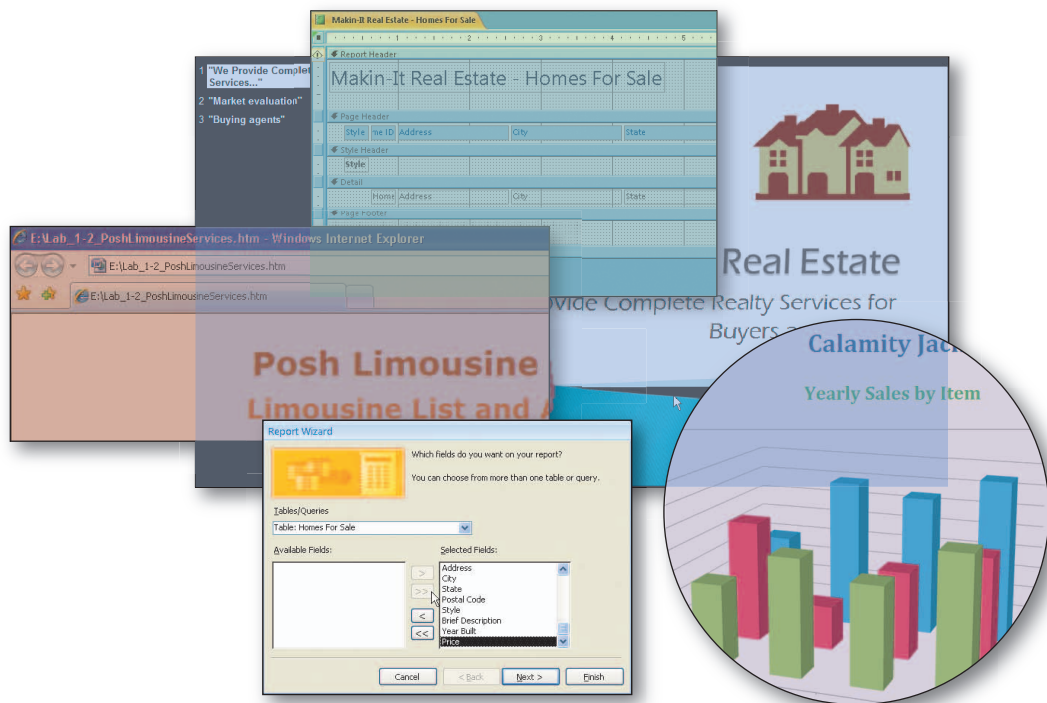# 1 | Integrating Office 2007 Applications and the World Wide Web

Objectives

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

- Integrate the Office 2007 applications to create a Web site
- Add hyperlinks to a Word document
- Embed an Excel chart into a Word document
- Add a hyperlink to a PowerPoint slide
- Create Web pages from a PowerPoint presentation
- Add a hyperlink to an Access report
- Create a Web page from an Access report
- Test a Web site in a browser

1 | Integrating Office 2007 Applications and the World Wide Web

Introduction

Integration means joining parts so they work together or form a whole. In information technology, common usages can include the following:

1. Integration during product development combines activities, programs, or hardware components into a functional unit.
2. Integration in manufacturing can bring different companies' products together into an efficiently working system.
3. Integration in marketing combines products or components to meet objectives such as sharing a common purpose or creating demand. It includes such matters as consistent product pricing and packaging, advertising, and sales campaigns.
4. Integration in product design allows a unifying purpose and/or architecture, such as the Microsoft Office System. (The products also are sold individually, but they are designed with the same larger objectives and/or architecture.)

This Integration chapter will show you how you can use the functionality and productivity tools of the Microsoft Office System.

Project — Integrating Office 2007 Applications and the World Wide Web

Many businesses advertise their products and services on the Internet. Companies find it easy to create Web pages using information already saved in word processing, spreadsheet, database, or presentation software formats. The Web pages shown in Figure 1–1 include information about the Makin-It Real Estate Company. This small business specializes in selling homes near the local college campus to first-time homebuyers. The owners of the business want to advertise their services and homes for sale on an attractive Web page.

The project in the chapter follows proper design guidelines and uses Office 2007 applications to create the Web pages and other documents shown in Figure 1–1. The Web page creation capabilities of Microsoft Office 2007 make it simple for you to create an entire Web site using the information available. Word allows you to create and save a document as a Web page. Word also allows you to embed an Excel chart in a document, which can be included in a Web page. PowerPoint provides the same capability and adds a navigation structure for browsing. In addition, an Access report can be saved as a Web page so that users can view database contents online. Several sources of information

already exist that can be beneficial to creating a Web page. The following four files of information are supplied to help you get started:

1. A Word document that contains the company letterhead, including logo images, company name, and company address (Figure 1–1a on page INT 4).
2. An Excel workbook with a Bar chart graphically illustrating the company's breakdown of home sales per year (Figure 1–1b on page INT 4).
3. A PowerPoint presentation that contains general information about the company's services (Figure 1–1g on page INT 5).
4. An Access database containing information about homes that currently are for sale through the company (Figure 1–1c on page INT 4).
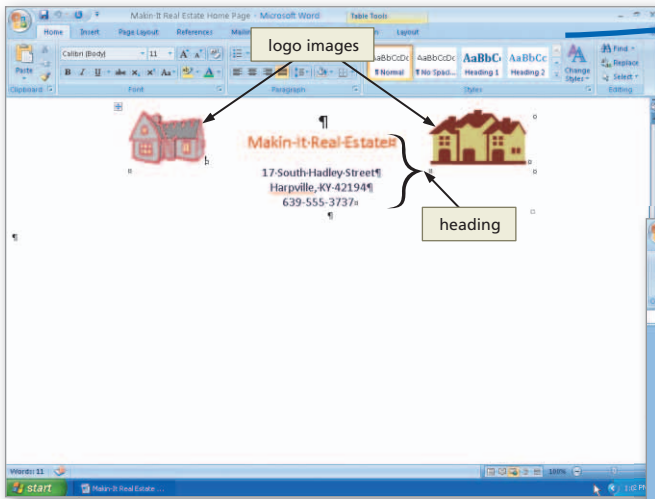
The Makin-It Real Estate Web site should include the following:

1. A home page with a Bar chart that contains the homes sold by the company per year (Figure 1–1e on page INT 5). Three hypertext links also are included on the home page: Company Services, Homes for Sale, and E-mail for Information.
2. The Homes for Sale Web page (Figure 1–1d on page INT 4) is created from the Access file. Clicking the Homes for Sale link on the home page accesses this Web page. On this Web page, visitors can view the homes for sale from the company, categorized by the type of home.
3. The PowerPoint Web page (Figure 1–1g on page INT 5) displays information about services provided by the company. Clicking the Company Services link on the home page accesses this Web page.
4. Using the E-mail for Information hyperlink, you can create an e-mail message (Figure 1–1f on page INT 5). E-mail is sent to the e-mail address manager@isp.com.
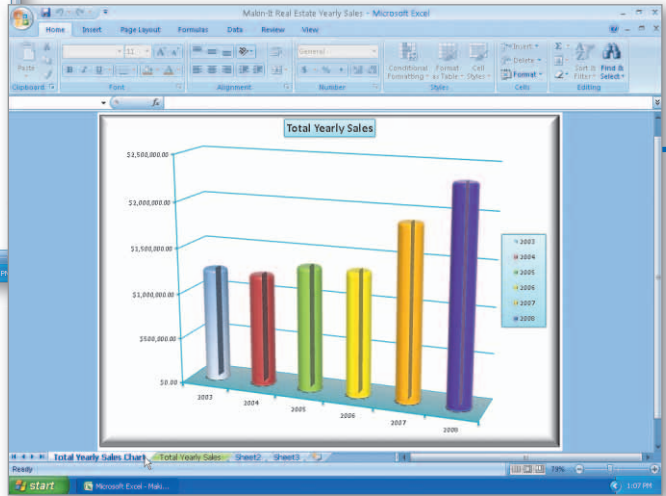
Overview

As you read this chapter, you will learn how to create the Web pages shown in Figure 1–1 by performing these general tasks:

- Insert hyperlinks in the Word document
- Embed the Excel chart in the Word document
- Save the Word document as a Web page
- Add a hyperlink to the PowerPoint presentation
- Save the PowerPoint presentation as a Web page
- Create the Access report
- Add a hyperlink to the Access report
- Save the Access report as a Web page
- Test the Web site

(a) Word Document

(b) Bar Chart in Excel

(c) Access Table

(d) Access Report Saved as Web Page

Figure 1–1
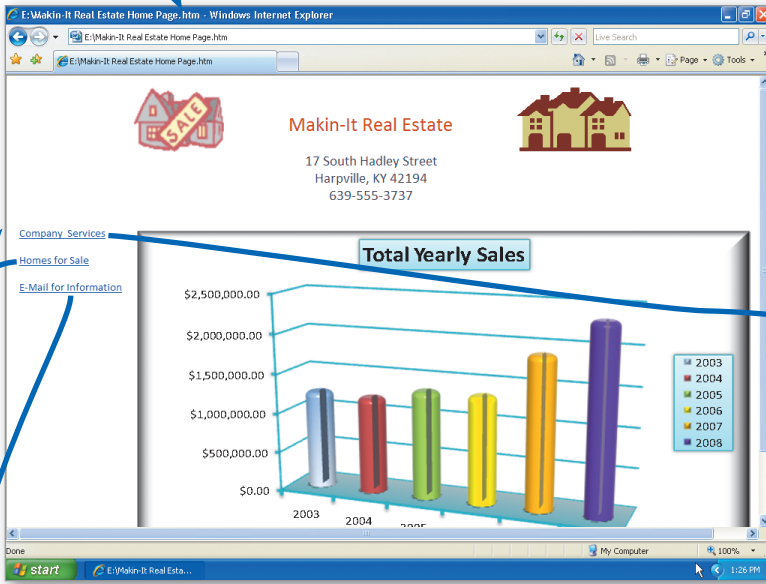
(e) Word Document Saved as Web Page
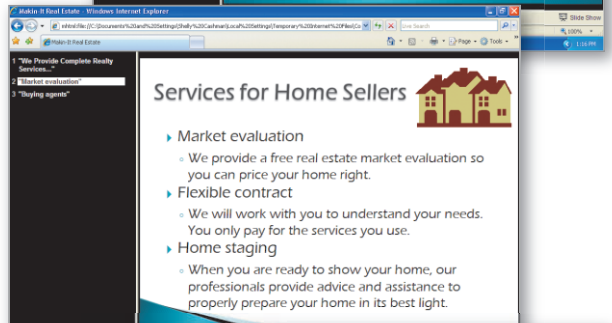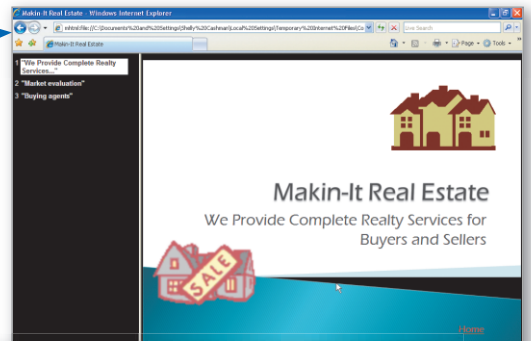
(g) PowerPoint Presentation Saved as Web Page
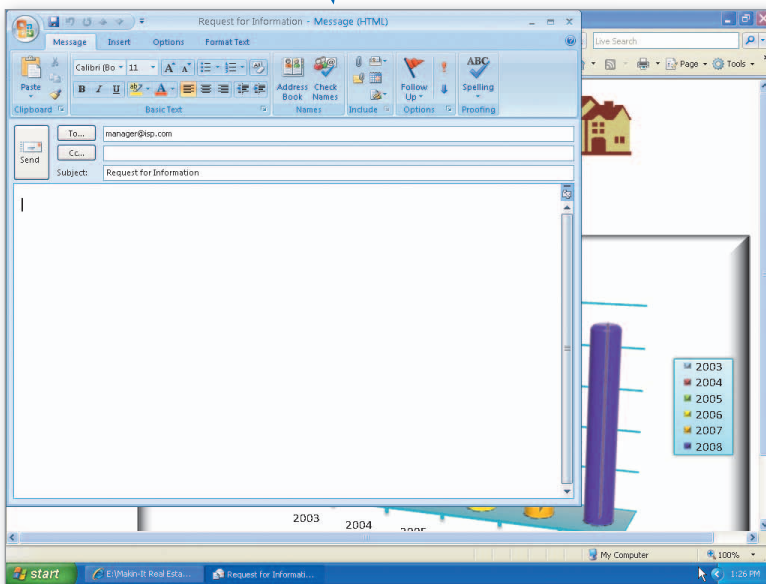
(f) New E-Mail Message Created from Hyperlink

General Project Decisions

When creating Web pages from many Office 2007 documents, you need to make several decisions that will determine the appearance and characteristics of the finished Web pages. As you create the Web pages shown in Figure 1–1, you should follow these general guidelines:

1. **Choose hyperlink names and locations.** Decide upon the names of the various Web pages and their location on media before creating the Web pages. For example, the first two hyperlinks in Figure 1–1e open Web pages named Company Services and Homes for Sale. The third hyperlink, E-Mail for Information, is easily understood by a Web page visitor.

2. **Ascertain the navigational structure of the Web pages.** The arrows shown between the Web pages in Figure 1–1 are an example of a navigational structure. Determine which pages link to other pages before the Web pages are created. The navigational structure shown in Figure 1–1 is appropriate for a small Web site.

3. **Determine appropriate file names for Web pages.** File names used for each of the Web pages shown in Figure 1–1 need to be determined when planning the pages because the file names are used to create the hyperlinks that are needed to navigate the Web pages. When naming these files, appropriate file names should be used. Save all Web pages to the same location so that they are easier to manage.

4. **Organize the layout of the home page.** Follow good design and visual layout principles to create an inviting home page. The page should not be cluttered, and the user should know what to do without the need for instructions.

5. **Plan the layout of the Access report.** Follow good Access report design guidelines to create the Access report. The fact that the report is to be used as a Web page requires additional thought and planning.

Adding Hyperlinks to a Word Document

The Web site created for Makin-It Real Estate consists of an initial Web page, called the **home page**, (Figure 1–1e on the previous page) with two hyperlinks to other Web pages, an e-mail link, and a Bar chart. Clicking a **hyperlink**, which can be text or an image, allows you to jump to another location. Text is used (Company Services, Homes for Sale, E-Mail for Information) for the three hyperlinks on the Makin-It Real Estate home page. The first hyperlink (Company Services) jumps to a PowerPoint Web page that contains three Web pages that explain the services offered by the company. A second hyperlink (Homes for Sale) jumps to an Access report that provides a list of homes for sale extracted from Makin-It Real Estate's Homes for Sale Access database. This Web page allows inquiries only; updating the database is prohibited. The third hyperlink (E-Mail for Information) creates an e-mail message. In order to place the three hyperlinks to the left of the Bar chart, a table will be created in the Word document.

To Start Word, Open an Existing Document, and Save the Document with Another Name

The first step in this chapter is to open the Word document, Makin-It Real Estate Letterhead, and save it with the new file name, Makin-It Real Estate Home Page.

1 Connect the USB flash drive containing the Data Files for Students to an available USB port on your computer. See the inside back cover of this book for instructions for downloading the Data Files for Students or see your instructor for information on accessing the files required in this book.

2 Start Word. Click the Office Button and then click Open on the Office Button menu.

3 Click the Look in box arrow and then click UDISK 2.0 (E:) in the Look in list. (Your USB drive may have a different name and letter.)

4 Double-click Makin-It Real Estate Letterhead to open the Makin-It Real Estate Letterhead document.

5 Click the Office Button and then click Save As on the Office Button menu. Type `Makin-It Real Estate Home Page` in the File name text box and then click the Save button in the Save As dialog box to save the document as Makin-It Real Estate Home Page.

6 Click the Web Layout button on the status bar to view the document in Web layout view (Figure 1–2).

7 Click the Show/Hide ¶ button on the Ribbon to show hidden formatting symbols.
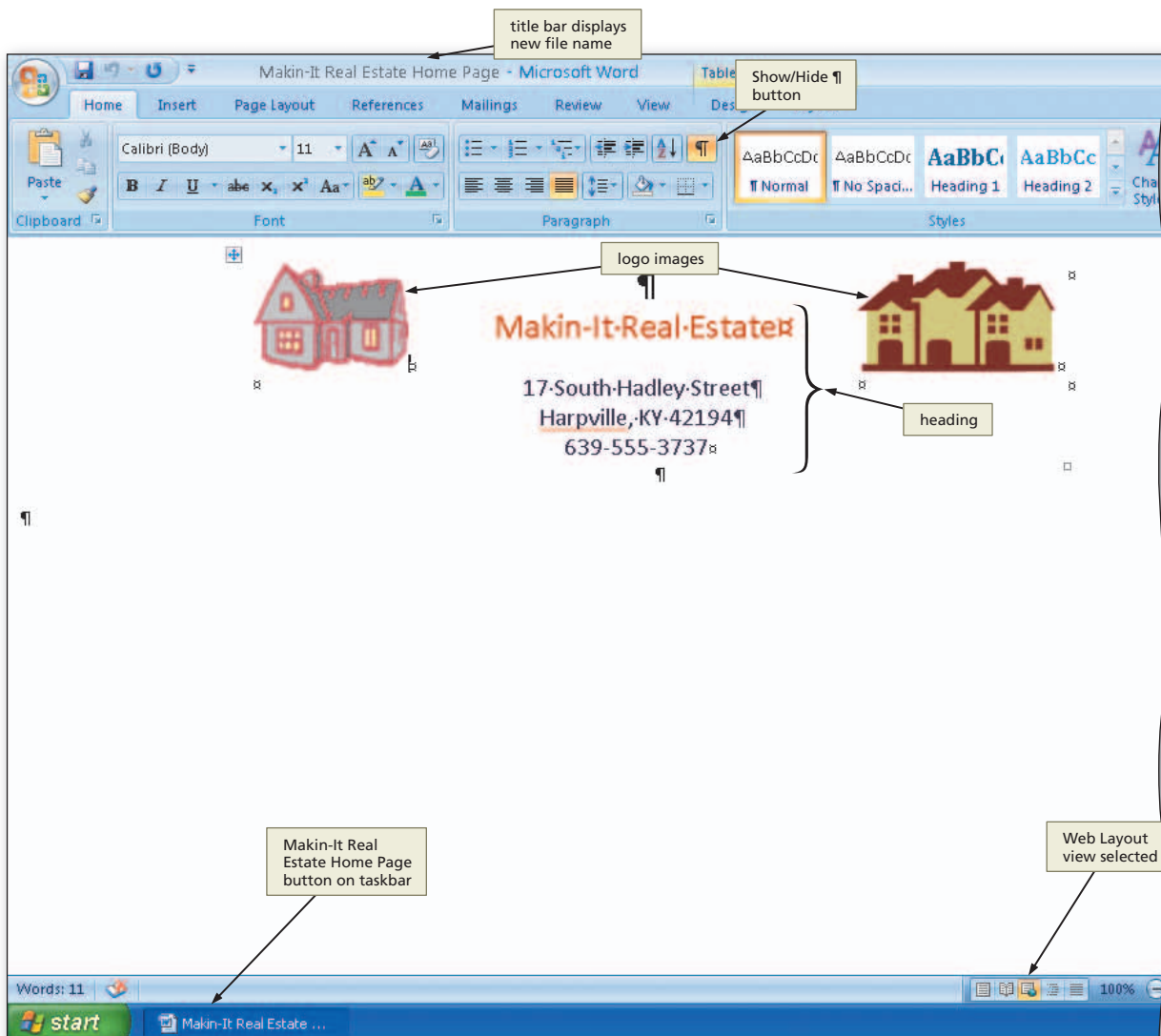
Figure 1–2

To Insert a Table into a Word Document

The next task is to insert a table with two columns and one row. The left column will contain three hyperlinks. The right column will contain the Bar chart.

The following steps add a table to the Makin-It Real Estate Home Page document.

1

- Position the insertion point on the second paragraph mark below the company telephone number.

- Click the Insert tab on the Ribbon and then click the Table button on the Ribbon.

- Drag the mouse pointer through the first two cells in the Table gallery and do not release the mouse button (Figure 1–3).

2

- Release the mouse button to insert the table and close the Table gallery.

Figure 1–3

Other Ways

1. Press ALT+N, T

To Remove the Table Border, View Gridlines, and AutoFit the Table Contents

The table border for the new table is not necessary for the Web page. In order to place the contents in the document properly, however, gridlines should be displayed to serve as a guide for inserting the hyperlinks and chart. The cells in the table also should be formatted to adjust their size automatically to accommodate the data inserted in the table. The AutoFit to Contents option allows you to make the columns in a table automatically adjus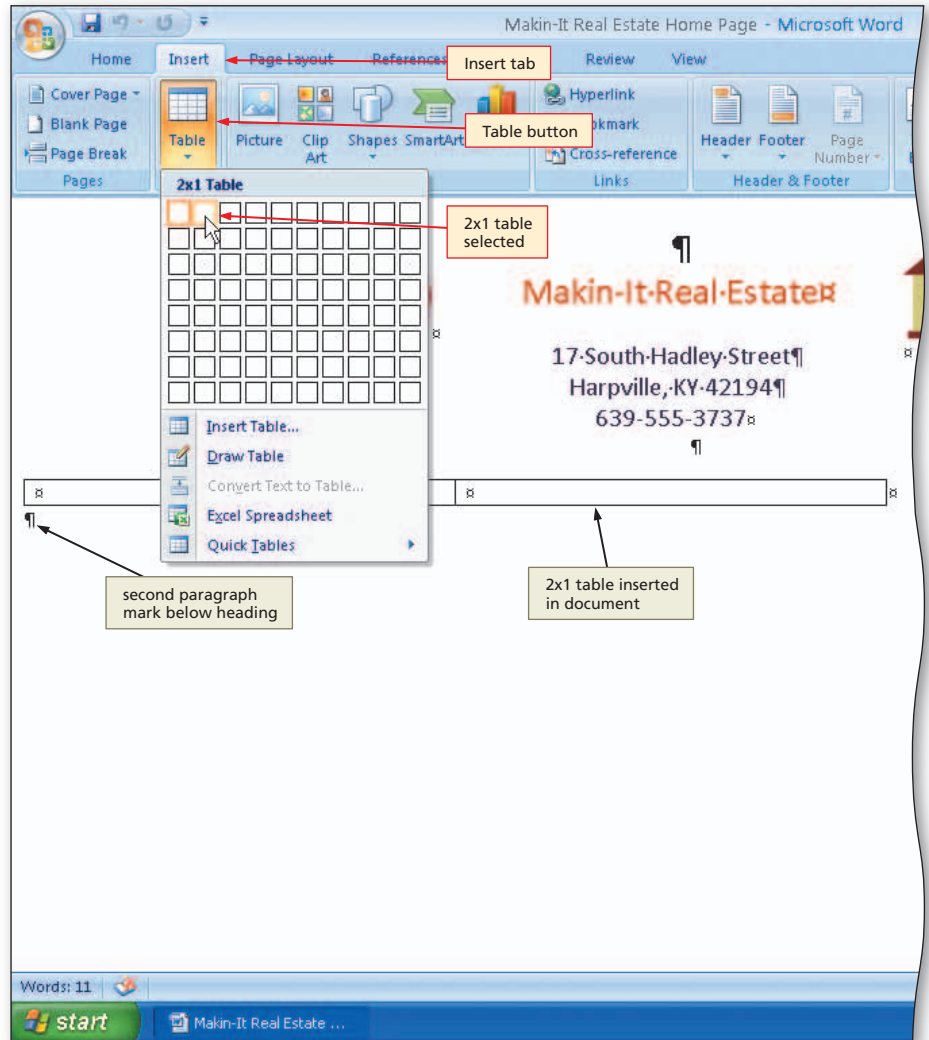t to the contents. The following steps remove the border of the table, display gridlines in the tables in the document, and set the AutoFit to Contents option for the table. The heading in the document, including the clip art images, is already included in a table.

1
- Select both cells in the new table.
- If necessary, click the Design tab on the Ribbon.
- Click the Borders button arrow on the Ribbon to display the Borders gallery (Figure 1–4).
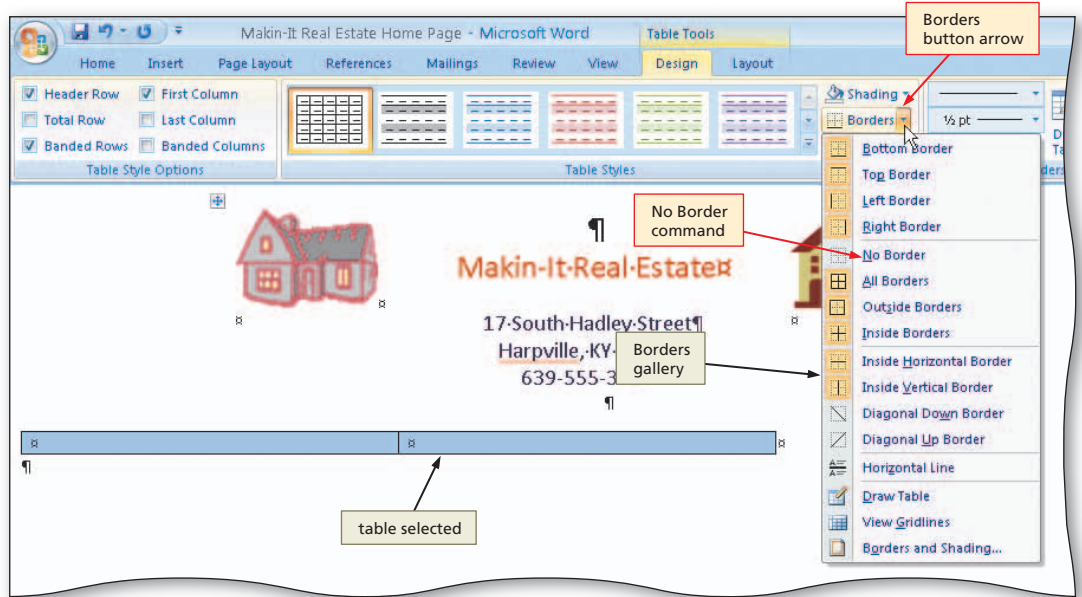
2
- Click No Border in the Borders gallery to remove the borders from the table.

Figure 1–4

3
- Click the Layout tab on the Ribbon.
- Click the View Gridlines button on the Ribbon to display gridlines in both tables in the document (Figure 1–5).
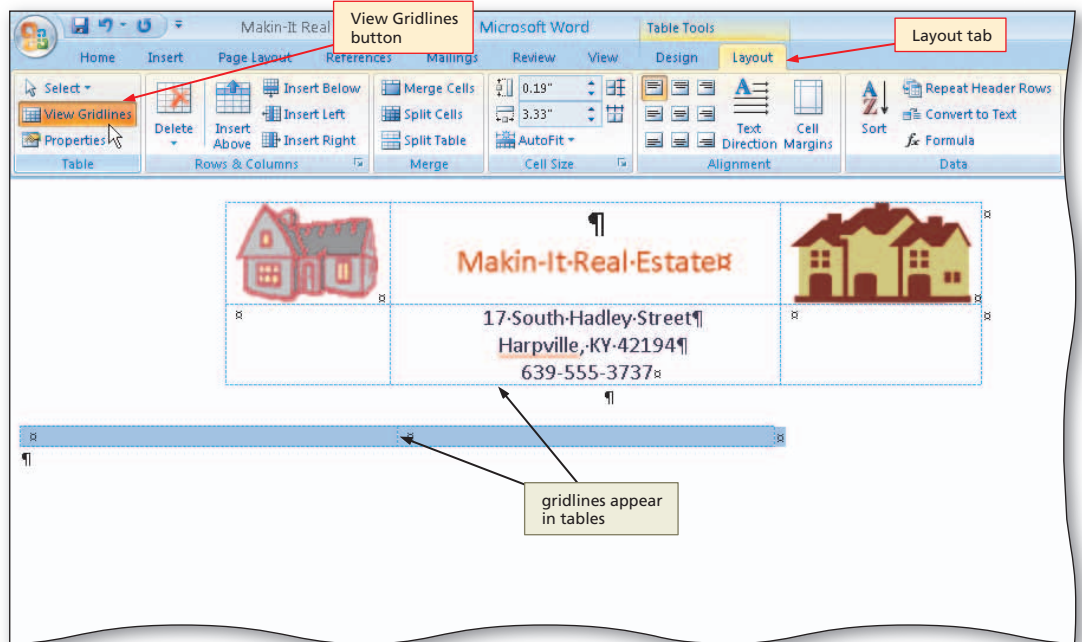
Q&A

When should I use gridlines?

Gridlines can be used as a guide when entering text or images. When the document is viewed in your browser or printed, the gridlines do not display or print.

Figure 1–5

4

● Click the AutoFit button arrow on the Ribbon to display the AutoFit gallery (Figure 1–6).
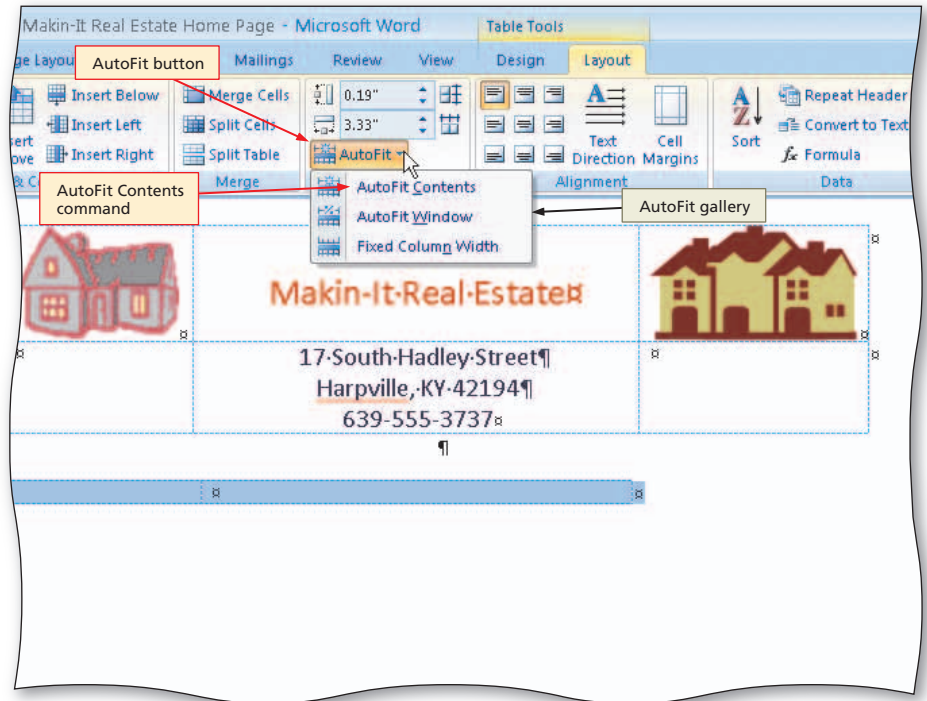
Figure 1–6

5

● Click AutoFit Contents in the AutoFit gallery to shrink the selected cells to fit their contents (Figure 1–7).
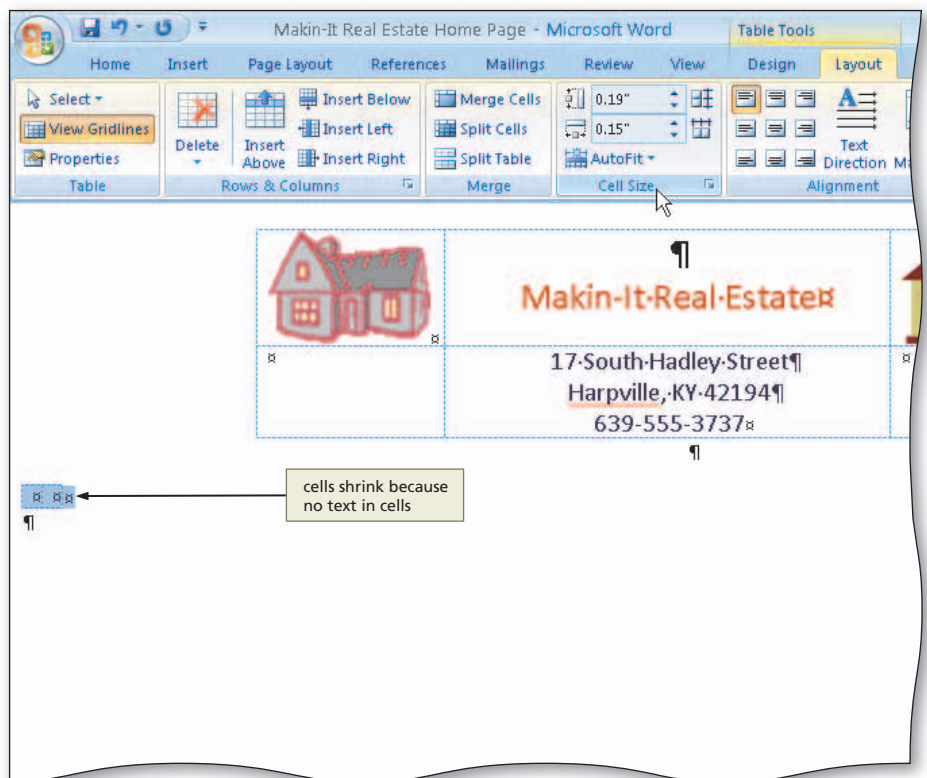
Figure 1–7

To Insert Text for Hyperlinks

After creating the borderless table, you must insert the three text phrases that will be used as hyperlinks on the home page. These phrases (Company Services, Homes for Sale, and E-Mail for Information) allow the Web page visitor to jump to two other Web pages and create an e-mail message. The following steps add the text phrases that are used as hyperlinks.

1
- If necessary, click the leftmost cell in the table to place the insertion point in the cell.

2
- Type Company Services and then press the ENTER key twice.

- Type Homes for Sale and then press the ENTER key twice.

- Type E-Mail for Information but do not press the ENTER key to complete the entry of the three text phrases that will be used as hyperlinks (Figure 1–8).
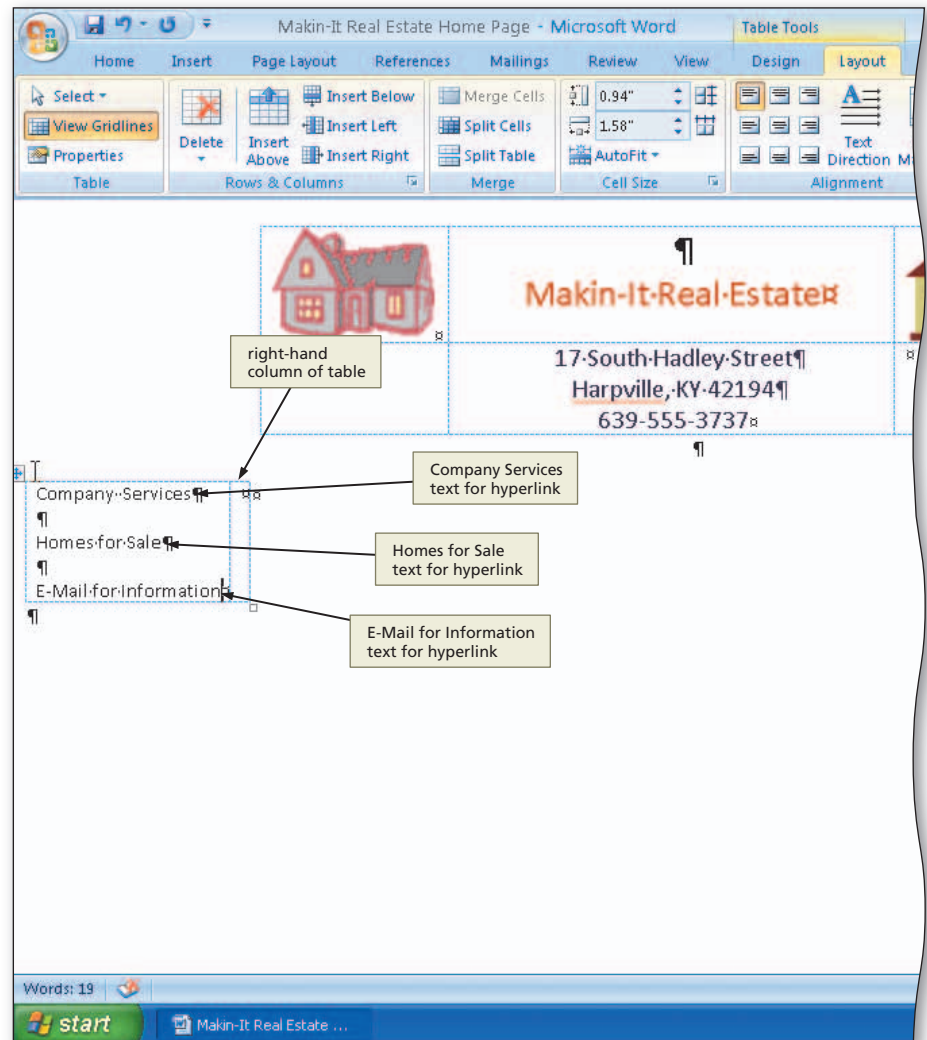
Figure 1–8

To Create a Hyperlink to PowerPoint Web Pages

The **Insert Hyperlink feature** provides the capability of linking to an existing file or Web page, to a place within the current document, to a newly created document, or to an e-mail address. In this chapter, two hyperlinks (Company Services and Homes for Sale) will be created that link to Web pages. The Company Services hyperlink will jump to a PowerPoint presentation that is saved as a Web page using the Web page name, CompanyServices. htm. The Homes for Sale hyperlink jumps to an Access report page using the Web page name, Homes for Sale.htm.

You will create the report later from an existing Access database. The third text phrase (E-Mail for Information) links to an e-mail address, allowing the Web page visitor to send an e-mail message to the company's manager.

The following steps create a hyperlink for the first text phrase.

1

- Drag through the text, Company Services, in the table to select the text.

- Click the Insert tab on the Ribbon.

- Click the Hyperlink button on the Ribbon to display the Insert Hyperlink dialog box.

2

- If necessary, click the Existing File or Web Page button on the Link to bar.

- Type CompanyServices.htm in the Address text box (Figure 1–9).

Figure 1–9

3

- Click the OK button to assign the hyperlink to the Company Services phrase.
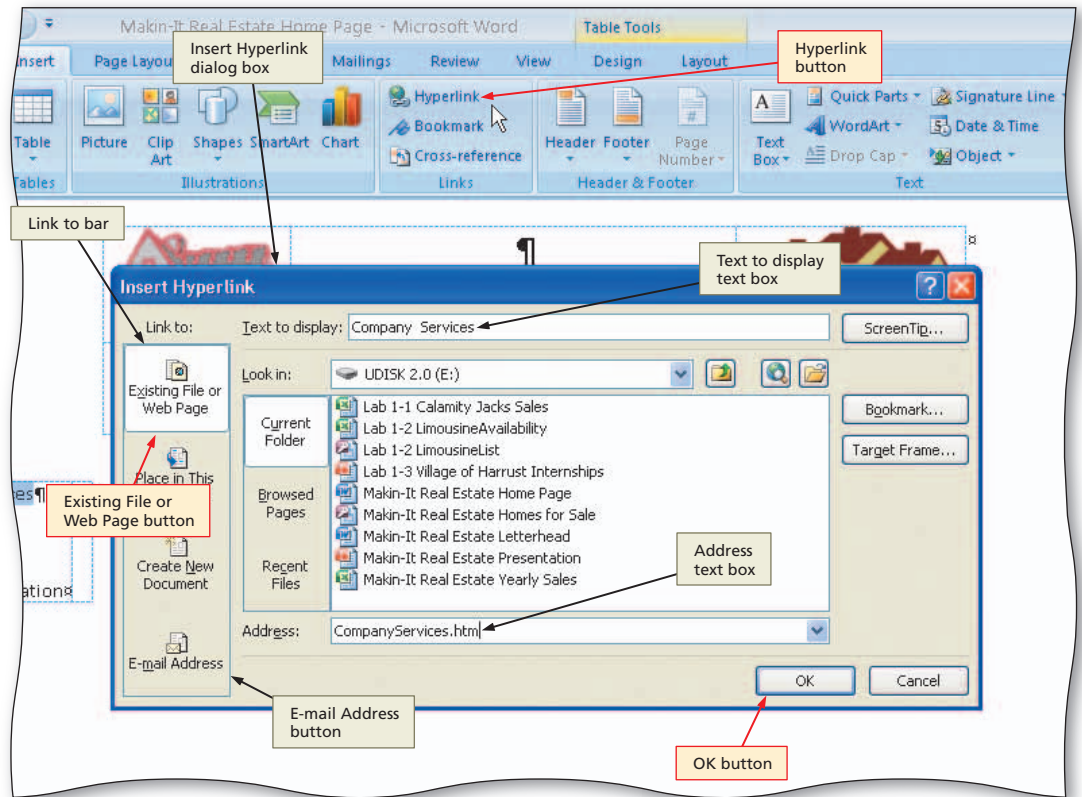
Q&A

How does the hyperlink function?

After saving the Word document as a Web page, the visitor clicks the text, Company Services, and the CompanyServices.htm file on the USB flash drive is displayed.

Other Ways

1. Right-click selected words, click Hyperlink on shortcut menu

2. Press CTRL+K

To Insert the Remaining Hyperlinks

The following steps add the remaining two hyperlinks.

1 Drag through the text, Homes for Sale, in the table. Click the Hyperlink button on the Ribbon.

2 Type Makin-It Real Estate – Homes for Sale.htm in the Address text box and then click the OK button.

3 Drag through the text, E-Mail for Information. Click the Hyperlink button on the Ribbon and then click the E-mail Address button on the Link to bar.

4 Type manager@isp.com in the E-mail address text box.

5 Type Request for Information in the Subject box and then click the OK button (Figure 1–10).

Figure 1–10

Embedding an Excel Chart into a Word Document

This chapter uses the **Object Linking and Embedding** (**OLE**) feature of Microsoft Office 2007 to insert the Excel chart into a Word document. OLE allows you to incorporate parts of a document or entire documents from one application into another. The Bar chart in Excel is call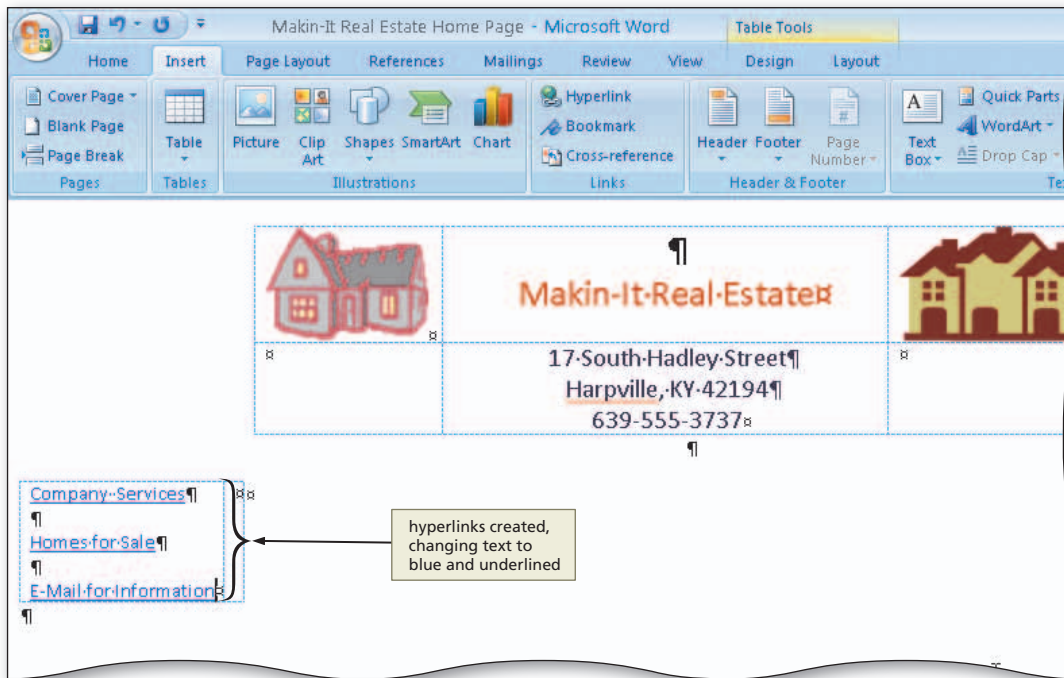ed a **source object** (Figure 1–1b on page INT 4) and the Makin-It Real Estate Home Page document is the **destination document**. An embedded object becomes part of the destination document. This chapter illustrates using the Paste Special command to embed the Excel object. **Paste Special** inserts an object into Word, but still recognizes the **source program**, the program used to create the object. When you double-click an embedded object, such as the Total Yearly Sales chart, the source program opens within the destination document and allows you to make changes. In this example, Excel is the source program.

To Start Excel and Open an Existing Workbook

The following steps open the Excel workbook in preparation for copying the chart from the workbook.

1 Start Excel. Click the Office Button and then click Open on the Office Button menu.

2 Click the Look in box arrow and then click UDISK 2.0 (E:) in the Look in list. (Your USB drive may have a different name and letter.)

3 Double-click Makin-It Real Estate Yearly Sales to open the Makin-It Real Estate Yearly Sales workbook.

BTW

Hyperlinks
Hyperlinks can link to both external locations and internal locations within the current document. To link to a location inside the current document, select the Place in This Document option in the Link to bar in the Insert Hyperlink dialog box. The Microsoft Office 2007 application then will provide a list of locations within the current document to which you can link.

BTW

Embedded Objects
The advantage of using an integrated set of applications, such as Microsoft Office 2007, is the capability of sharing information among applications. The Object Linking and Embedding (OLE) features of Office 2007 make the integration process more efficient. A chart created in Excel can be included in a Word document using OLE. To edit the embedded object, double-click it. The source program then starts and opens the source object for editing.

To Embed an Excel Chart into a Word Document

The following steps embed the Excel Bar chart into the Word document.

1
- If necessary, click the Total Yearly Sales Chart tab to make the sheet tab active (Figure 1–11).
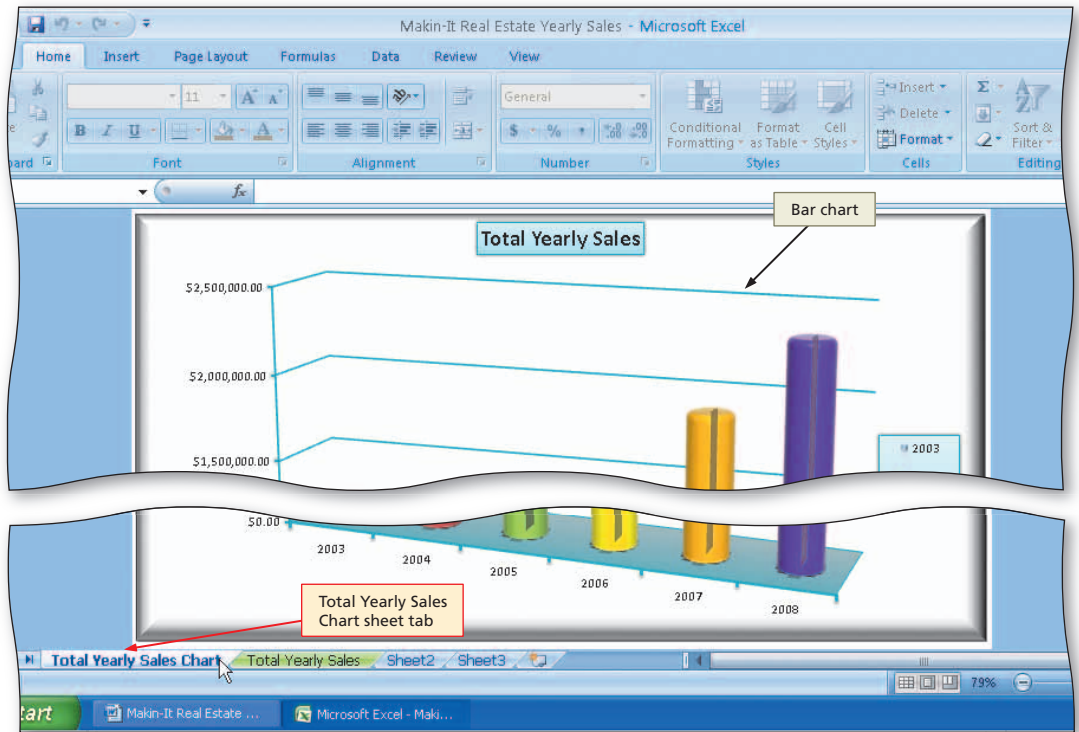
Figure 1–11

2
- Click the white area around the chart area to select the chart and then click the Copy button on the Ribbon to place a copy of the Bar chart on the Office Clipboard (Figure 1–12).
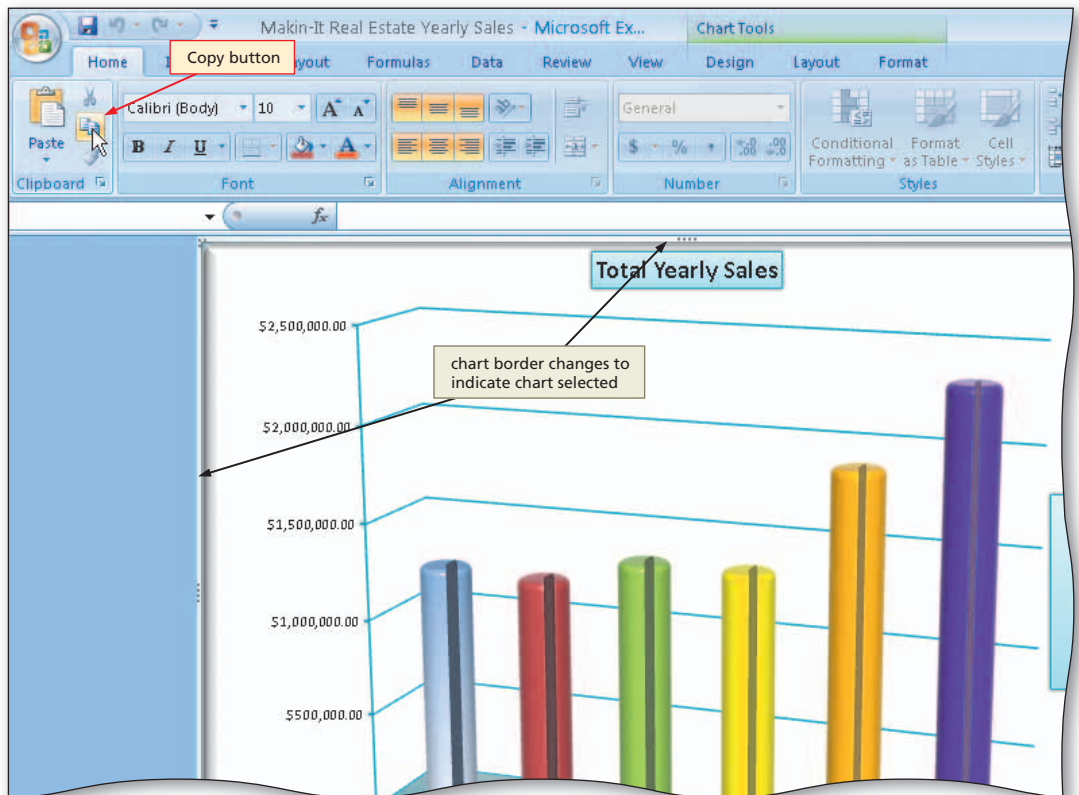
Figure 1–12

3

- Click the Makin-It Real Estate Home Page button on the taskbar.

- If necessary, click the right cell of the lower table to place the insertion point in the right cell of the table.

- Click the Home tab on the Ribbon.

- Click the Paste button arrow on the Ribbon to display the Paste gallery (Figure 1–13).

Figure 1–13

4

- Click Paste Special to display the Paste Special dialog box.

- If necessary, click Microsoft Office Excel Chart Object in the As list (Figure 1–14).

Figure 1–14

5

- Click the OK button to embed the Bar chart into the document (Figure 1–15).

Bar chart embedded in Word document table

Figure 1–15

Copy Methods

All Office 2007 applications allow you to use three methods to copy objects among applications: (1) copy and paste; (2) copy and embed; and (3) copy and link. The first method uses the Copy and Paste buttons. The lat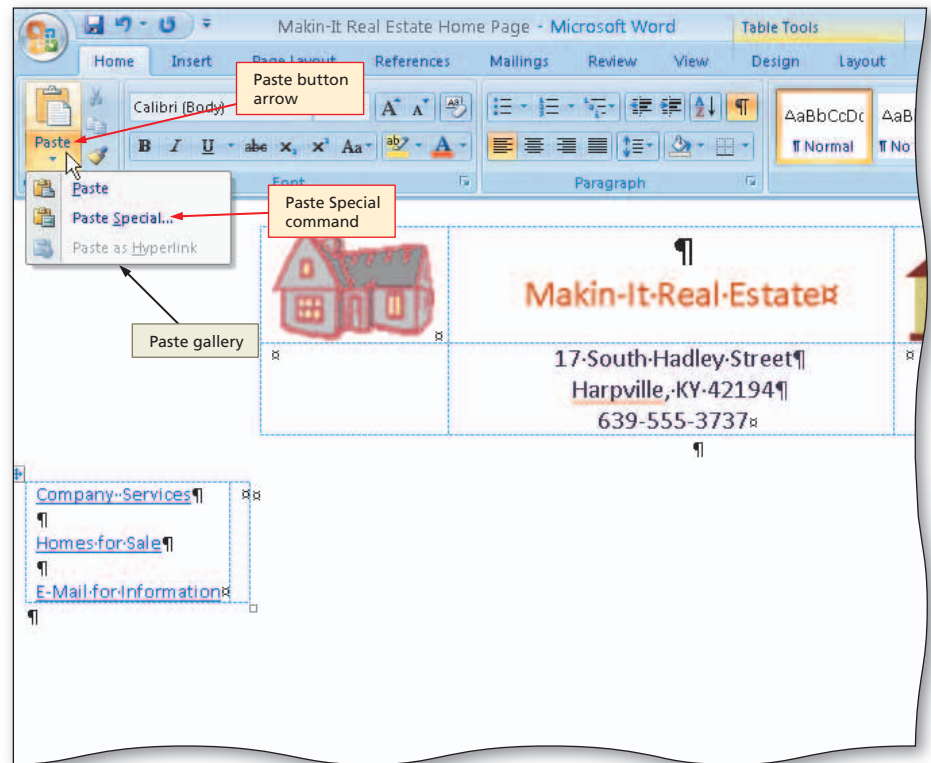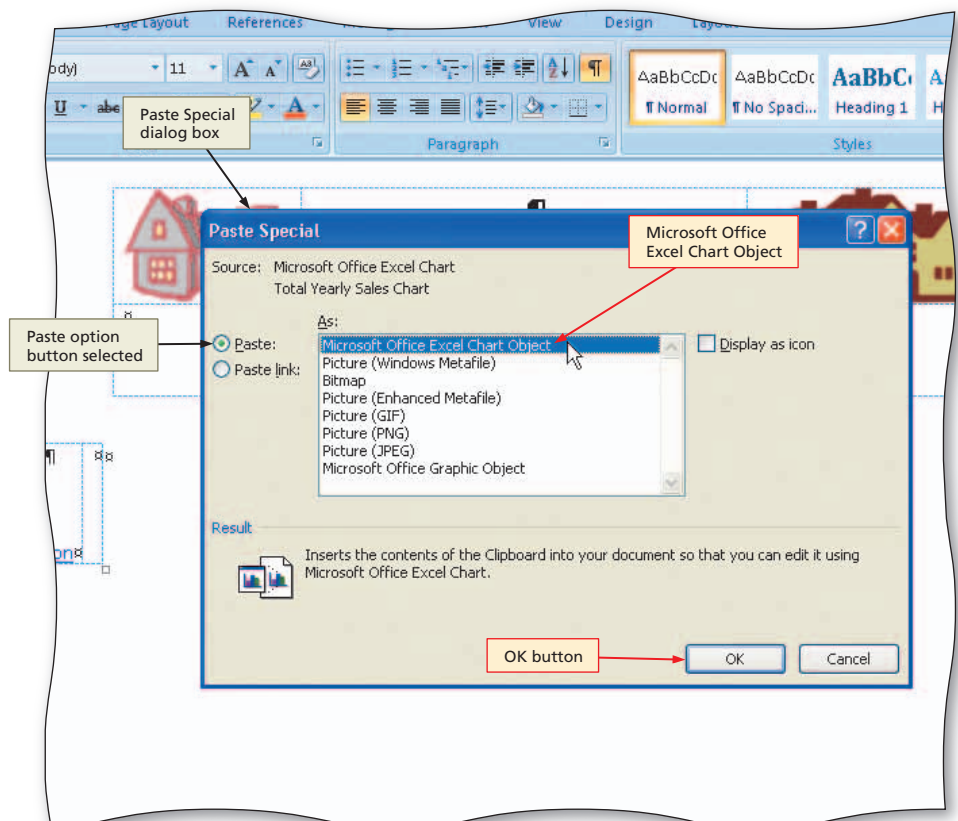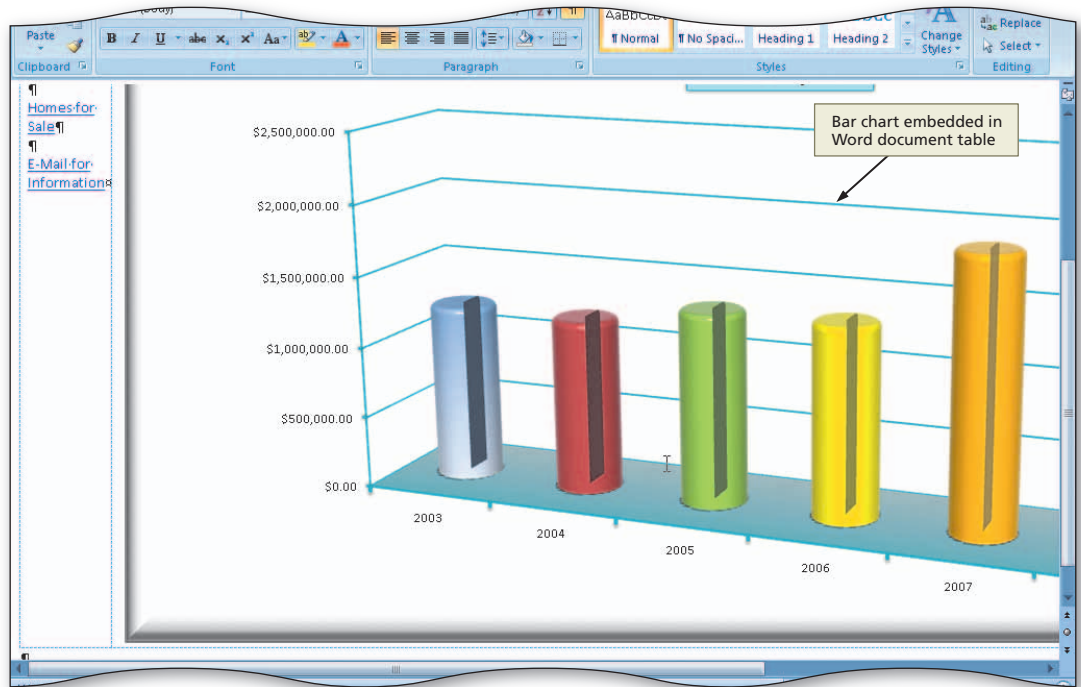ter two use the Copy button and the Paste Special command. Table 1–1 summarizes the differences among the three methods.

BTW

Objects
Objects can be nearly any part of an Office 2007 application or other Windows application. Some examples are Excel worksheets, a paragraph in a Word document, and a slide in a PowerPoint presentation. As long as you use the Paste Special command to paste data in the Clipboard, you can keep data in its native format.

Table 1–1 Copy Methods

Method	Characteristics
Copy and paste	The source object becomes part of the destination document. An object may be edited, but the editing features are limited to those of the destination application. An Excel worksheet becomes a Word table. If changes are made to values in the Word table, any original Excel formulas are not recalculated.
Copy and embed	The source object becomes part of the destination document. An object may be edited in the destination document using source editing features. The Excel worksheet remains a worksheet in Word. If you make changes to values in the worksheet with Word active, Excel formulas will be recalculated. If you change the worksheet in Excel without the document open in Word, however, these changes will not display in the Word document the next time you open it.
Copy and link	The source object does not become part of the destination document, even though it appears to be. Instead, a link is established between the two documents, so that when you open the Word document, the worksheet displays within the document, as though it were a part of it. When you attempt to edit a linked worksheet in Word, the system activates Excel. If you change the worksheet in Excel, the changes also will display in the Word document the next time you open it.

To Change the Size of an Embedded Object

The embedded Bar chart slightly exceeds the margins of the Makin-It Real Estate Home Page document. Reducing the size of the Bar chart will improve the layout of the document. When an Office 2007 document includes an embedded object from another Office 2007 document, you can edit the object in place. When you edit an object in place, the destination document's application displays commands on the Ribbon from the source document's application. For example, when you edit the Total Yearly Sales chart in the Makin-It Real Estate Home Page, the Ribbon changes so that you can use commands from Excel even though you are working in Word.

The following steps reduce the size of the chart by editing the object in place.

1

• Click the View Ruler button above the vertical scroll box.

• If necessary, use the vertical scroll bar on the right side of the Word window to scroll to the top of the document.

• Drag the Move Table Column slider to the right so the border aligns with the left border of the upper table.

2

• Right-click the Bar chart to display the shortcut menu.

• Click Worksheet Object on the shortcut menu to display the Worksheet Object shortcut menu and then point to the Edit command (Figure 1–16).
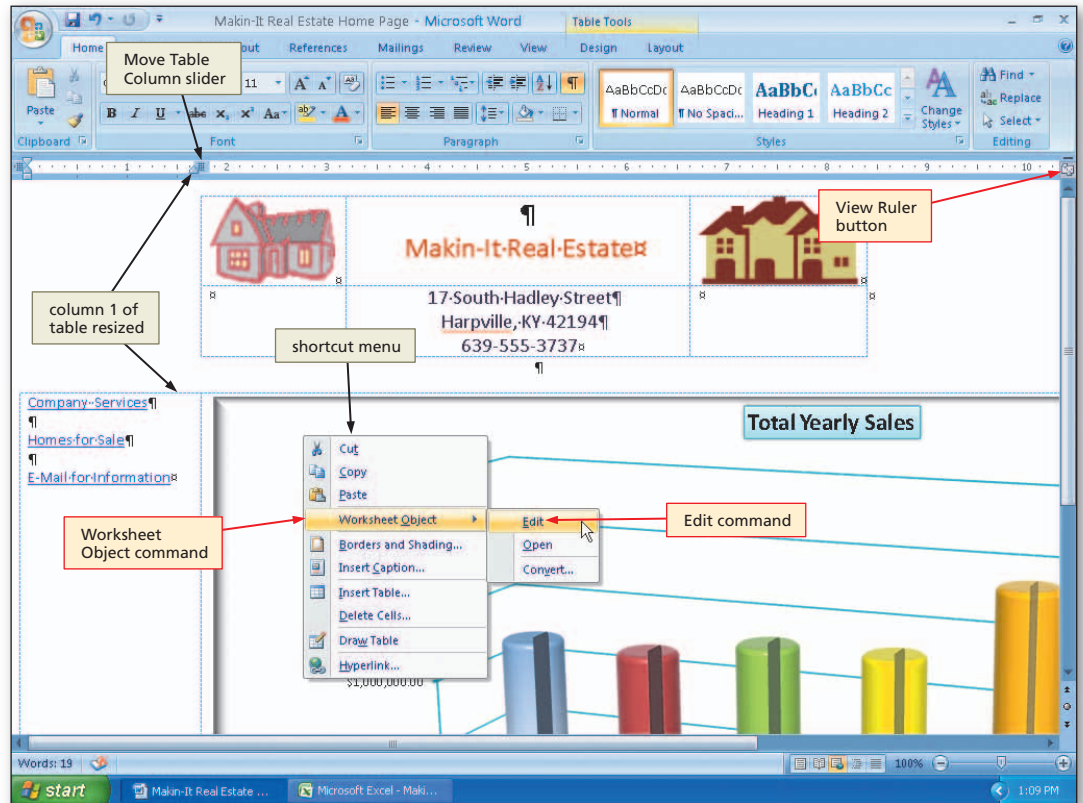

Figure 1–16

3

- Click Edit to begin editing the chart in place.

- Click anywhere in the chart to select it.

- Use the scroll bars on the bottom and right sides of the Word window to scroll to the bottom-right of the chart.

- Drag the lower-right sizing handle of the chart up and to the left until the chart is sized as shown in Figure 1–17.
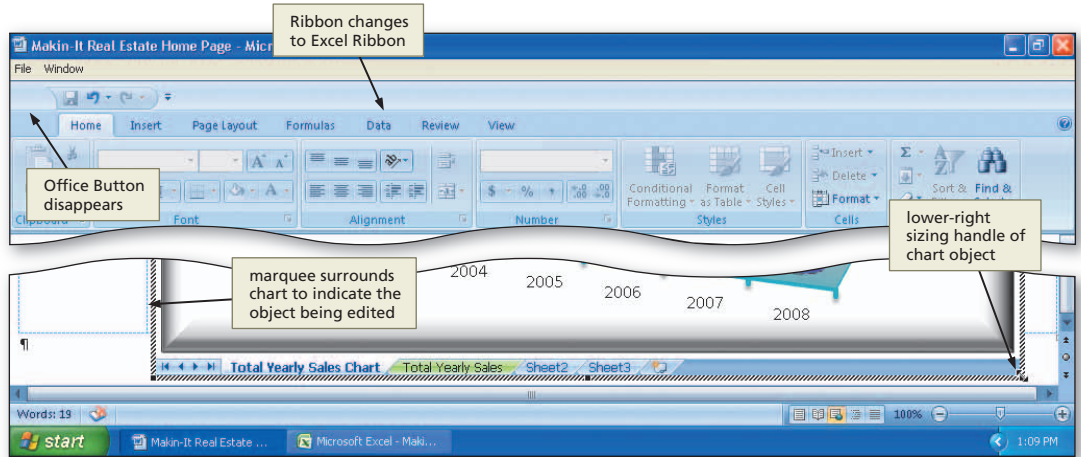

Figure 1–17

Q&A What happened to the Ribbon?

When you edit an embedded object in place, the destination application, which is Word in this case, displays contextual commands in the Ribbon for the application in which the embedded object was created. You now can edit the Excel chart as though you are working in Excel. This method of editing is much simpler than the entire Excel application opening in order for you to edit the chart.

4

- If necessary, use the scroll bars on the bottom and right sides of the Word window to scroll to the top of the document.

- Click next to the E-Mail for Information hyperlink in the first column of the table to display the Word Ribbon (Figure 1–18).

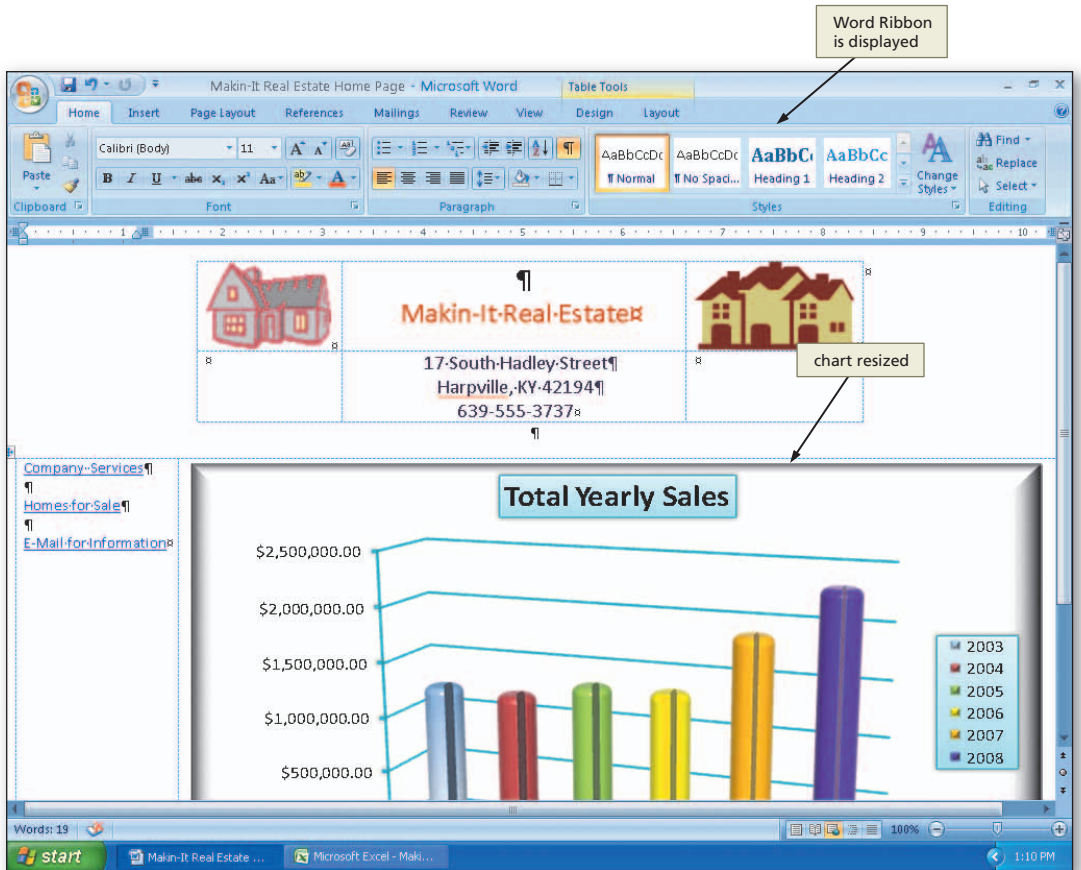**Q&A** Why did the Word Ribbon appear?

When you are finished editing an embedded object in place, you can click anywhere outside the embedded object in the destination document to reactivate the destination document's Ribbon commands.

Figure 1–18

To Quit Excel

With the Bar chart embedded in the Word document, you no longer need the Makin-It Real Estate Yearly Sales workbook open. The following steps quit Excel.

1 Right-click the Microsoft Excel - Makin-It Real Estate Yearly Sales button on the taskbar. Click Close on the shortcut menu. If prompted to save changes, click the No button.

2 If the Microsoft Excel dialog box displays regarding saving the large amount of information on the Clipboard, click the No button.

Viewing the Word Document in Your Browser and Saving It as a Web Page

The next task is to view the Word document in your browser to verify that all information and links in the document are accurate. After verifying its accuracy, you then can save the Word document as an HTML file. Saving the Word document as an HTML file makes it possible for it to be viewed using a browser, such as Internet Explorer.

BTW

Resizing
To resize an image proportionally from a corner, you can press and hold down the SHIFT key while dragging a corner sizing handle. To resize vertically, horizontally, or diagonally from the center outward, press and hold down the CTRL key while dragging a sizing handle. To resize proportionally from the center outward, press and hold down the CTRL+SHIFT keys and drag a corner sizing handle.

To Add a Button to the Quick Access Toolbar

Many commands available in Word 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
• Click the Customize Quick Access Toolbar button arrow to display the Customize Quick Access Toolbar menu (Figure 1–19).
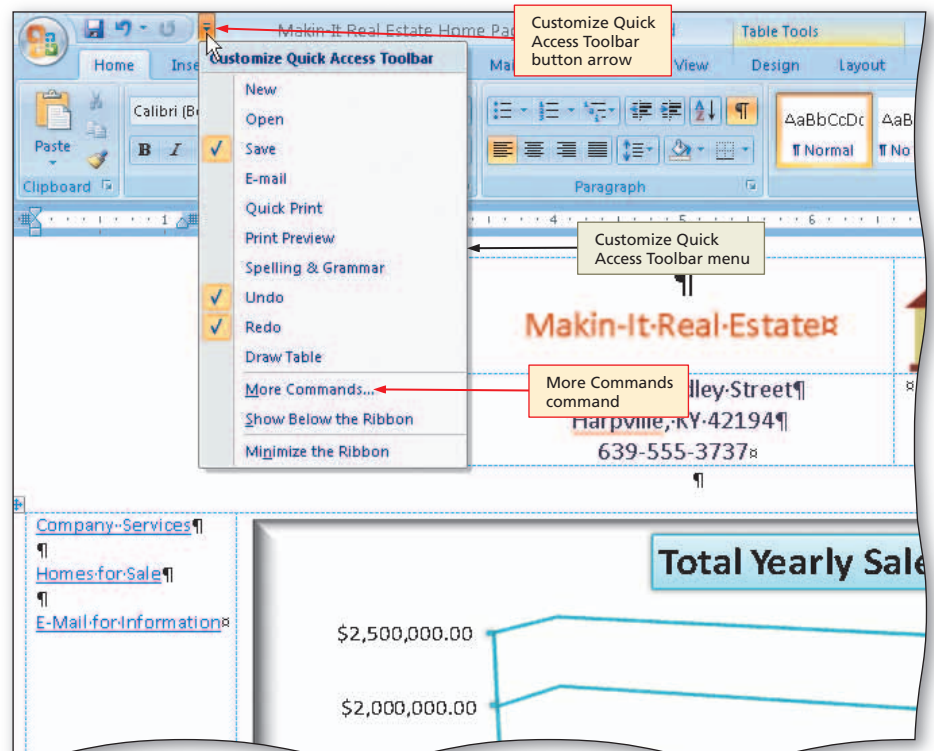

Figure 1–19

2

• Click the More Commands command on the Customize Quick Access Toolbar menu.

• When the Word Options dialog box is displayed, click the 'Choose commands from' box arrow to display the Choose commands from list (Figure 1–20).
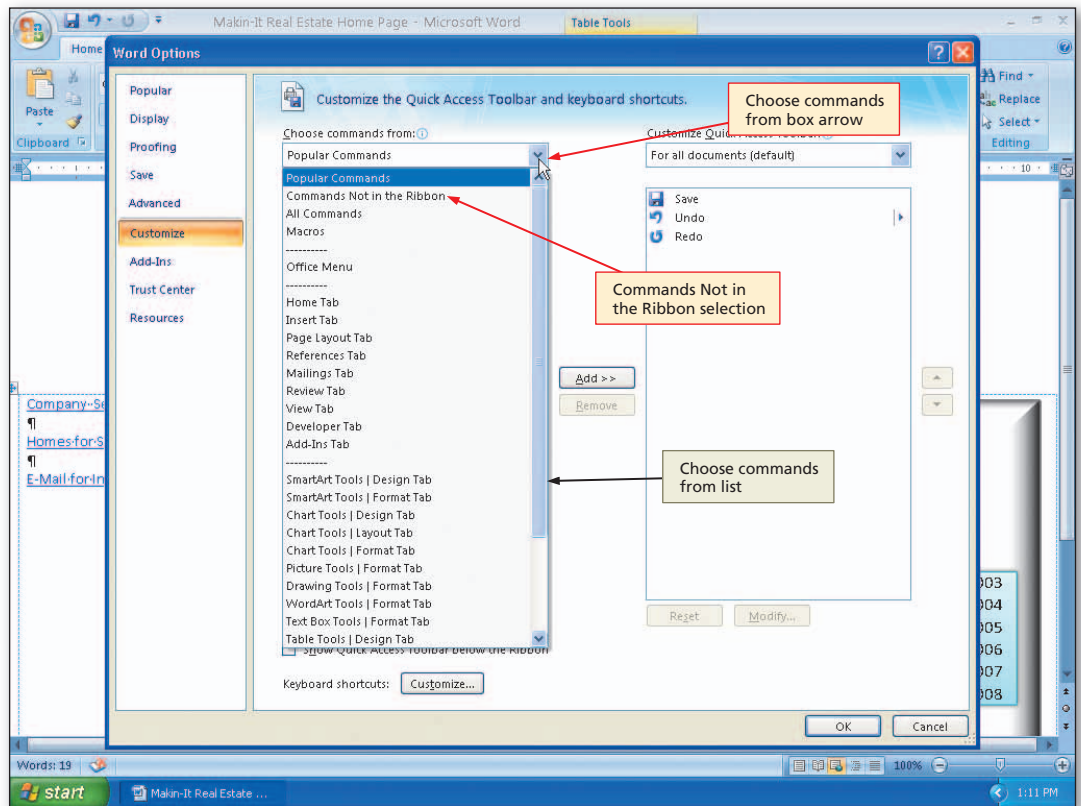

Figure 1–20

3

• Click Commands Not in the Ribbon in the 'Choose commands from' list to display a list of commands not in the Ribbon (Figure 1–21).
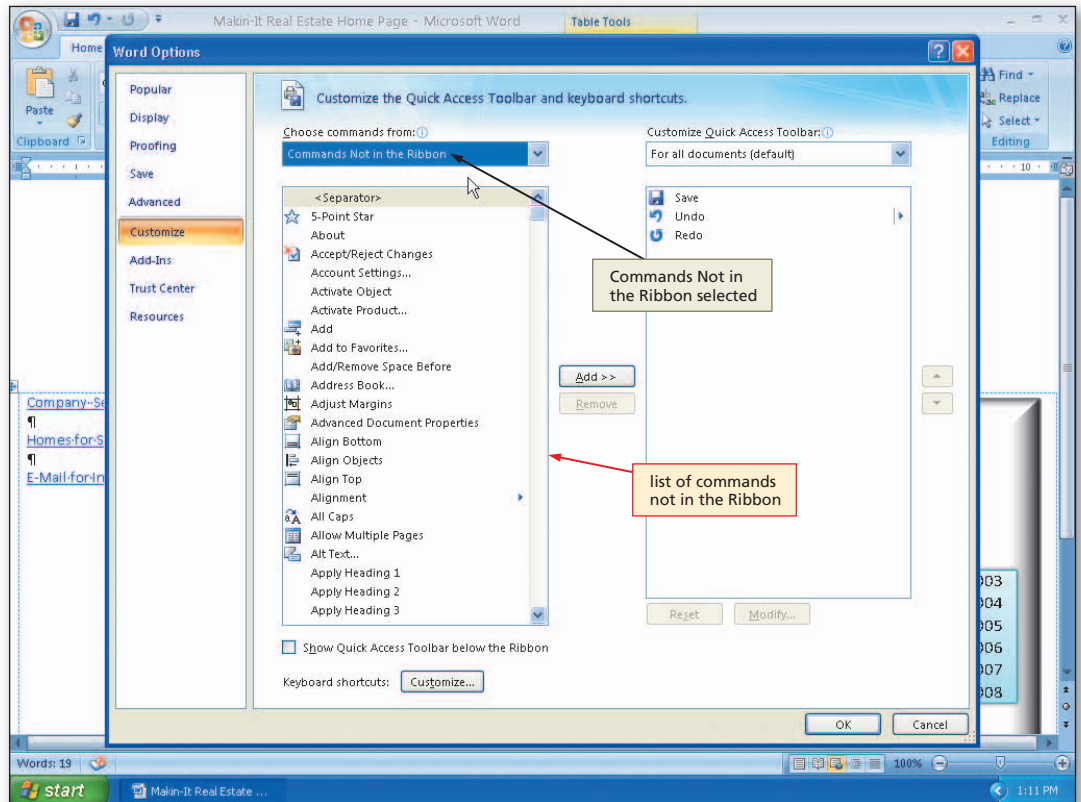

Figure 1–21

4

- 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 1–22).
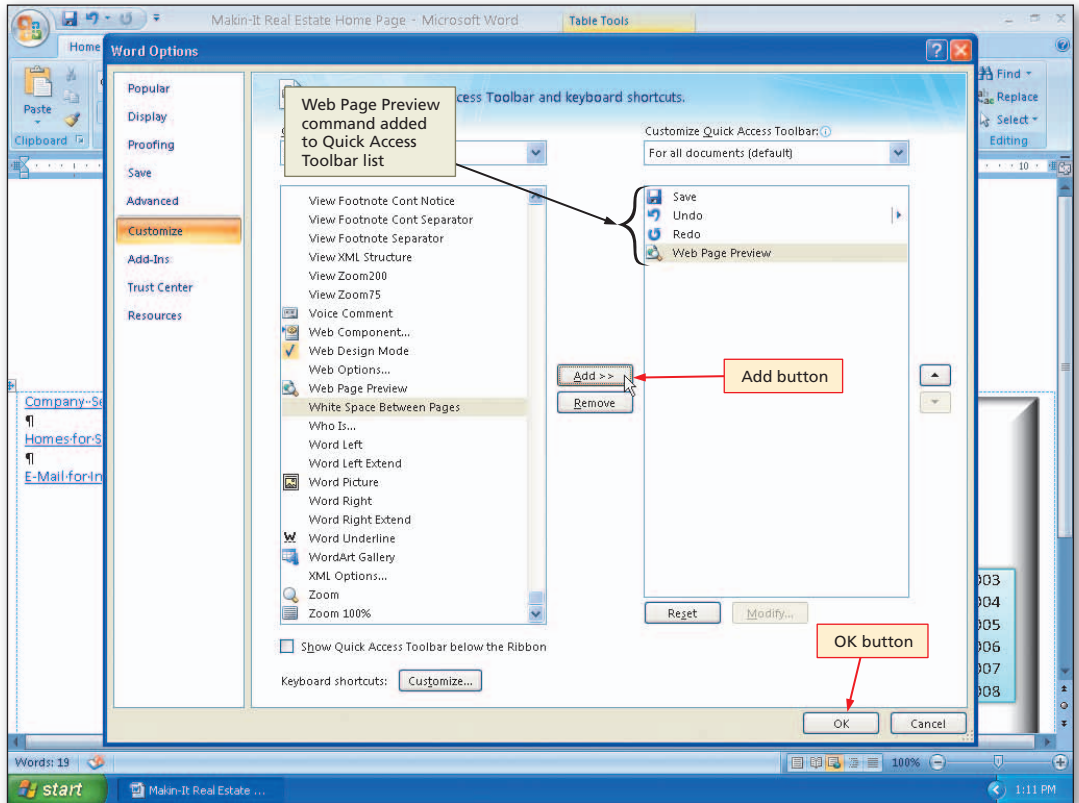
Figure 1–22

5

- Click the OK button to close the Word Options dialog box (Figure 1–23).

Q&A

Will the Web Page Preview command be on the Quick Access Toolbar the next time that I start Word?

Yes. When you change the Quick Access Toolbar, the changes remain even after you restart Word. If you share a computer with somebody else or if the Quick Access Toolbar becomes cluttered, Word allows you to remove commands from the Quick Access Toolbar. The Web Page Preview button is removed from the Quick Access Toolbar later in this chapter.

Figure 1–23

To Preview the Web Page

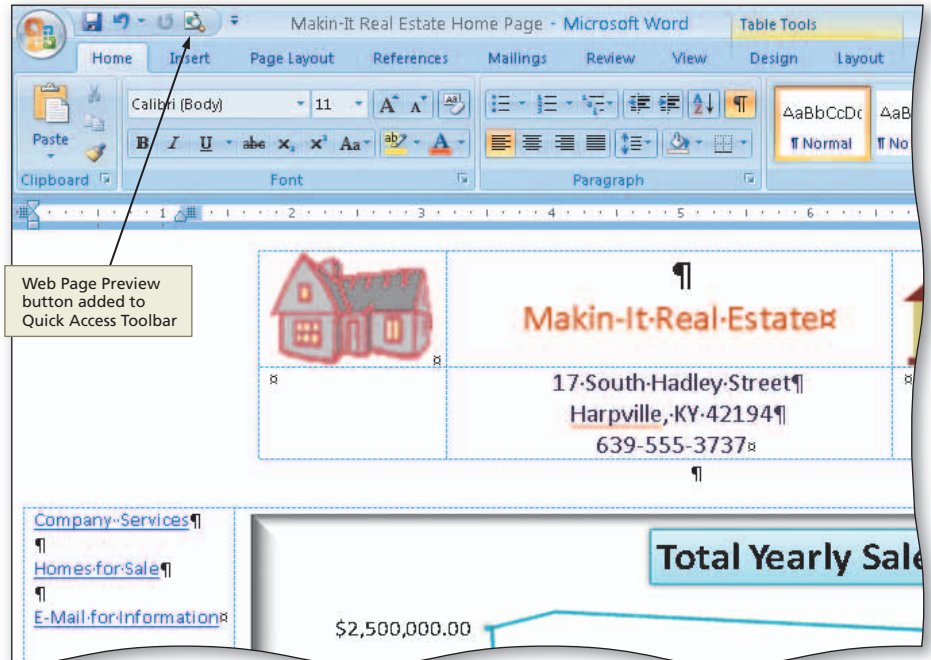The following steps preview the document in the browser and then save the Word document as an HTML file.

1

• Click the Web Page Preview button on the Quick Access Toolbar to display the Web page in your browser.

2

• If necessary, click the Maximize button on your browser's title bar (Figure 1–24).

3

• Click the browser's Close button.

Q&A

How should I verify the Web page?

Verify that the Web page contains all information necessary and is displayed as shown in Figure 1–24. The Web page consists of a heading with logo images and the company name, address, and telephone number. A borderless table displays three hyperlinks in the left column and a Bar chart in the right column. The E-Mail for Information hyperlink should display a new message when you click it. The other two links, Company Services and Homes for Sale, do not work because the corresponding Web pages are not available until later in this chapter.
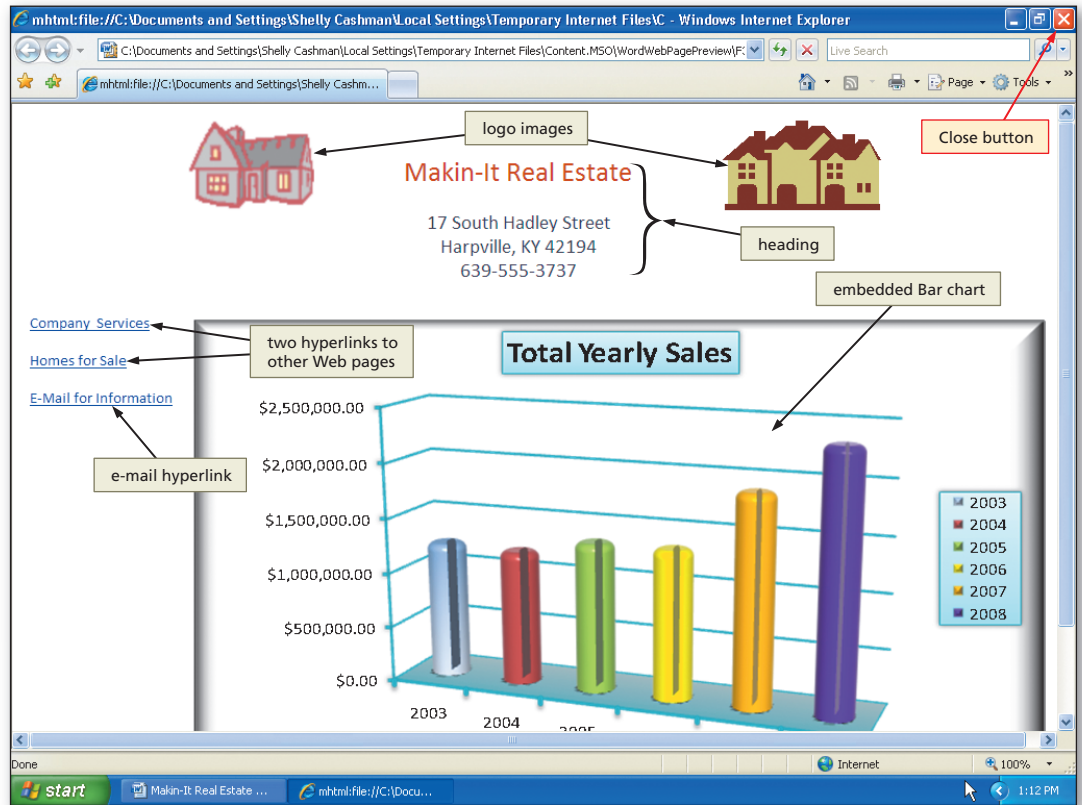
Figure 1–24

To Save a Document with a New File Name

If the Web page is correct, save it on the USB flash drive as an HTML file. If changes need to be made to the Web page, return to the Word document and correct it. The following steps save the document as a Web page.

1 Click the Office Button and then click the Save As command.

2 Type Makin-It Real Estate Home Page in the File name text box if necessary.

3 Select Web Page in the Save as type box.

4 If necessary, click the Save in box arrow and then click UDISK 2.0 (E:) in the Save in list. (Your USB flash drive may have a different name and letter.)

5 Click the Save button in the Save As dialog box. If the Microsoft Office Word dialog box displays, click the Continue button.

Q&A

Why should I save the document as a Web page?

Saving an existing Word document as a Web page allows you quickly to get a Word document ready for copying to the Web or to an intranet. One alternative to this is to write the Hypertext Markup Language (HTML) to develop the Web pages. **HTML** is a programming language used for Web page creation. The home page created earlier in this chapter could be created by writing HTML tags (code). For documents that already are in Word format, the easier method is to use the Word Save as Web Page command. This essentially creates the HTML code for you and saves it in a file. While the HTML code is in the file, you do not need to understand HTML code.

To Reset the Quick Access Toolbar and Quit Word

The necessary work with the Word document is complete. The following steps remove the Web Page Preview button from the Quick Access Toolbar and quit Word.

1 Click the Customize the Quick Access Toolbar button arrow on the Ribbon.

2 Click the More Commands command.

3 When the Word Options dialog box is displayed, click the Reset button. If the Reset Customizations dialog box is displayed, click the OK button.

4 Click the OK button on the Word Options dialog box to close it.

5 Click the View Ruler button to close the ruler.

6 Click the Close button on the Microsoft Word title bar.

Q&A

Do I need to remove the button from the Quick Access Toolbar?

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

Creating a PowerPoint Presentation Web Page

PowerPoint 2007 allows you to create Web pages from an existing PowerPoint presentation, using the same method used earlier in this chapter to save a Word document as a Web page. The presentation then can be viewed using your browser.

To Start PowerPoint and Open an Existing Presentation

The PowerPoint presentation used in this chapter consists of three slides (Figure 1–1g on page INT 5). The first slide is a title slide, containing the company name and graphics. Slide 2 consists of information about services for home sellers. Slide 3 includes information about services for home buyers. This information can be used in its present format to enhance a presentation about the company's services. As Web pages, you can use this presentation to address a much wider, global audience on the World Wide Web.

The following steps open an existing PowerPoint presentation.

1 Start PowerPoint. Click the Office Button and then click Open on the Office Button menu.

2 Click the Look in box arrow and then click UDISK 2.0 (E:) in the Look in list. (Your USB drive may have a different name and letter.)

3 Double-click Makin-It Real Estate Presentation to open the Makin-It Real Estate Presentation presentation (Figure 1–25).
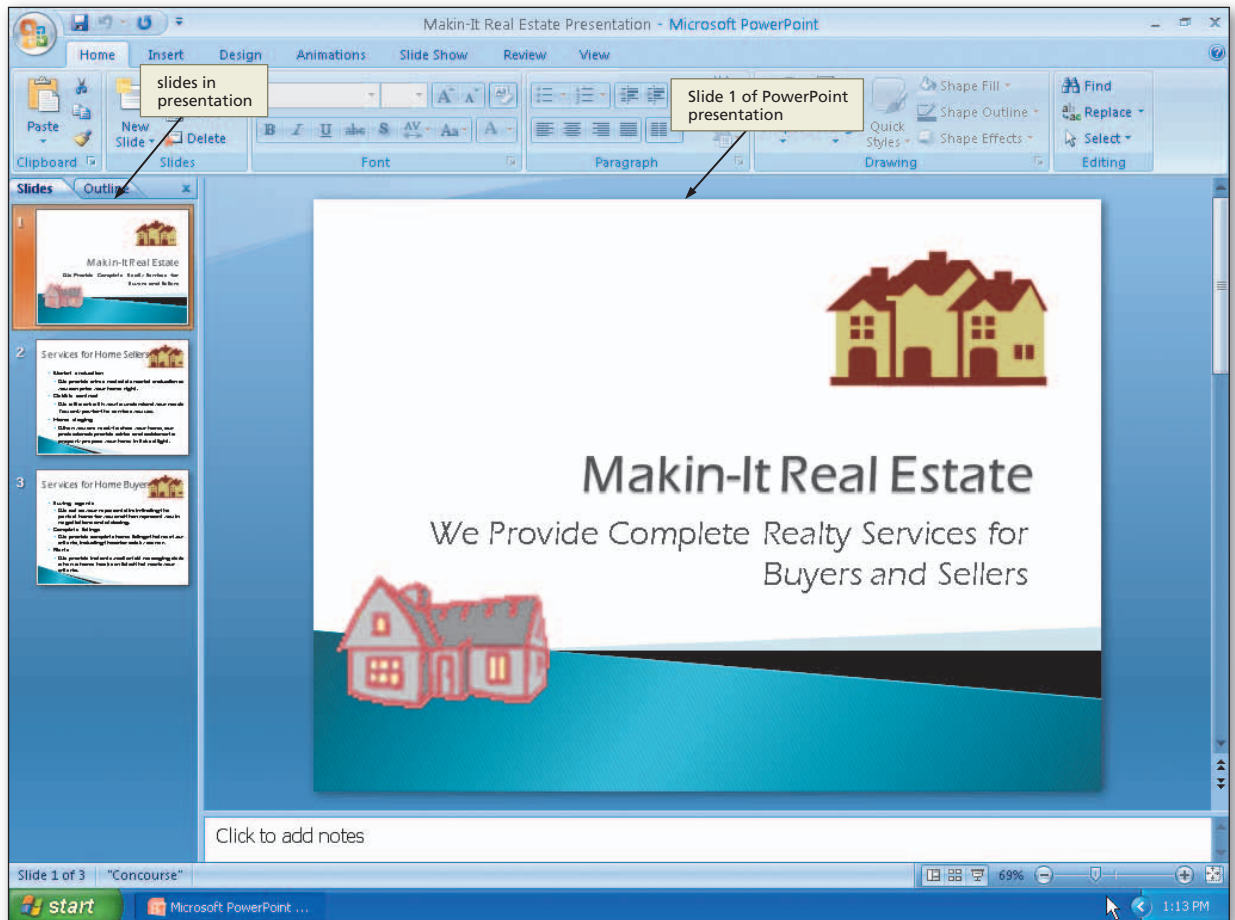

Figure 1–25

To Add Text for a Hyperlink into a PowerPoint Presentation

One of the more important features of Web sites is their capability of linking from one Web page to another using hyperlinks. In earlier steps in this chapter, you added three hyperlinks to the Makin-It Real Estate home page. Once Web page visitors link to the PowerPoint Web pages, however, they cannot return to the home page without using the Back button on the browser's toolbar. This is not a convenient way for Web page visitors to navigate through the Web site. The following steps add a Home link to the first slide of the PowerPoint presentation (Figure 1–1e on page INT 5).

1 Click the Insert tab on the Ribbon.

2 Click Text Box on the Ribbon.

3 Draw the outline of the text box in the location shown on the slide in Figure 1–26.

4 If necessary, click inside the text box.

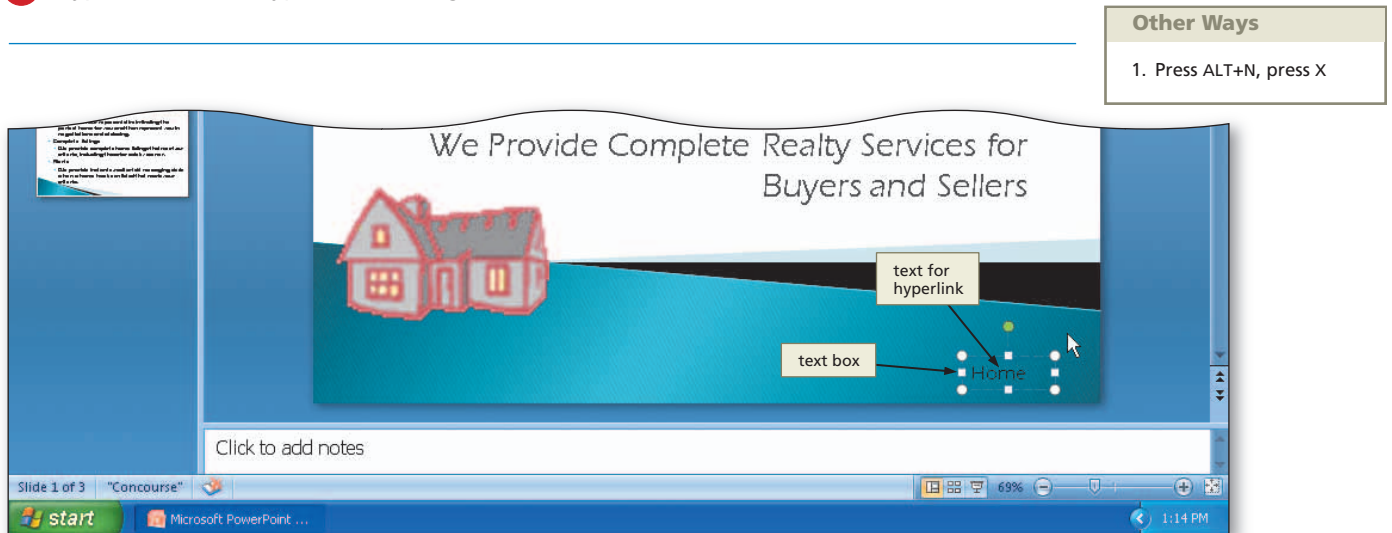**5** Type Home as the hyperlink text (Figure 1–26).

Figure 1–26

To Insert a Hyperlink into a PowerPoint Presentation

After you enter the text for the hyperlink, you can create the hyperlink itself. When clicked, the hyperlink jumps to the Makin-It Real Estate home page created previously in this chapter and saved on the USB flash drive. To create the hyperlink, you will use the Hyperlink button on the Insert tab on the Ribbon.

The following steps create the PowerPoint hyperlink.

1
- Double-click the word, Home, inside the text box you just inserted.

2
- If necessary, click the Insert tab on the Ribbon.
- Click the Hyperlink button on the Ribbon to display the Insert Hyperlink dialog box.

3
- If necessary, click the Existing File or Web Page button on the Link to bar.
- Type e:\Makin-It Real Estate Home Page.htm in the Address text box. (Your USB drive may have a different name and letter.) Click the OK button to add the hyperlink to the text in the text box (Figure 1–27).
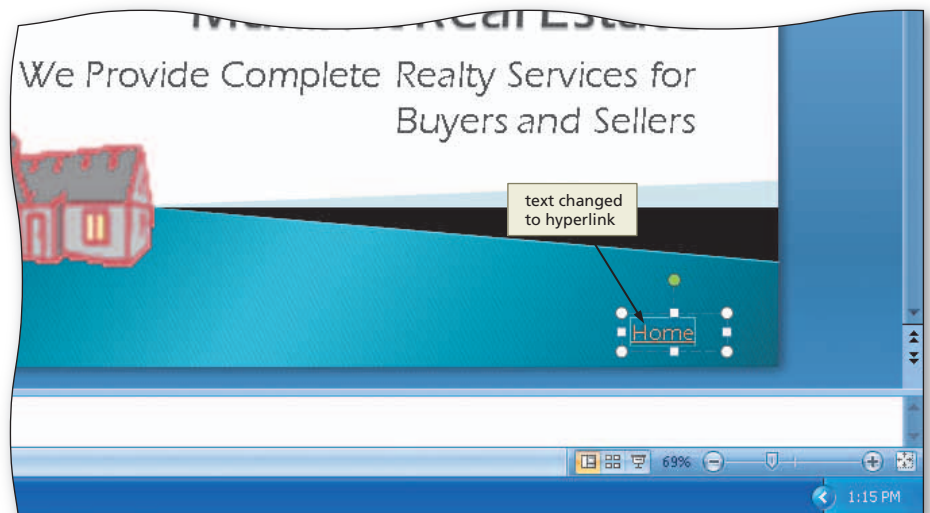

Figure 1–27

To Add a Button to the Quick Access Toolbar and View the Web Page in Your Browser

Just as in the previous section of this chapter, the following steps display the Web page before saving it. It is important to verify all of the Web page navigation features before saving the file. Because the Web Page Preview button is not available on the Ribbon, the button must first be added to the Quick Access Toolbar.

1 Click the Customize Quick Access Toolbar button arrow to display the Customize Quick Access Toolbar menu.

2 Click the More Commands command on the Customize Quick Access Toolbar menu.

3 When the PowerPoint Options dialog box is displayed, click the 'Choose commands from' box arrow to display the Choose commands from list.

4 Click Commands Not in the Ribbon in the Choose commands from list to display a list of commands not in the Ribbon. 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.

5 Click the OK button to close the PowerPoint Options dialog box.

6 Click the Web Page Preview button on the Quick Access Toolbar to display the Web page in your browser.

7 If necessary, click the Maximize button on your browser's title bar (Figure 1–28).

Figure 1–28

Using Hyperlinks in PowerPoint

Slide 1 of the PowerPoint presentation Web page contains a hyperlink to the home page of the Makin-It Real Estate Web site. Although you created this hyperlink by adding a text box to the first slide, you also can create hyperlinks from existing text or images in a PowerPoint presentation. For example, one of the logo images on slide 1 could be used as a hyperlink to the home page of the Web site. Using one of those images, however, does not give the Web page visitor a clear idea of where the hyperlink will lead. It is more appropriate to create a hyperlink to the home page from text — for example, Home — that makes sense to the visitor.

In addition to any hyperlinks that are added to the presentation, PowerPoint automatically creates hyperlinks in the left column of the Web page, called the **outline**. Using the Expand/Collapse Outline button below the outline pane, you can expand or collapse the outline and navigate through the Web page presentation (Figure 1–28). The text in the heading of each slide is used as the phrases for these hyperlinks. When you click a link, you jump to that particular slide within the presentation. The ease of navigation within a PowerPoint Web page is valuable to the Web page visitor.

To Save the PowerPoint Presentation as a Web Page

The next step is to save the PowerPoint presentation as a Web page. When you save a PowerPoint presentation as a Web page, the Web page is saved in a default folder. All supporting files, such as backgrounds and images, are organized in this folder automatically. The name of the PowerPoint slide show opened in this section is Makin-It Real Estate Presentation. To simplify the naming of the Web page, the Web page will be saved with the name CompanyServices.htm. PowerPoint uses the name of the saved Web page and adds the string, _files, for the name of the new folder. When saving the current presentation as a Web page, the folder name that PowerPoint Web creates is CompanyServices_files. The default name for the first slide in the presentation is frame.htm. The structure used in the folder organization makes Web page publishing easier because you can keep track of all of the files associated with the Web page. You also can edit the files manually, rather than using PowerPoint.

The steps below save the PowerPoint presentation as a Web page.

1. Click the Microsoft PowerPoint button on the taskbar.

2. Click the Office Button and then click the Save As command.

3. If necessary, type CompanyServices in the File name text box.

4. Select Web Page in the 'Save as type' box.

5. If necessary, click the Save in box arrow and then click UDISK 2.0 (E:) in the Save in list. (Your USB flash drive may have a different name and letter.)

6. Click the Save button in the Save As dialog box to save the PowerPoint presentation as a Web page.

To Remove a Button from the Quick Access Toolbar, Quit PowerPoint, and Close Your Browser

After saving the PowerPoint presentation as a Web page, you can remove the Web Page Preview button from the Quick Access Toolbar, quit PowerPoint, and close your browser, as shown in the following steps.

1 Click the Customize the Quick Access Toolbar button arrow 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 OK button.

4 Click the OK button on the PowerPoint Options dialog box to close it.

5 Click the Close button on the PowerPoint title bar.

6 Click the Close button on the browser title bar.

Creating a Web Page from an Access Report

The next task in the Makin-It Real Estate Web site creation is to use an Access database to create a report and save it as a Web page. One of the more common purposes of reports is for viewing records in a database via a company's intranet or the World Wide Web. Reports provide a method to make inquiries of large amounts of data in a selective way.

To Start Access and Open an Existing Database

The following steps open an Access database.

1 Start Access. Click the Office Button and then click Open on the Office Button menu.

2 Click the Look in box arrow and then click UDISK 2.0 (E:) in the Look in list. (Your USB drive may have a different name and letter.)

3 Double-click Makin-It Real Estate Homes for Sale to open the Makin-It Real Homes for Sale database (Figure 1–29).
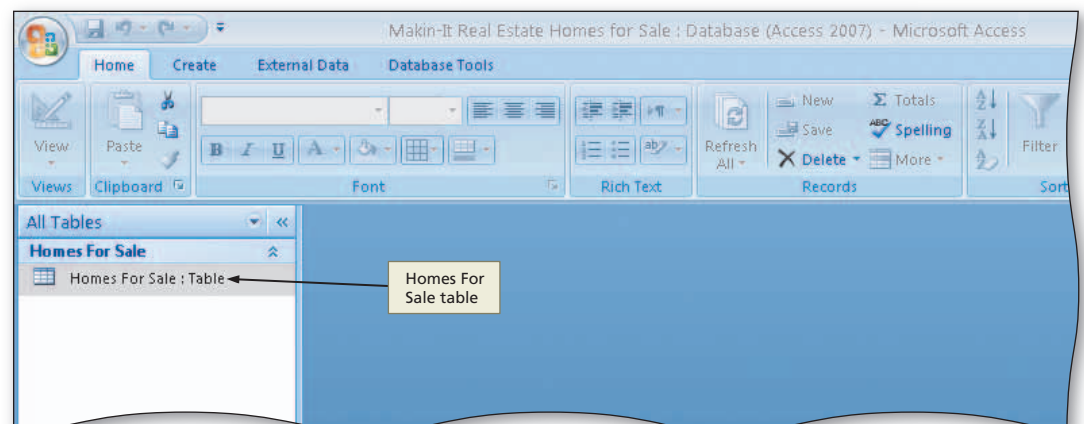

Figure 1–29

To Create a Report Using the Report Wizard

For the Makin-It Real Estate Web site, you do not want the database to be altered by the Web page visitor in any way. The visitors should be allowed to view only the data. Creating an Access report and then publishing the report as a Web page will achieve this goal. The Web page visitors can view all data, but they cannot change the data itself.

The following steps create a new Access report.

1
- Click the Create tab on the Ribbon.
- Click the Report Wizard button on the Ribbon.
- When the Report Wizard dialog box is displayed, click the Add All Fields button to move all the fields in the table to the Selected Fields list (Figure 1–30).
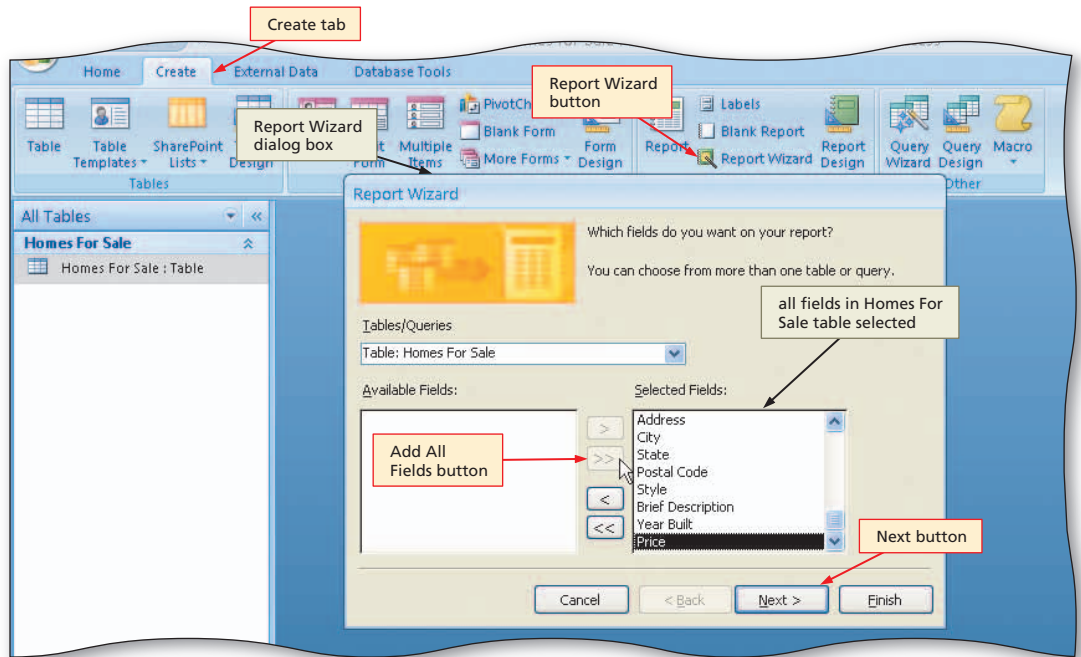
Figure 1–30

2
- Click the Next button.
- Click Style in the box on the left and then click the Add button to group the report by Style (Figure 1–31).
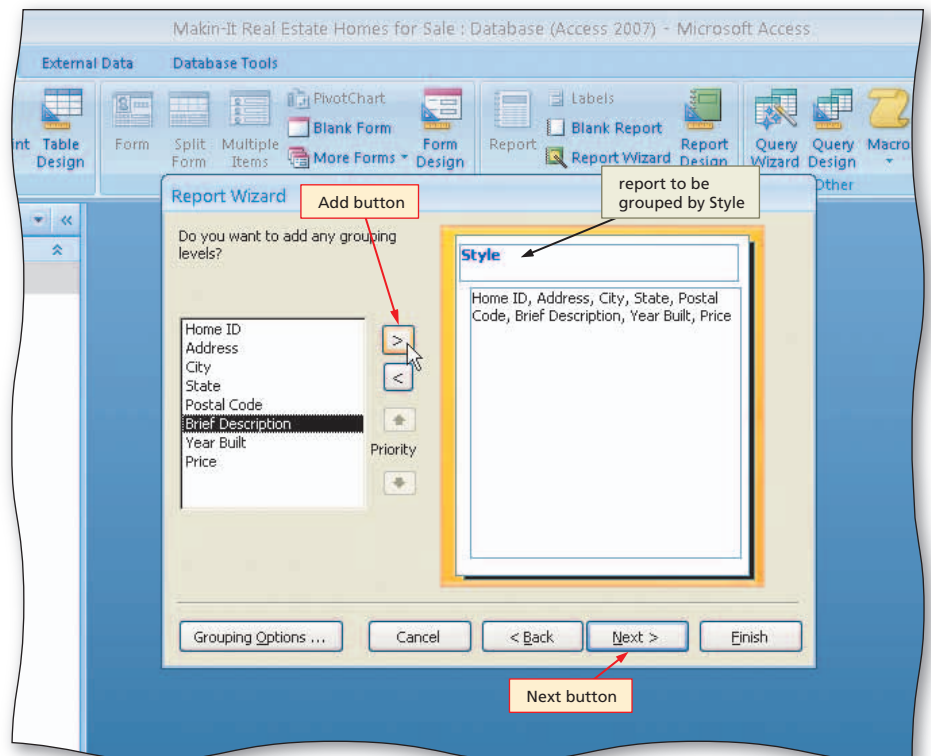
Figure 1–31

3

- Click the Next button to display options for sorting records (Figure 1–32).
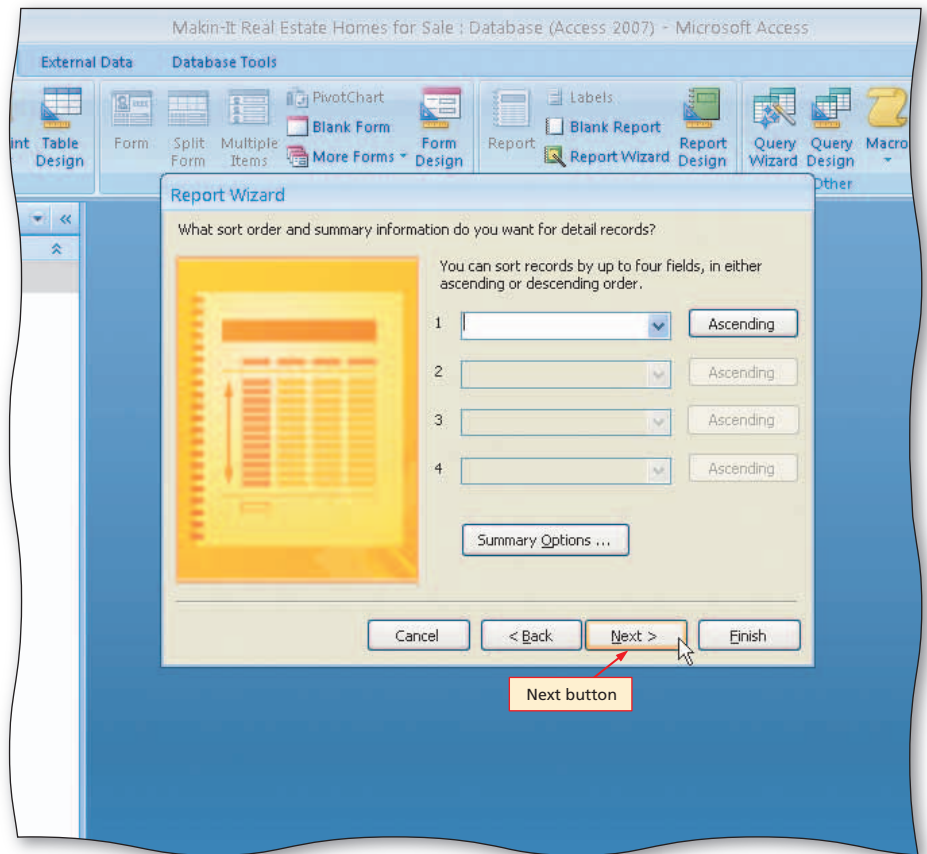
Figure 1–32

4

- Click the Next button.

- Click the Landscape option button in the Orientation area to select it (Figure 1–33).

Q&A

Why change the orientation to landscape?

When you plan to use a report as a Web page, set the orientation to landscape so that the report takes up as much horizontal space as possible. If portrait is selected, then the Web page visitor might see a large empty margin on the right side of the page.

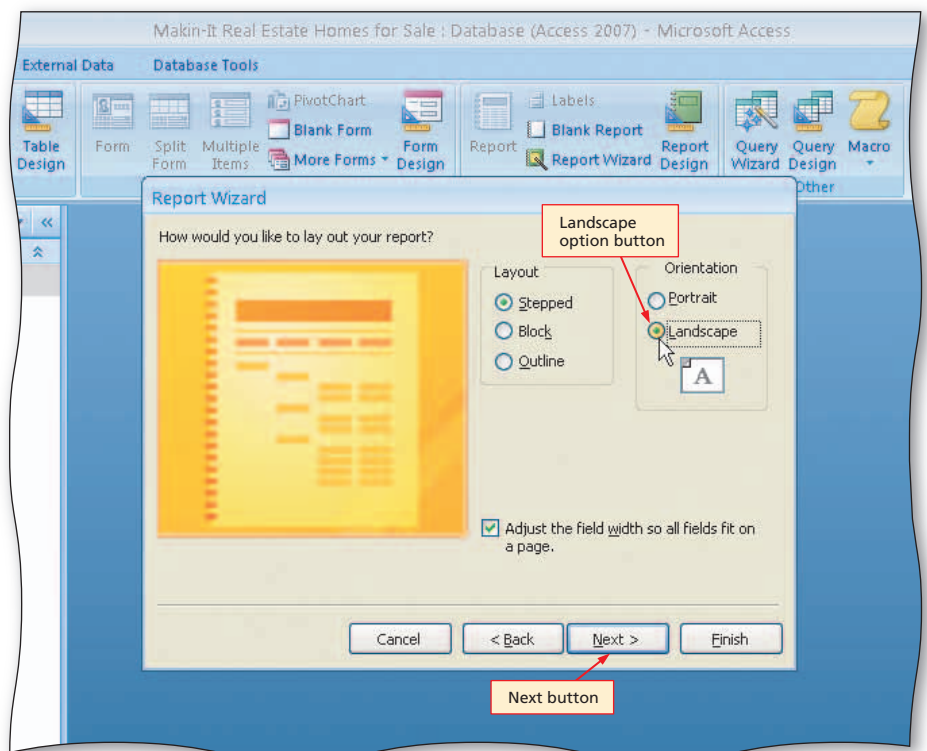**Figure 1–33**

5

- Click the Next button.

- If necessary, click the Access 2007 style in the list on the right (Figure 1–34).
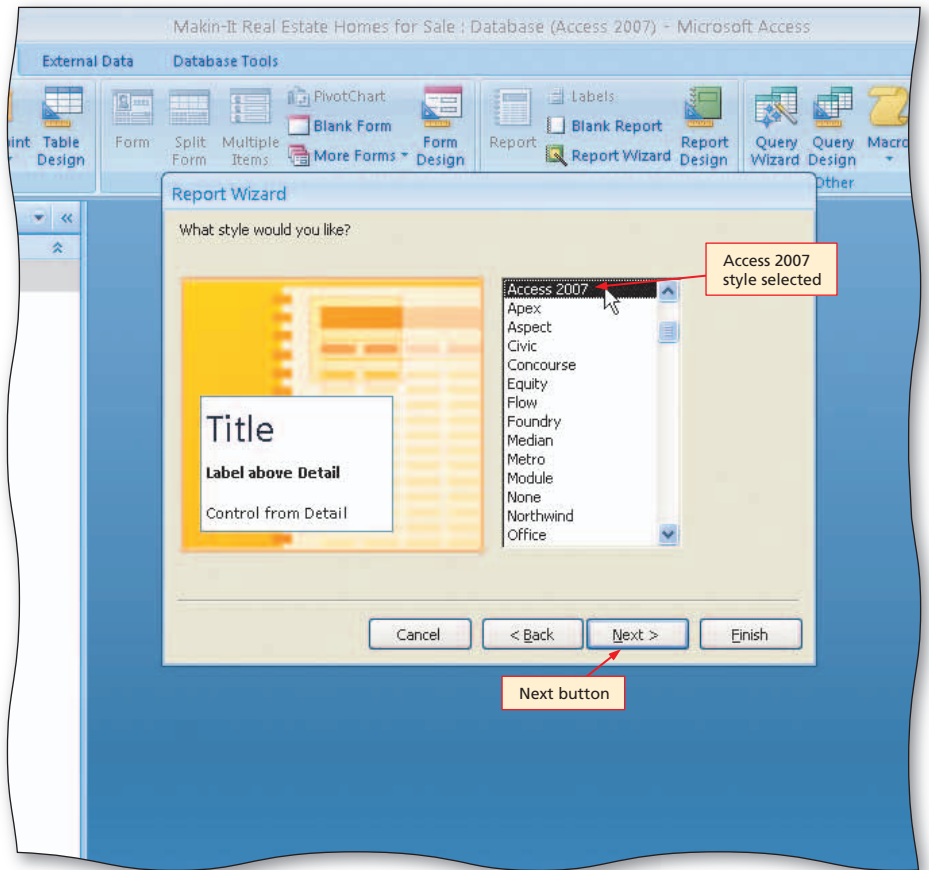
Figure 1–34

6

- Click the Next button and then type `Makin-It Real Estate - Homes For Sale` in the 'What title do you want for your report?' text box.

- If necessary, click the 'Modify the report's design' option button to select it (Figure 1–35).
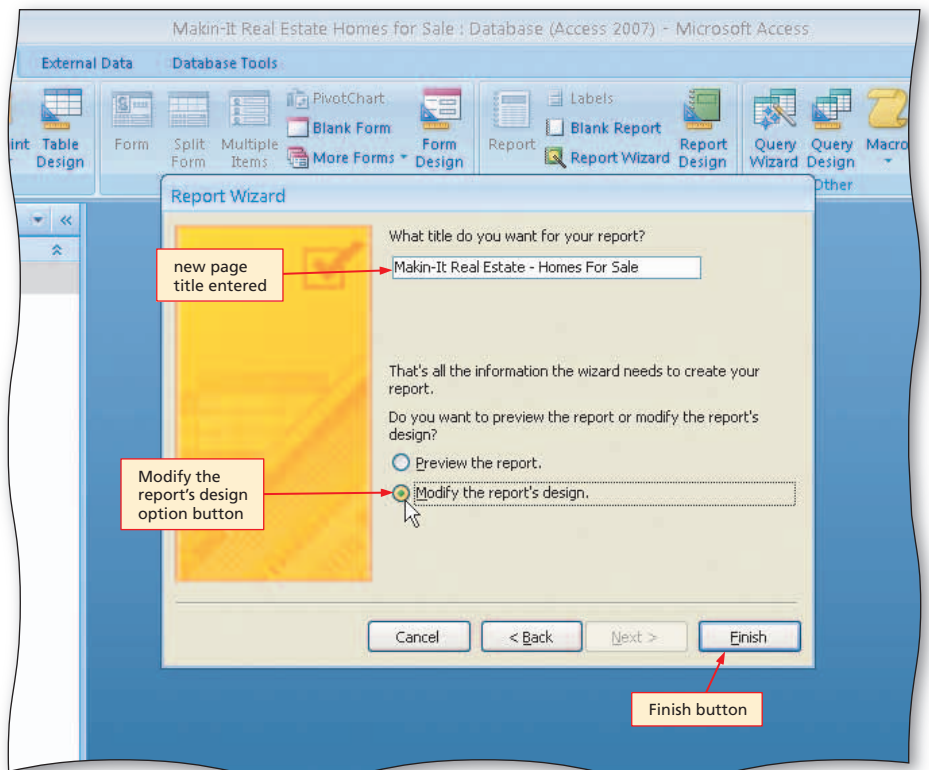
Figure 1–35

7

- Click the Finish button to display the report in Design view (Figure 1–36).
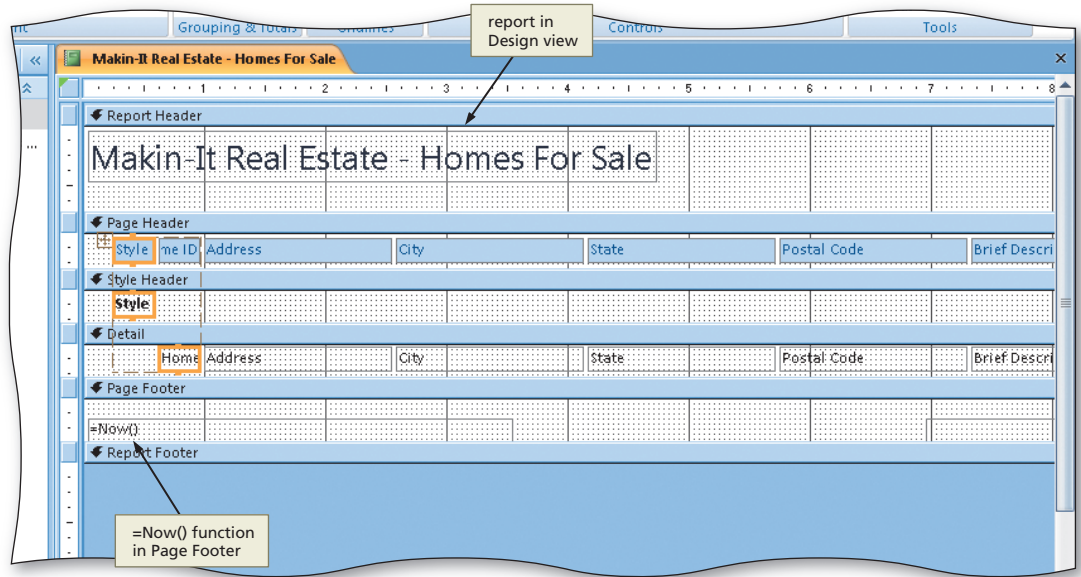
- If necessary, close the Field List task pane.

Figure 1–36

To Add a Hyperlink to a Report and Change the Text Background Color

Just as you did on the PowerPoint Web page, you should add a hyperlink on the report that links to the home page. This allows the Web page visitor to return to the Makin-It Real Estate home page without having to click the Back button on the browser's toolbar repeatedly. When you plan to save a report as a Web page, the background color of the elements of the Web page – such as the report title, column titles, and rows – should be changed to a light color, such as white. Browsers do not properly interpret some default colors used by Access for the background colors. The following steps add a hyperlink to the report and change the background colors of the elements in the report to white.

1

- Click the rightmost text box in the Page Footer area of the report to select it.

- Press the DELETE key to delete the text box.

- Click the leftmost text box in the Page Footer area of the report to select it.

Figure 1–37

- Press the DELETE key to delete the text box that contains the NOW() function (Figure 1–37).
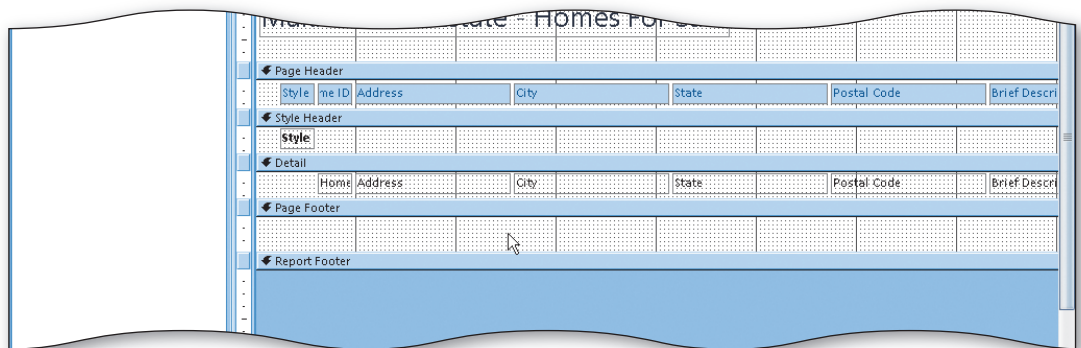
Q&A

Why should I delete these items?

The report will be saved as a Web page. Web pages should not include page footer items such as page numbers because when the report is displayed in a Web browser, it will display as one long continuous page in the browser. There will never be a second page in the Web browser. A report footer, therefore, would be a good design choice, but not a page footer.

2

- Click the Insert Hyperlink button on the Ribbon to display the Insert Hyperlink dialog box.

- If necessary, click the Existing File or Web Page button in the Link to bar.

- Click the 'Text to display' text box and then type `Home` as the text to display for the hyperlink.

- Click the Address box and then type `e:\Makin-It Real Estate Home Page.htm` (Figure 1–38).
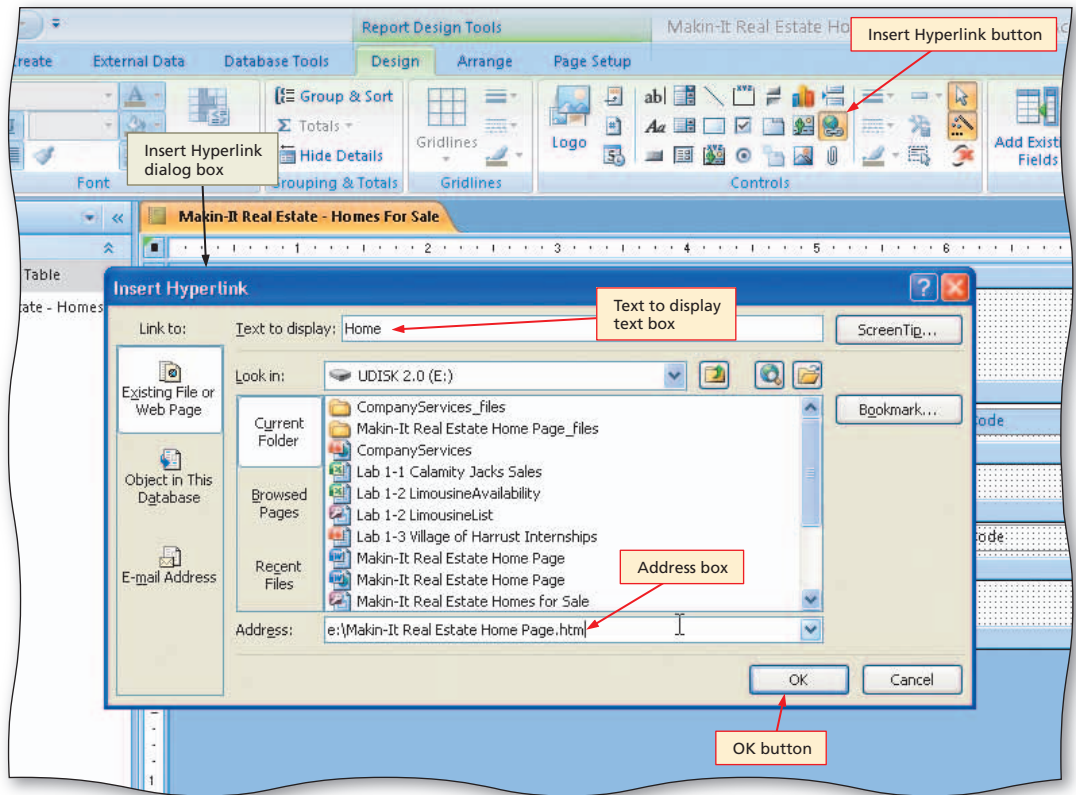
Figure 1–38

3

- Click the OK button to insert the hyperlink (Figure 1–39).

Figure 1–39

4

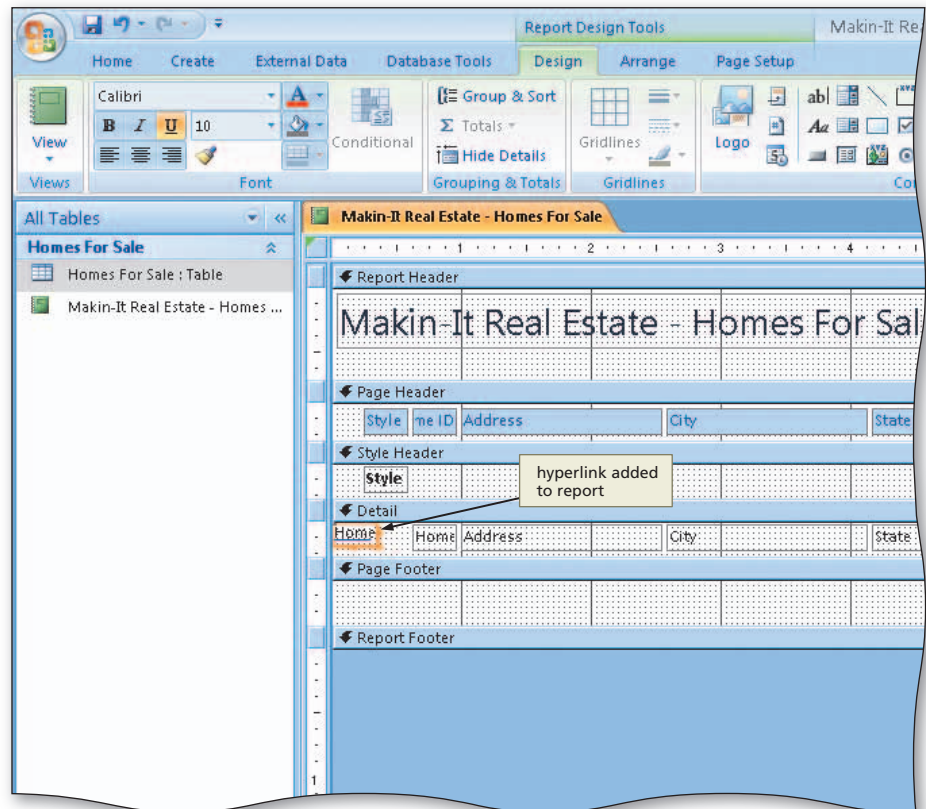• Drag the hyperlink to the lower-left corner of the Page Footer area of the report (Figure 1–40).
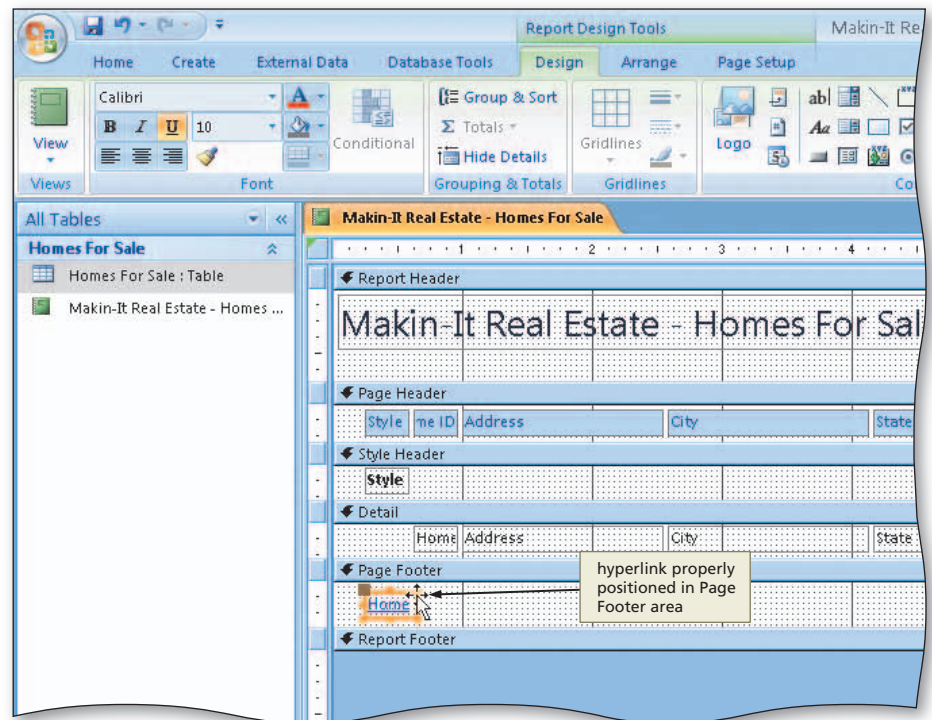
Figure 1–40

5

• Click anywhere in the Style header in the Page header area to select it.

• Click the Plus icon in the upper-left corner of the Style header to select all items in the body of the report (Figure 1–41).
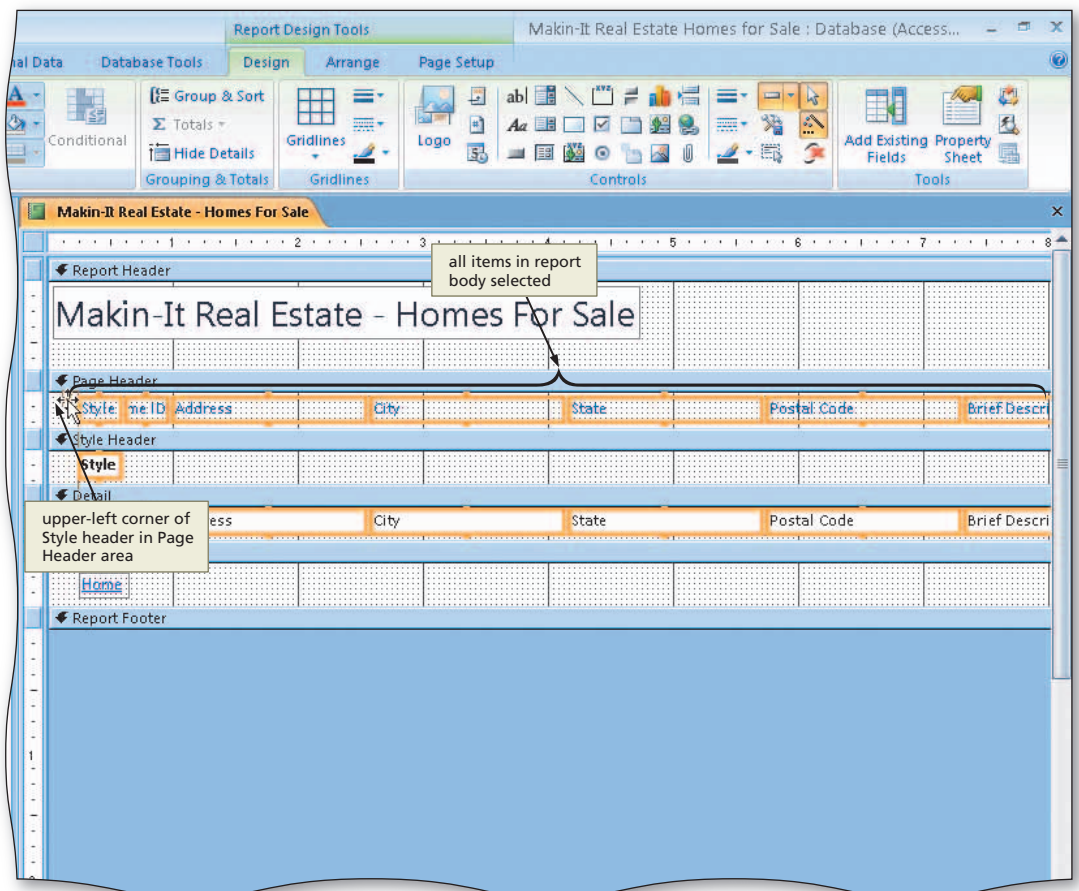
Figure 1–41

6

- Click the Fill/Back Color button arrow on the Ribbon and then click the White color (column 1, row 1) in the Standard Colors area of the Fill/Back Color palette to change the background color of the selected items to white.

- Click the report title in the Report Header area.

- While holding down the SHIFT key, click the Home hyperlink in the Page Footer area to select it.

- Click the Fill/Back Color button on the Ribbon to change the background color of the selected items to white (Figure 1–42).
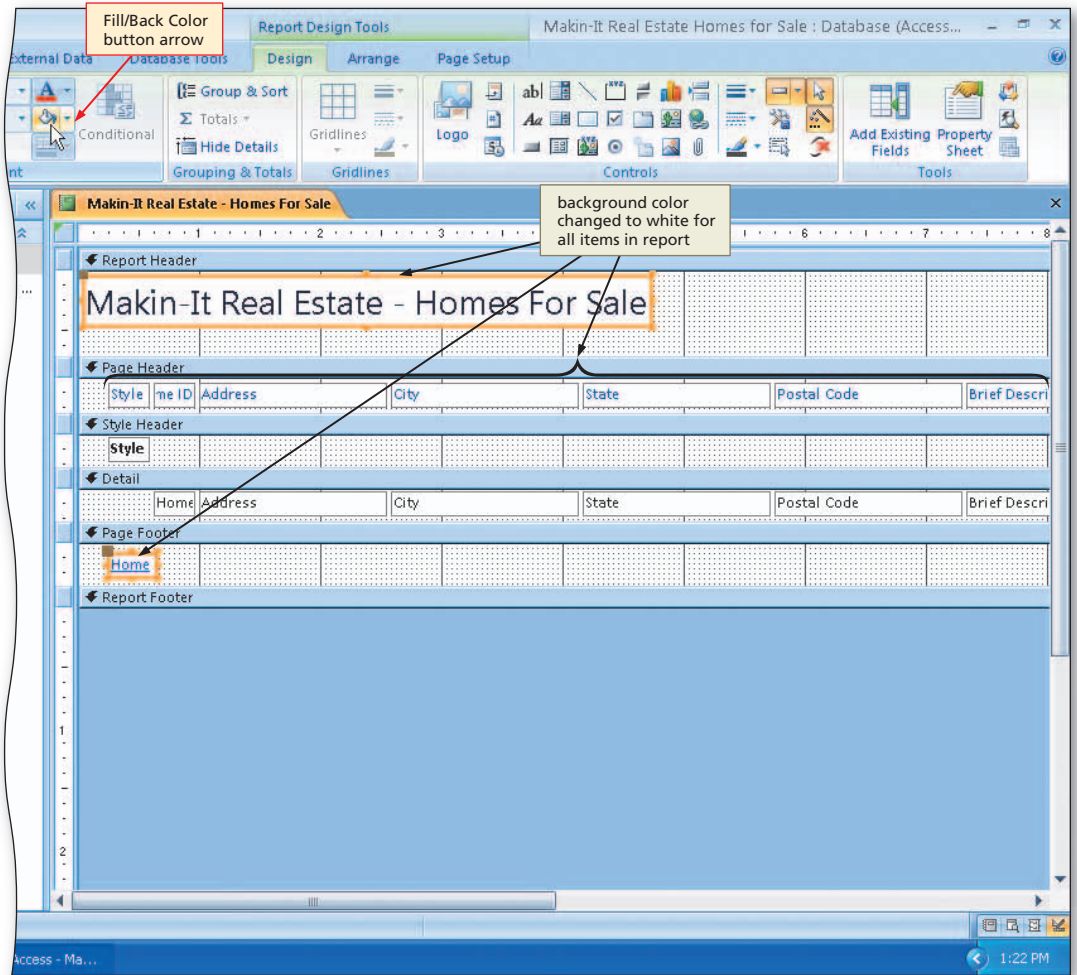
Why should I change the background color of these items?

Some items do not properly display when a Microsoft Access report is saved as a Web page. These items were transparent by default. The Web browser cannot understand transparency. By assigning a background color, you avoid this problem.

Figure 1–42

To Save the Report and View It in Your Browser

In other sections of this chapter, you have viewed the Web page, verified that it is correct, and then saved it on a USB flash drive. Unlike Word and PowerPoint, you must save a report as a Web page before you can preview it in your browser.

1

- Right-click the Makin-It Real Estate - Homes For Sale report in the All Tables list.

- Point to the Export command on the shortcut menu (Figure 1–43).
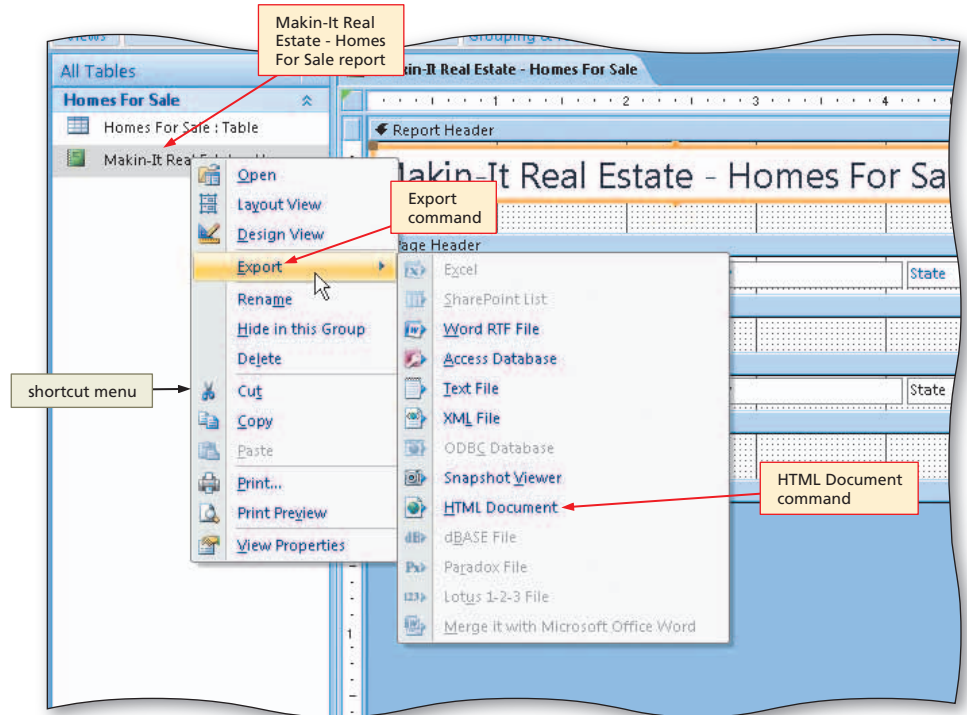
Figure 1–43

2

- If necessary, click Export, then click HTML Document.

- When the Export - HTML Document dialog box is displayed, double-click the File name text box and then type `E:\Makin-It Real Estate - Homes For Sale.html` as the file name.

- Click the 'Open the destination file after the export operation is complete' check box to select it (Figure 1–44).
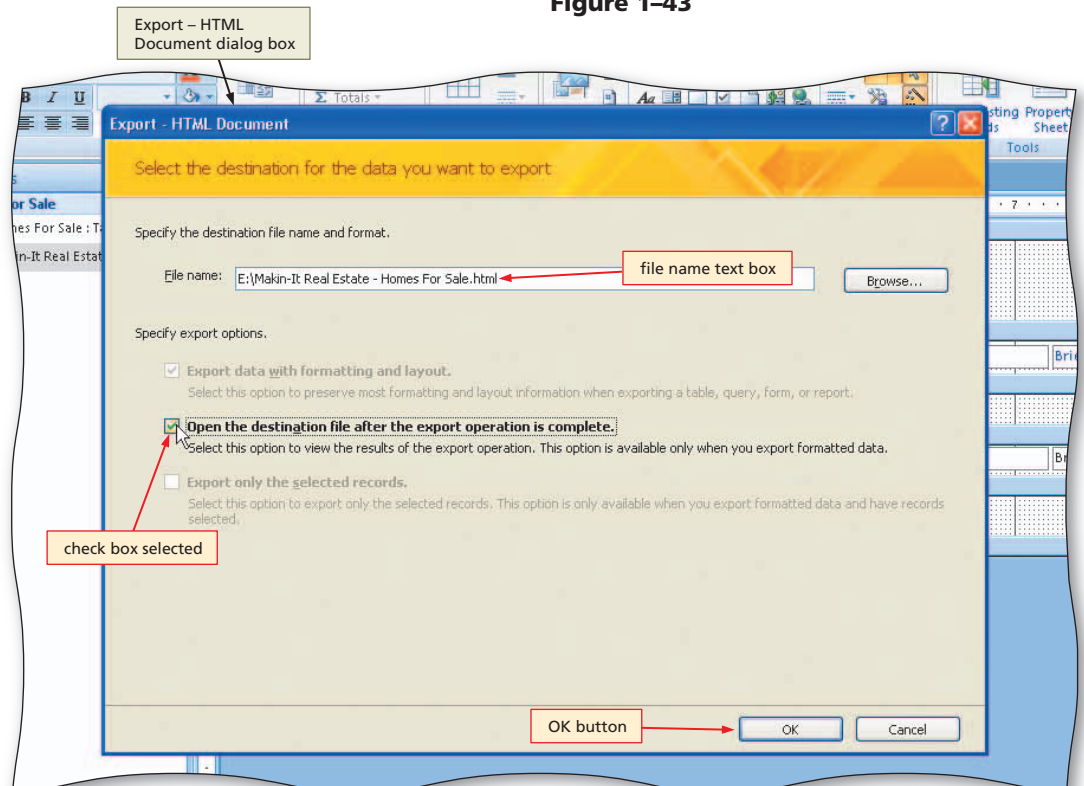
Figure 1–44

3

- Click the OK button.

- When the HTML Output Options dialog box is displayed, click the OK button to open the report in your browser (Figure 1–45).
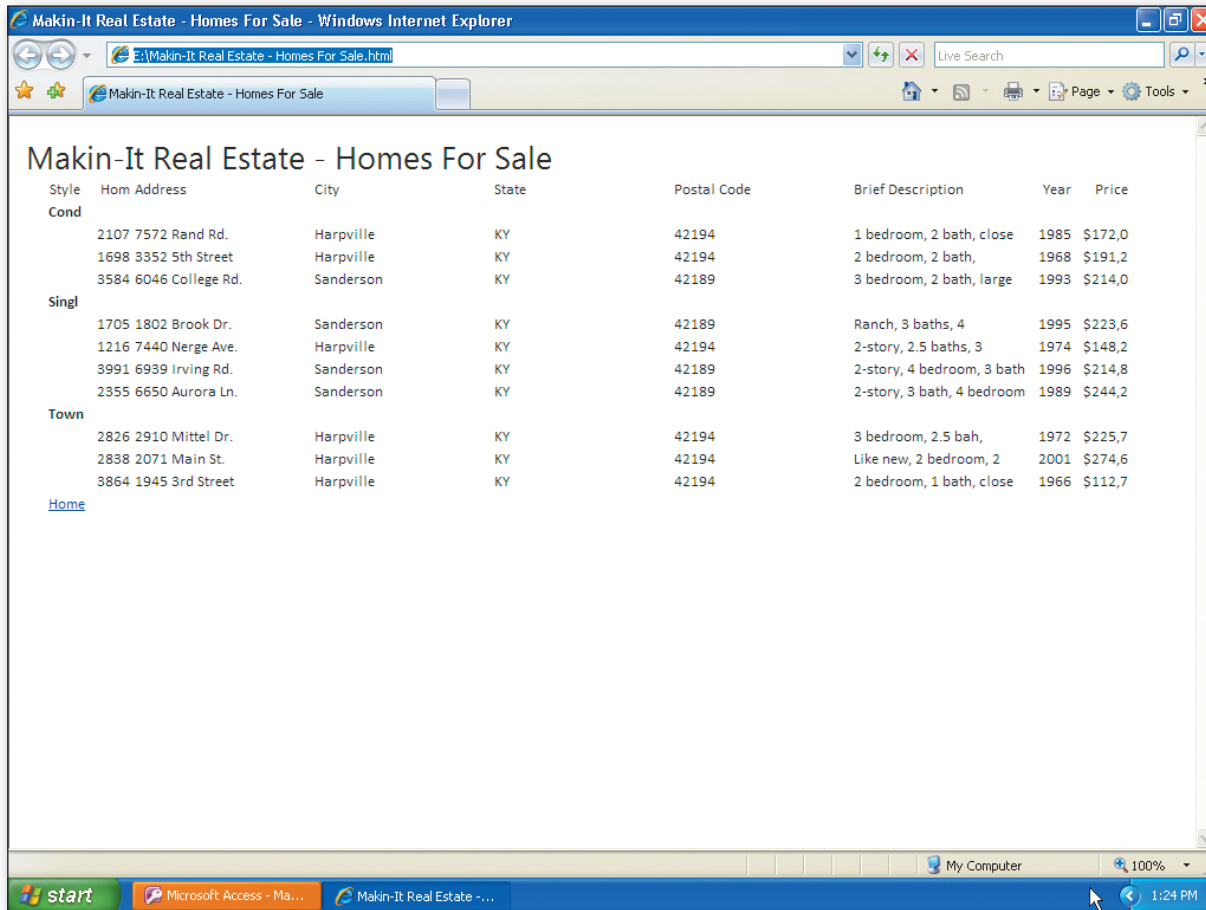
Figure 1–45

To Close Your Browser and Quit Access

After you preview the report in your browser, you can close your browser and quit Access, as shown in the following steps.

1 Click your browser's Close button.

2 If the Export – HTML Document dialog box is displayed, click the Close button.

3 Click the Close button on the Access title bar to quit Access. Save changes to the report if you are prompted to save the changes.

Testing the Web Site

The Makin-It Real Estate Web site is complete. To ensure that all the links in the Web site are viable, the following steps open the home page and then thoroughly test the entire Web site.

To Test the Web Site

1 Start your browser.

2 Click the Address bar of your browser.

3 Type `e:\Makin-It Real Estate Home Page.htm` in the Address bar, and then press the ENTER key to display the home page of the Makin-It Real Estate Web site in your browser (Figure 1–46).
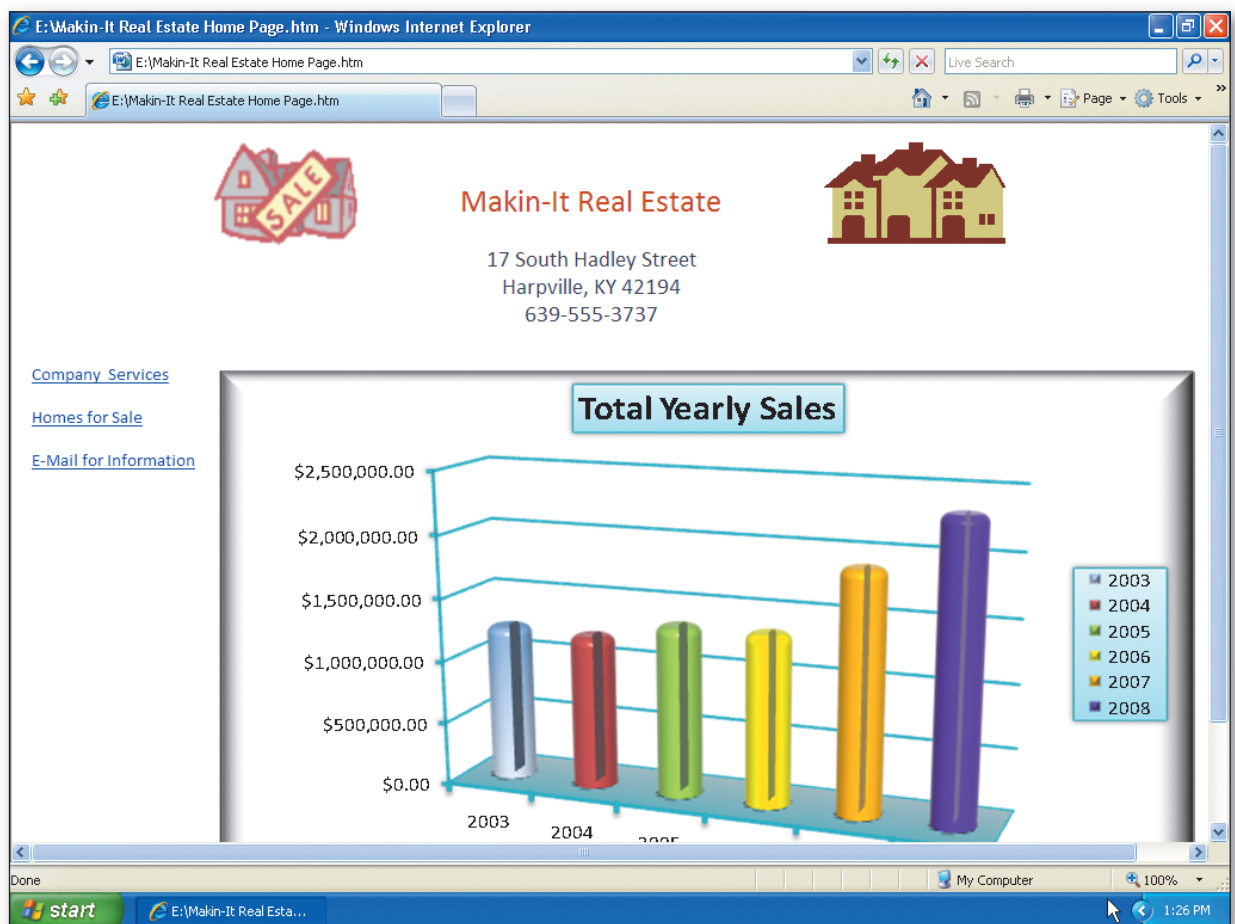
Figure 1–46

To Verify the Hyperlinks

All hyperlinks should be tested by clicking them and verifying that they jump to the correct Web page. Three hyperlinks are on the home page: Company Services, Homes for Sale, and E-Mail for Information. The following steps test the links.

1 Click the Company Services hyperlink.

2 Click the navigation buttons to view all slides on the Web page.

3 On the first slide on the PowerPoint Web page, click the Home hyperlink.

4 Click the Homes for Sale hyperlink.

5 On the Access report page, click the Home hyperlink.

6 Click the E-Mail for Information hyperlink to display a new e-mail message with `manager@isp.com` in the To text box.

To Quit E-Mail and Close Your Browser

With the hyperlinks verified, the steps on the next page quit the e-mail program and the browser.

1 Click the Close button on your e-mail program's title bar. Click No if asked to save changes.

2 Click the Close button on your browser's title bar.

Chapter Summary

This chapter introduced you to integrating Microsoft Office 2007 applications. You opened an existing Word document and created a two-column, one-row, borderless table. You then inserted three hyperlinks, embedded a Bar chart from an existing Excel worksheet, and saved that document as an HTML file. You then opened an existing PowerPoint presentation, added a hyperlink to the first slide, and saved this presentation as a Web page. Finally, you opened an existing Access database and created a report, which you saved as a Web page. You saved that report and viewed and tested all Web pages and hyperlinks. The items listed below include all the new Office 2007 skills you have learned in this chapter.

1. Insert a Table into a Word Document (INT 8)
2. Remove the Table Border, View Gridlines, and AutoFit the Table Contents (INT 9)
3. Insert Text for Hyperlinks (INT 11)
4. Create a Hyperlink to PowerPoint Web Pages (INT 11)
5. Embed an Excel Chart into a Word Document (INT 14)
6. Change the Size of an Embedded Object (INT 17)
7. Add a Button to the Quick Access Toolbar (INT 19)
8. Preview the Web Page (INT 22)
9. Insert a Hyperlink into a PowerPoint Presentation (INT 25)
10. Create a Report Using the Report Wizard (INT 29)
11. Add a Hyperlink to a Report and Change the Text Background Color (INT 32)
12. Save the Report and View It in Your Browser (INT 36)

Learn It Online

Learn It Online is a series of online student exercises that test your knowledge of chapter content and key terms.

Instructions: To complete the Learn It Online exercises, start your browser, click the Address bar, and then enter the Web address scsite.com/int2007/learn. When the Integration 2007 Learn It Online page is displayed, click the link for the exercise you want to complete and then read the instructions.

Chapter Reinforcement TF, MC, and SA

A series of true/false, multiple choice, and short answer questions that test your knowledge of the chapter content.

Flash Cards

An interactive learning environment where you identify chapter key terms associated with displayed definitions.

Practice Test

A series of multiple choice questions that test your knowledge of chapter content and key terms.

Who Wants To Be a Computer Genius?

An interactive game that challenges your knowledge of chapter content in the style of a television quiz show.

Wheel of Terms

An interactive game that challenges your knowledge of chapter key terms in the style of the television show *Wheel of Fortune*.

Crossword Puzzle Challenge

A crossword puzzle that challenges your knowledge of key terms presented in the chapter.

In the Lab

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

Lab 1: Creating a Web Page in Word with an Embedded Excel Chart

Problem: As vice president of Calamity Jack's Home Disaster Recovery Service, you have created a worksheet and chart in Excel to analyze the sales for the past year. Create a Web page in Word and embed the chart from the Calamity Jack's Sales workbook on the home page. Add a link to a second Web page and an e-mail link to calamityjacks@isp.com below the chart. Create a second Web page in Word by embedding the Calamity Jack's Sales worksheet.

Instructions: Perform the following tasks.
1. Start Excel by opening the Lab 1-1 Calamity Jack's Sales workbook.

2. Start Word and create a new document in Web Layout view. Add a title and subtitle as shown in the Web page preview of the document in Figure 1–47. Select the chart in Excel from the Yearly Sales Chart worksheet, copy it, and use the Paste Special dialog box in Word to embed the Microsoft Office Excel Chart Object. Resize the chart so that it fits in the Word window without the need to scroll to see the right edge of the chart.
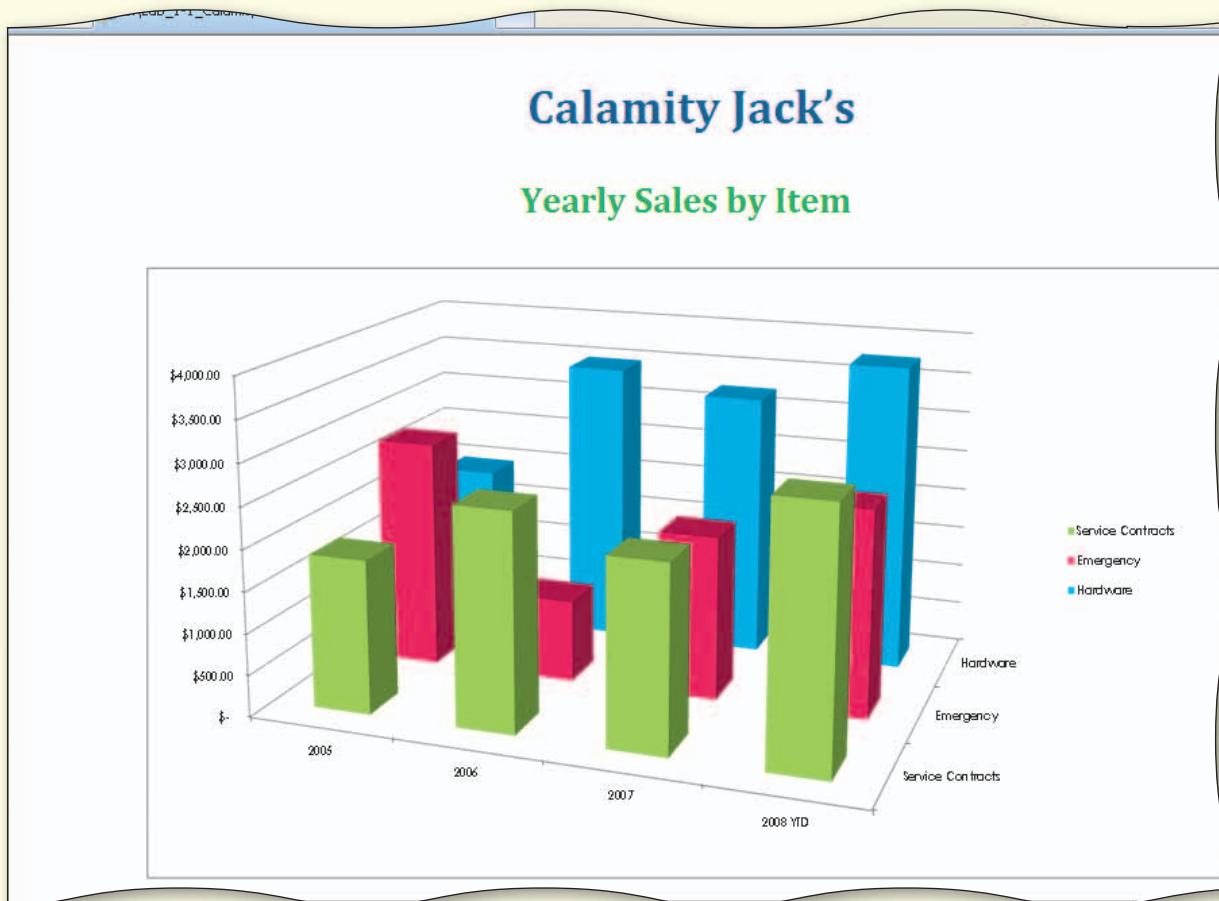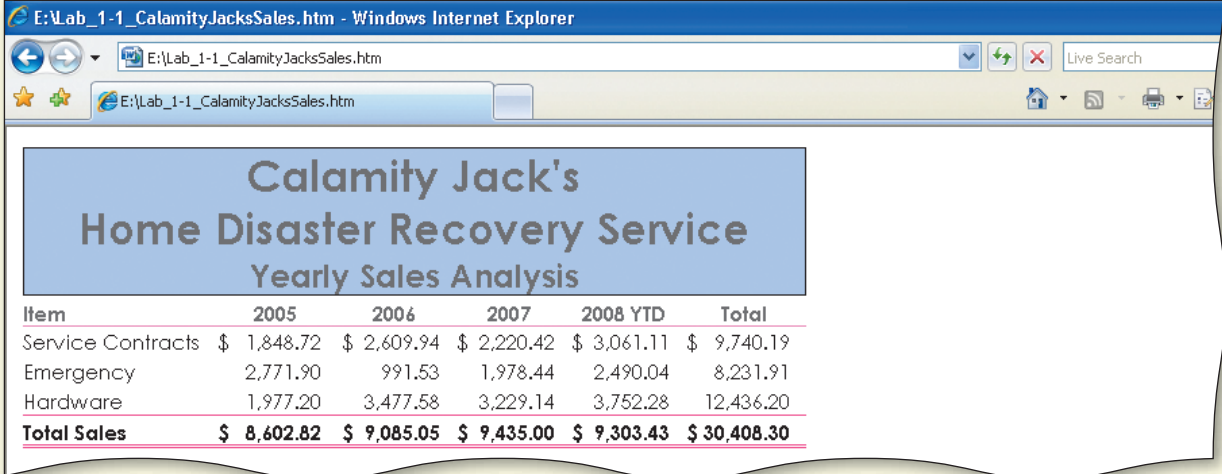

Figure 1–47

In the Lab *continued*

3. Add two hyperlinks to the bottom of the page in a centered table as shown in Figure 1–47. The first hyperlink should jump to the Web page Lab_1-1_CalamityJacksSales.htm, which is created next. The second hyperlink creates an e-mail message to calamityjacks@isp.com with the subject About Our Company.

4. Save this file as a Web page named Lab_1-1_CalamityJacks.htm.

5. Create a new document in Word in Web Layout view.

6. Embed the Excel worksheet into the Word page. That is, switch to Excel, select the worksheet named Yearly Sales Analysis, select and copy the worksheet to the Clipboard, switch to Word, and use the Paste Special command in the Paste gallery in Word to embed the Excel Worksheet Object.

7. Save this file as a Web page with the name Lab_1-1_CalamityJacksSales.htm.

8. View the Lab_1-1_CalamityJacks.htm file in your browser (Figure 1–47). Print the Web page. Click the Yearly Sales link to navigate to the Lab_1-1_CalamityJacksSales.htm page (Figure 1–48).

Calamity Jack's
Home Disaster Recovery Service
Yearly Sales Analysis

Item	2005	2006	2007	2008 YTD	Total
Service Contracts	$ 1,848.72	$ 2,609.94	$ 2,220.42	$ 3,061.11	$ 9,740.19
Emergency	2,771.90	991.53	1,978.44	2,490.04	8,231.91
Hardware	1,977.20	3,477.58	3,229.14	3,752.28	12,436.20
Total Sales	$ 8,602.82	$ 9,085.05	$ 9,435.00	$ 9,303.43	$ 30,408.30

Figure 1–48

In the Lab

Lab 2: Posh Limousine Rental Web Site with an Access Report and an Excel Worksheet

Problem: As the assistant manager of Posh Limousine Services, Matt Ruginis is responsible for keeping track of limousines that are rented on a per-day basis. He would like you to design a site that allows customers to view the availability of limousines for rent. He also wants an e-mail link for customer questions.

Instructions: Perform the following tasks.

1. Start Word. Create a home page for the Post Limousine Availability Web site (Figure 1–49). Add a title and a borderless table below the title. In the left column, insert three hyperlinks. The first hyperlink should go to Lab_1-2_LimousineList.htm (Figure 1–50). The second hyperlink should go to Lab_1-2_LimousineAvailability.htm (Figure 1–51 on page INT 44). The third hyperlink should start an e-mail message to assistantmanager@isp.com. Type the text in the right column. Save the Web page as Lab_1-2_PoshLimousineServices.htm.
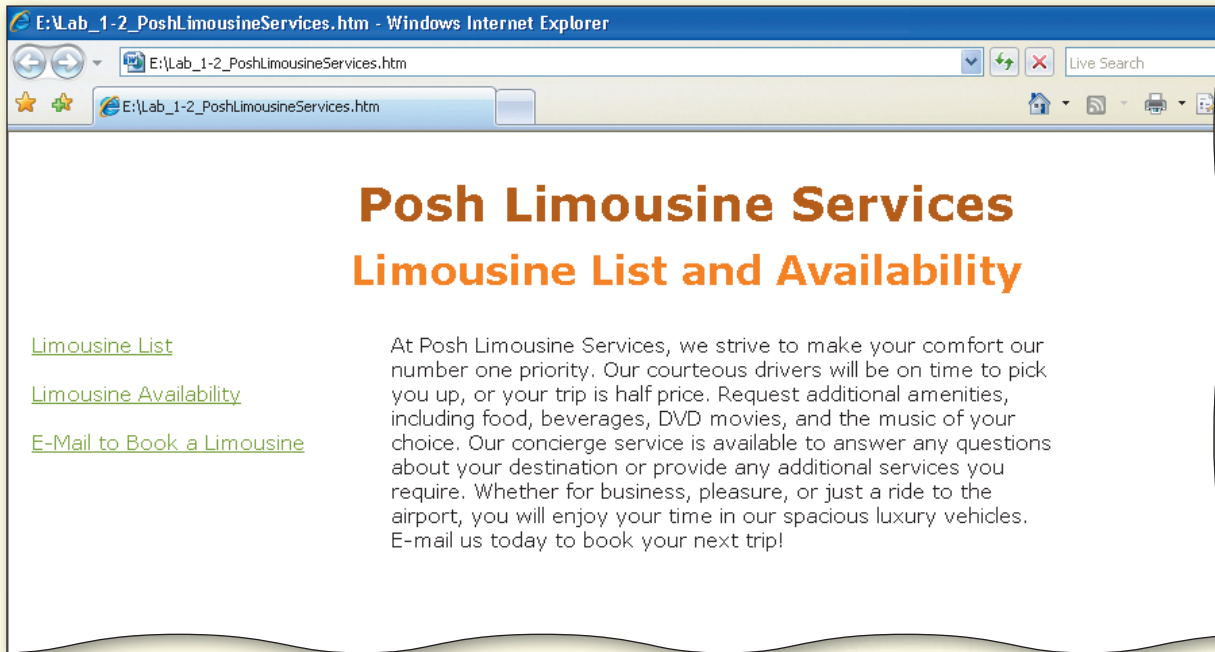
Figure 1–49

Figure 1–50

2. Start Access by opening the Lab 1-2 LimousineList.mdb database on the Integration Data Disk. Create an Access Report saved as a Web page from the LimousineList table. Create a grouping level using the Hourly Rental Allowed field. Add a title as shown in Figure 1–50. Add a link named Home that links to the Lab_1-2_PoshLimousineServices.htm home page at the bottom of the Access Report Web page. Save the Access Report Web page as Lab_1-2_LimousineList.

3. Start Excel by opening the Lab 1-2 LimousineAvailability workbook on the Integration Data Disk. Create a Web page from the workbook by using the Save As command on the Office Button menu and choosing Web Page as the file type. Use the file name, Lab_1-2_LimousineAvailability.htm.

4. View the Lab_1-2_PoshLimousineServices.htm Web page in your browser. Verify that all links operate properly by clicking each one.

In the Lab *continued*

Figure 1–51

In the Lab

Lab 3: Web Site Incorporating PowerPoint Web Pages

Problem: As a part time employee with the Village of Harrust, you have been asked to create a Web page that publicizes the village's summer intern program (Figures 1–52 and 1–53). The specific information for the internships is located in a PowerPoint presentation, which has four pages.

Instructions: Perform the following tasks.

Start Word. Create the Web page as shown in Figure 1–52. Insert two hyperlinks. The first hyperlink should link to Lab 1-3 Village of Harrust Internships.htm, and the second should link to an e-mail address at manager@vilharrust.gov. Use clip art to insert the picture of a municipal building. Save this Web page as Lab_1-3_VillageofHarrustHomePage.htm.

Figure 1–52

Figure 1–53

Open the Lab 1-3 PowerPoint presentation Lab 1-3 Village of Harrust Internships. Add a link named Home at the bottom of the first page of the presentation that jumps to the Lab_1-3_ VillageofHarrustHomePage.htm Web page. Save the PowerPoint presentation as Web pages on the Integration Data Disk. Name the Web pages Lab 1-3 Village of Harrust Internships.htm. View the Web pages in your browser.

Cases and Places

Apply your creative thinking and problem solving skills to design and implement a solution.

• EASIER   •• MORE DIFFICULT

• 1: Design and Create a Lawn Care Service Web Site

During your summer break, you and your friends decide to get your exercise by providing lawn care services for local residents and businesses. You plan to offer four services, each at a different rate. To mow a small yard with push mowers, you will charge $15 per week for each quarter acre. To mow a large yard with riding mowers, you will charge $22 per week for each quarter acre. To provide weeding and tree pruning, you will charge $20 per week. Additional lawn care service, including dethatching and fertilizing, will cost $50 for the summer per quarter acre. Create a worksheet in Excel that summarizes each of these plans. Create a Web page using Word that embeds the Excel worksheet; the goal of the Web site is to inform new customers of the services provided. Make sure to include an e-mail address on the Web page.

• 2: Analyze the Cost of Internet Access in a Web Page

You have been asked to research the cost of various types of Internet access for local small businesses. Research the different types of Internet access available to small businesses in your area, and determine the following for each: service provider name, service level, speed, contact name, contact telephone number, contract restrictions, and costs. Create an Excel worksheet and charts summarizing your data and graphing the speed and costs for each service provider. Using Word, create a Web page and embed the worksheet on the home page of the Web site. Create another Web page, and embed the chart(s) from Excel. Create a link to the Excel chart(s) Web page and a link to each service provider's Web page.

•• 3: Design and Create a Customer Complaint Web Page

Your housing association has asked you to help to organize and evaluate complaints from residents. Create an Access database and add eight items to it with the following information for each complaint: complaint number, resident ID number, type of complaint, description, date of complaint, resolution date of the complaint, name of staff member who resolved the complaint, and how the complaint was resolved. From this table, create an Access report saved as a Web page using the type of complaint as the grouping level. Include all of the items in the Access database in the Web page. Use a search engine to find relevant links about each type of complaint – such as drainage, landscaping, and noise – that are relevant to housing associations, and create links to one Web page each for each category at the bottom of the Access report Web page.

•• 4: Design and Create a Summer Internship Web Site

Make It Personal

As an intern for your school's placement program, you have been asked to create a Web page on which students can view information about summer internships available in the local area. Using your own field of interest as a guide, create an Access database and add information to the database about prospective summer internships regarding your area of interest. Include the following fields: organization name, preferred major, type of job, job description, number of positions available, and whether the organization has participated in an internship program in the past. From this table, create an Access report and save it as a Web page using the preferred major as the grouping level. Create a Web page using Word that will act as the Web page for the organization list and create a link to the Access report Web page. Be sure to include a link to your e-mail address on the Web page.

•• 5: Design and Create an Informational Web Site about a Foreign Country

Working Together

Gather basic statistical data about a foreign country, including population, important business and industry, and other demographic data. Have one member of your team create an Excel 3-D Pie chart to summarize the demographic information that you find. Have another member create a PowerPoint presentation that contains at least four major points regarding the country that may make the country interesting to potential visitors, including information about business and industry. A third member should create an Access report saved as a Web page that includes information about popular tourist destinations in the country. Embed the Excel chart into one of the PowerPoint slides. Create a link from one of the PowerPoint pages to the Access report Web page. Save the PowerPoint presentation as Web pages. Include relevant links to Web pages regarding the country.