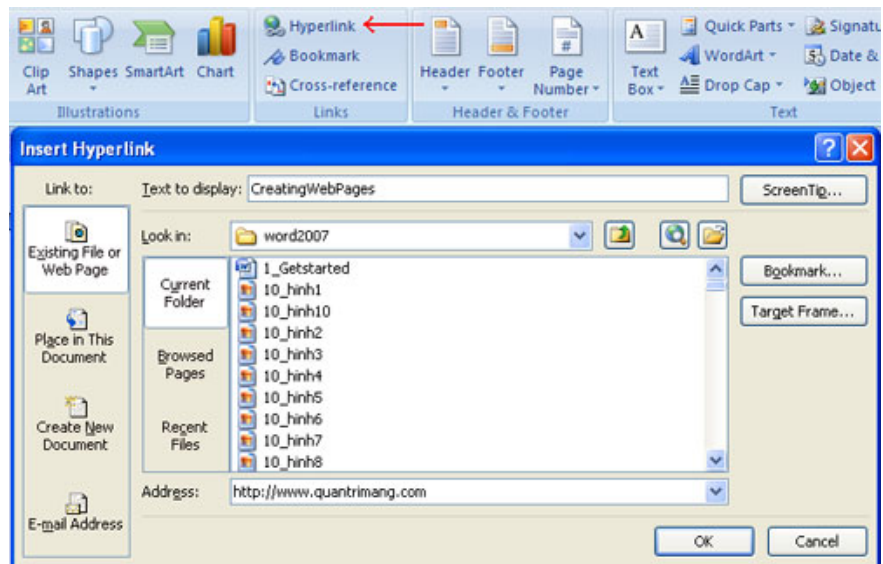
To enter text content into a document, simply start typing. If you want to adjust the layout for the page and text, you should use the table to format the page properly.

Hyperlinks (Hyperlinks)

Hyperlinks or **links** allow readers to click on the text and move to another website. To create a hyperlink:

- Select the text you want to create links
- Click the **Insert** Tab on the Ribbon group
- Click the **Hyperlink** button on the Links group

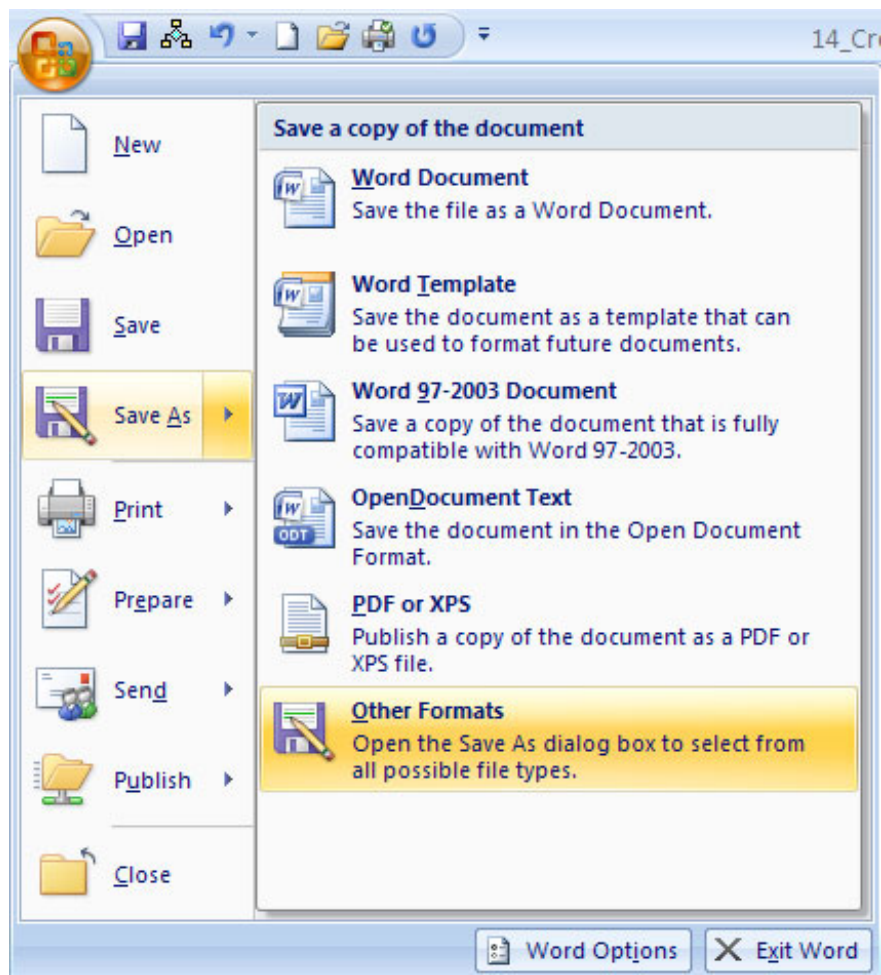
- Enter the web address, or link URL
- Click **OK**



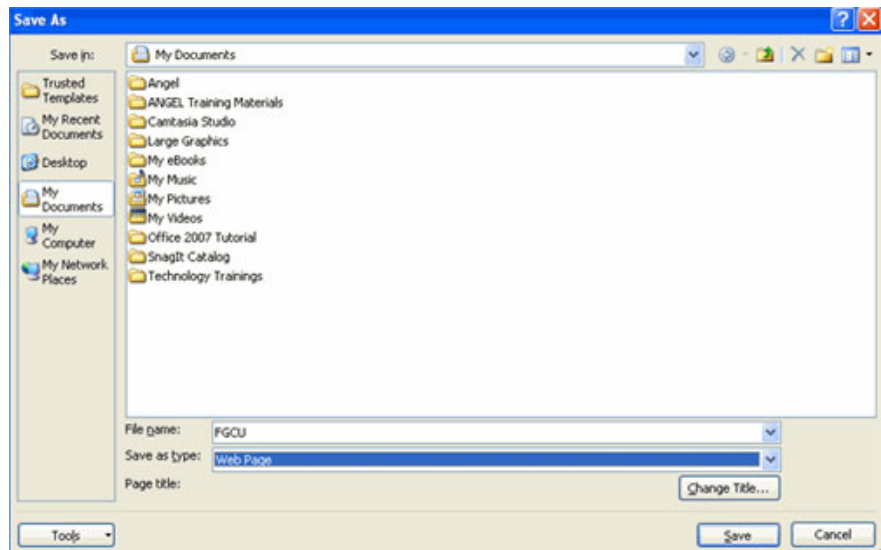
Save in Web Pages mode

To save a site:

- Click the **Office Button** button
- Move the cursor onto **Save As**
- Click **Other Formats**



- Under **Save as Type** , select **Web Page**
- Enter a name for the document (no spaces)



Next lesson: MS Word - Lesson 15: Create an automatic number

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