

From Office to
Web

Office XP

INSTRUCTIONAL TECHNOLOGY

Pensacola Junior College

From Office to Web

Microsoft Office XP

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Microsoft Office XP

A useful and fun feature of Microsoft Office applications is the ability to easily convert documents from their native Office file formats to HTML (Hyper Text Markup Language), the format used to publish documents to the Web. A few years ago a working knowledge of HTML would have been necessary to create web pages. Fortunately this is no longer true. Simply use the “Save as Web page” command from any Office application – Word, Excel, or PowerPoint – and bam! you have obtained HTML coding ability needed to create web pages. By default, the “Save as Web page” command does two things: It saves your entire document as an HTML file, and it creates a folder with all the accompanying graphics and other items that make up your document.

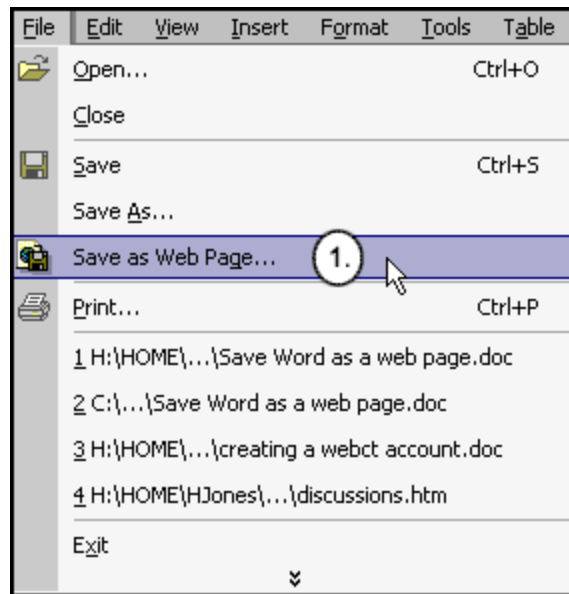
Now not all features available when creating an Office document can be converted to HTML. In general, the simpler a document is, the more likely it will convert to a usable web page. The sections that follow describe how to easily create web pages from different Office applications. The sections also cover the HTML formatting limitations of each that should be considered when creating and publishing a web page.

Microsoft Word

Saving a Word Document as a Web Page

So, you've finally finished writing your syllabus and now you'd like to post it on your course Web site. This is extremely simple if you've created the document in Microsoft Word. With a few clicks of your mouse, you can easily save your syllabus, or any document you've created in Word, as a web page. Microsoft's "Save as Web Page" feature does this for you by automatically converting Word documents to HTML format for viewing in a web browser. To do so, follow these steps:

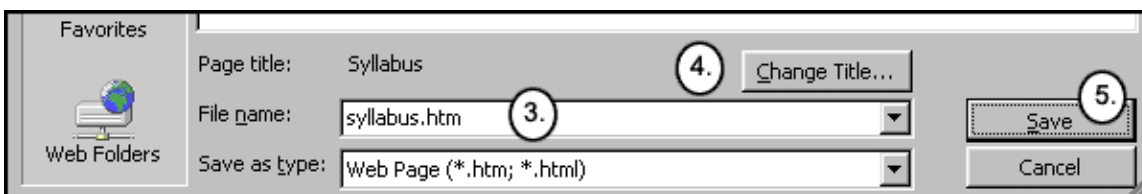
1. On the **File** menu, click **Save As Web Page**.



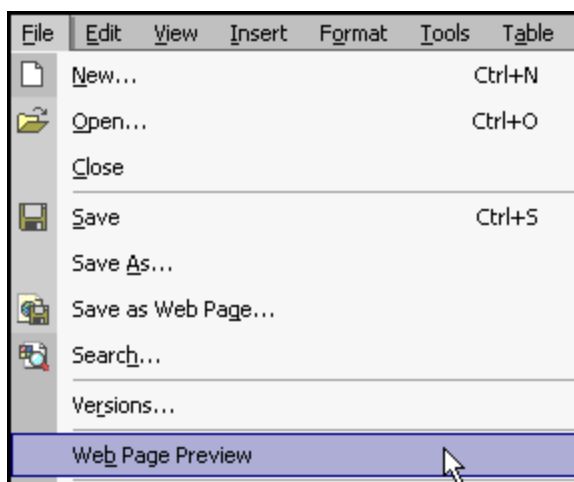
2. In the **Save in** box, locate and open the folder where you'd like your document saved.



3. In the **File name** box, type a name for the document.
4. If you want to change the page title (the title that will be displayed when the page is opened in a browser) click the **Change Title** button. Enter a new title in Page Title dialog box that opens and click **OK**.
5. Click **Save**



It's that simple! If you'd like to see what your document would look like as a web page, go to **File/Web Page Preview**

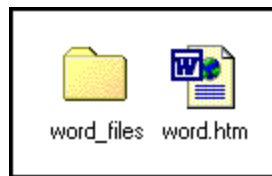


Things to Consider

There are some things you'll need to consider when saving Word documents as Web pages. First, not all formatting features available for Word documents can be converted to HTML. If your document has formatting that cannot be converted, you will be notified when you click the Save button. A message will appear identifying what will be lost in the conversion. At this point you can click the **Tell Me More** button, or click **Continue** to save the document as a Web page. If you choose to continue, it's best to then preview your document in a browser to make sure anything lost in the format conversion does not compromise the information contained in your document or its appearance.

Next, saving a Word document as HTML results in an enormous increase in the document's file size. This happens because Microsoft generates extra, unnecessary HTML coding which adds to the file size. A way to get around, or fix, this increased file size is to open your web page in a web editor application, such as Dreamweaver, and clean up the excess code generated by Microsoft. To do this in Dreamweaver, open your newly created Web page and then go to **Commands/Clean Up Word HTML**.

And finally, during the conversion to HTML, Word saves all associated graphics and other elements in a separate folder of the same name.



In order for these files to appear on your web page, you'll need to upload the associated folder along with the web page to your server. If you forget to send this folder, your web page will have blank areas where the graphics and other elements should be. If your Word document consists only of text, then there will be just an .htm file and not an associated folder.

Excel

Saving an Excel Document as a Web Page

You can also save an Excel workbook or part of a workbook as a web page to make it available online. The cool thing about publishing Excel documents as web pages is that you can make them interactive! That means visitors to your website can open and modify the information in their Web browser. You can also save Excel documents as non-interactive web pages where the data cannot be manipulated.

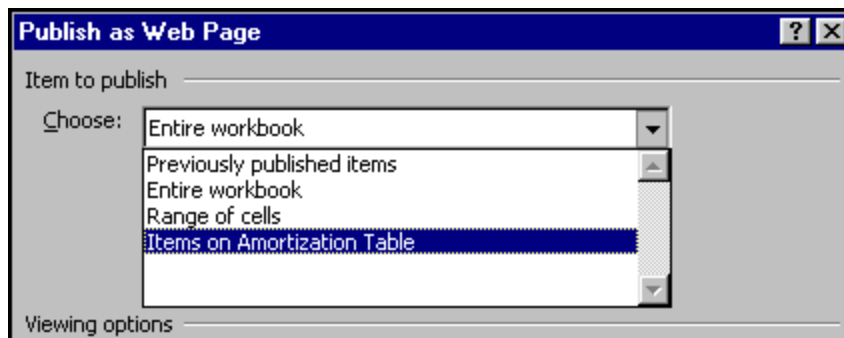
To save an Excel workbook or worksheet as a web page, do the following:

1. On the **File** menu, click **Save As Web Page**.
2. In the **Save in** box, locate and open the folder where you'd like your document saved.
3. In the **File name** box, type a name for the document.

4. If you want to change the page title (the title that will be displayed when the page is opened in a browser) click the **Change Title** button. Enter a new title in Page Title dialog box that opens and click **OK**.
5. Select whether to save the entire workbook or only the active sheet by clicking the appropriate option button.
6. If you want to publish your document without interactivity, click the **Save** button and you're done. Otherwise, skip this step and continue.
7. If you'd like your workbook/worksheet to be interactive, check the **Add interactivity** box and then click the **Publish** button.

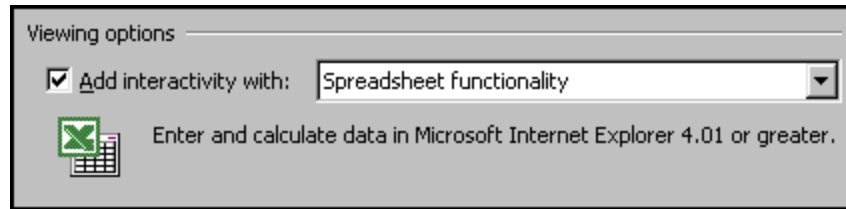


8. Under **Item to publish** open the “Choose” drop down menu to specify what you want to publish:

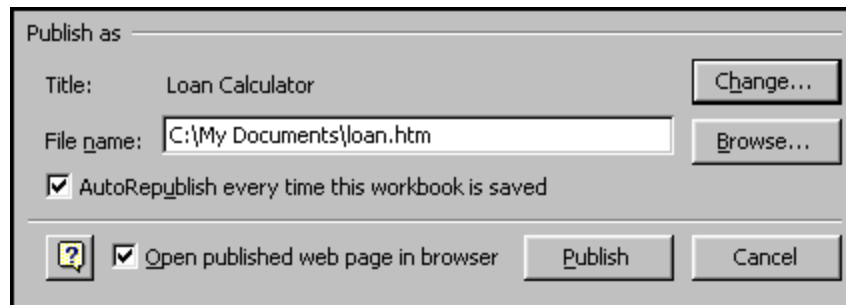


- a. **Previously published items** updates data that you've already published.
- b. **Entire workbook** publishes the entire Excel workbook.
- c. **Range of cells** publishes only cells that you select.
- d. **Items on (name of worksheet)** publishes the selected worksheet only and not the entire workbook. When this is selected you can choose All contents of (name of worksheet) or individual items from the worksheet, such as a pivot table or a chart.

- Under **Viewing options** select the **Add interactivity with** check box and then choose the type of functionality you want to include.



- Under **Publish as** section click the **Change** button to add or change the web page's title.
- Click the **Browse** button to locate and open the folder where you'd like your web page saved.



- If you want the web page automatically republished every time the workbook is saved, select the check box next to that option.
- Select the **Open published Web page in browser** check box if you'd like Excel to do that when you click the Publish button.
- When all your options have been selected, click **Publish**.

Things to Consider

There are some things to consider when saving Excel documents as web pages, especially if you plan on allowing for interactivity. Only viewers who are running Internet Explorer 4.01 or higher and have Office XP Web Components installed can manipulate (interact with) these pages in their browsers. If your viewers do not have the Office XP Web Components installed, the interactive Excel Web pages won't open in their Internet Explorer Browser, no matter what the version. If you are not sure what your targeted viewers have installed on their computers, it's best to save your Excel documents as non-interactive Web Pages.

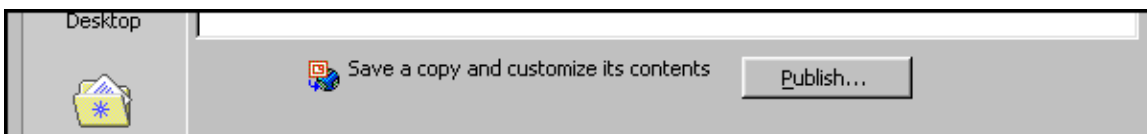
Also, if your Excel document has formatting features that cannot be preserved in a web page, a message will appear, when you click the Save button, to tell you what will be lost. At this point you can click the **Tell Me More** button to open a Help file, or click the **Continue** button to save the document as a Web page. If you choose to continue, it's best to then preview your document in a browser to make sure anything lost in the format conversion does not compromise the information contained in your document or its appearance.

PowerPoint

Saving a PowerPoint Presentation as a Web Page

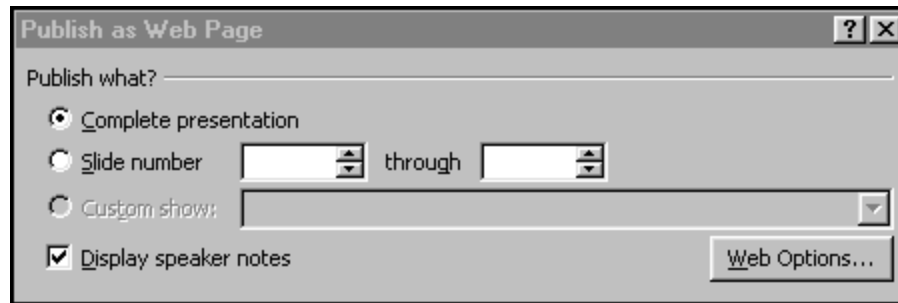
If you've created a PowerPoint presentation that you'd like to make available to your students to access online, this is easy to do as well. The steps for saving the presentation as a web page are similar to saving a Word document that way; only it's more fun in PowerPoint because you have more options. You can choose to save the whole presentation or just a slide or two from it. Here's what you do:

1. On the **File** menu, click **Save As Web Page**.
2. In the **Save in** box, locate and open the folder where you'd like your document saved.
3. In the **File name** box, type a name for the document.
4. If you want to change the page title (the title that will be displayed when the page is opened in a browser) click the **Change Title** button. Enter a new title in Page Title dialog box that opens and click **OK**.
5. Click the **Publish** button to open the Publish As Web Page dialog box.

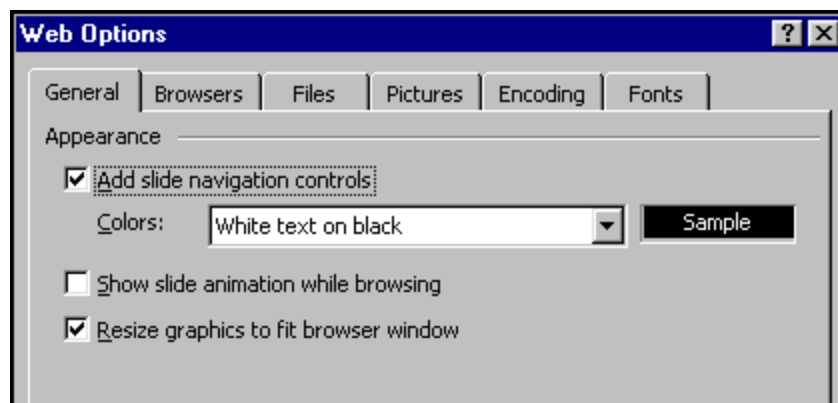


6. In the **Publish What?** section indicate if you want to publish the whole presentation or just some slides from it.
7. Check **Display speaker notes** box if you'd like them displayed as part of your web page. To prevent speaker notes from being displayed as part of the web page, clear the Display speaker notes check box.

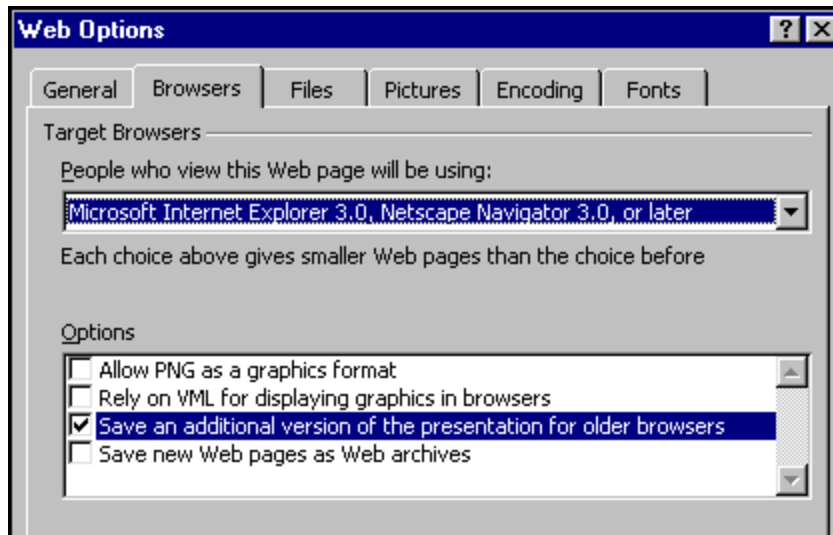
8. Click the **Web Options** button to open a dialog box, which allows for more customization.



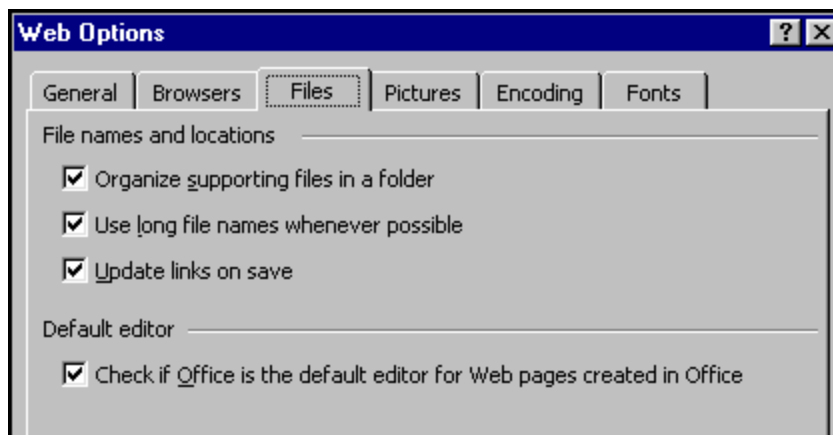
- a. The **General** tab has options concerning the appearance of the HTML presentation. Leave the **Add slide navigation controls** checked if you'd like them included. Also select **Resize graphics to fit browser window** checkbox.



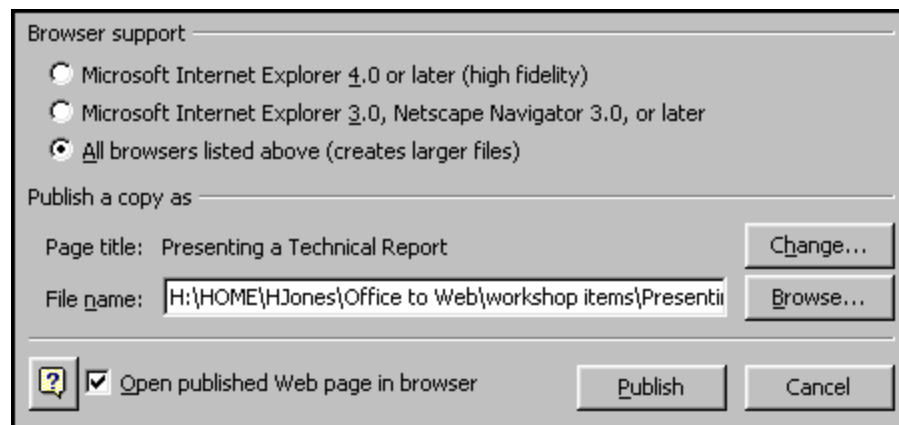
- b. The **Browsers** tab contains options related to PowerPoint’s HTML output for use on the Web. In the drop down menu, choose **Microsoft Internet Explorer 3.0, Netscape Navigator 3.0, or later**. Also select **Save an additional version of the presentation for older browsers**. This option makes your presentation more compatible by saving an additional copy of the presentation more geared towards users of earlier versions of browsers.



- c. The **Files** tab has options related to PowerPoint’s file organization. Under **File names and locations**, select all three check boxes to organize supporting files in a folder, use long file names, and update links on save. The option of **Check if Office is the default editor for web pages created in Office** should be checked by default. (If it isn’t, go ahead and check it.) This enables you to edit your PowerPoint presentation in PowerPoint itself, rather than the default web editor.

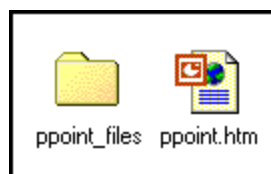


- d. The **Pictures** tab doesn't pertain to graphics. It allows you to configure the screen size of your targeted monitor. The default choice is set to 800x600.
 - e. The **Encoding** tab allows the option of saving your web pages in a non-Western European alphabet. Leave this option as set by default.
 - f. The **Fonts** tab allows you to choose a character set as well as a proportional and a fixed-width font.
9. In the **Browser support** section select **All browsers listed above**. This creates a larger file size, but ensures your presentation will be viewable in most versions of Netscape Navigator and Internet Explorer browsers.



10. In the **Publish a copy as** section you can change the page title and file location of a saved copy of the presentation.
11. Select the **Open published Web page in browser** check box if you'd like PowerPoint to do that when you click the publish button.
12. When all your options have been selected, click **Publish**.

Once you've saved your PowerPoint presentation as a Web page, go ahead and look at the location where it's saved. You will notice that there is an .htm file as well as a folder with additional files that are part of the presentation. Both of these items (the .htm file and the folder) need to be uploaded to your server so the presentation works as expected when viewed through a web browser.



Things to Consider

If your PowerPoint document has formatting features that cannot be preserved in a web page, a message will appear, when you click the Save button, to tell you what will be lost. At this point you can click the **Tell Me More** button to open a Help file, or click the **Continue** button to save the document as a Web page. If you choose to continue, it's best to then preview your document in a browser to make sure anything lost in the format conversion does not compromise the information contained in your document or its appearance.

Web Page Design Considerations

Professional web designers typically utilize tables to create defined boundaries in which to place elements (text and graphics) that make up their web pages. Placing web page elements within the defined boundaries of a table prevents them from shifting when viewed through different browsers and in different screen resolutions. When using the "Save as Web page" command in Office applications, tables are not rendered as part of the web page design. Therefore, Word text and other items will likely stretch across the entire browser window. In fact, the visual appearance of your web page is at the complete mercy of the browser and screen resolution settings on the viewer's computer.

Resources

There are many online resources available to answer questions and help you create Web pages using Microsoft Office. Several have been listed below for your convenience.

1. Microsoft in Education <http://www.microsoft.com/education/?ID=OfficeXPTutorial>

This online guide for educators provides instructional resources, tutorials, and downloadable guides for using and implementing the tools and features of Office XP in the classroom.

2. Microsoft Office Template Gallery
<http://officeupdate.microsoft.com/templategallery/>

An online resource with design templates for use with Word, PowerPoint, Excel, and Access. The site is categorized by use and offers a search query.

3. Microsoft Office Download Center

<http://office.microsoft.com/downloads/2002/owc10.aspx?HelpLCID=%25HelpLang%1033>

If you or your viewers do not own Office XP, Office Web Components can be downloaded for viewing spreadsheets and charts created with Excel XP and published to the Web. With Internet Explorer 4.01 or later, these web components will allow view only functionality rather than with full interactive functionality. By installing this tool, users can view published Excel components on the Web without having to install Office XP.