



## Web Feature

# Creating Web Pages Using Excel

The screenshot displays the Excel 2007 interface. In the foreground, a 3D pie chart titled "1st Quarter Sales by Month" is shown. The chart has three segments with the following values: a blue segment for \$1,690.13, a red segment for \$1,523.81, and an orange segment for \$1,993.30. The chart is overlaid on a web page preview titled "1st Quarter Sales Web Page". In the background, the "Customize the Quick Access Toolbar" dialog box is open, showing a list of commands to be added to the toolbar. A circular callout highlights the "Customize Quick Access" menu, which includes options like New, Open, Save, E-mail, Quick Print, Print Preview, Spelling, Undo, Redo, Sort Ascending, and Sort Descending.

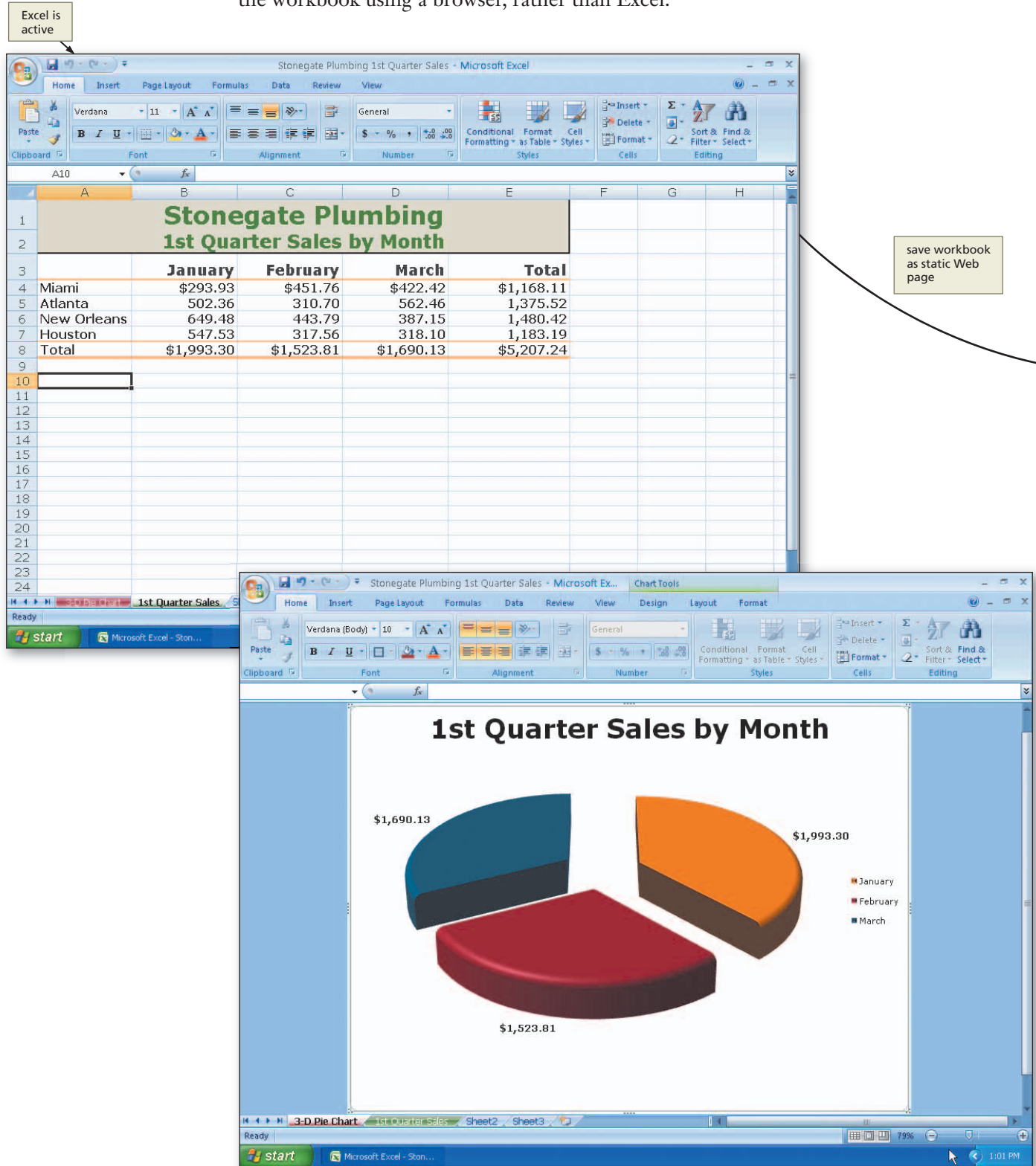
## Objectives

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

- Customize the Quick Access Toolbar
- Publish a worksheet and chart as a Web page
- Display Web pages published in Excel in a browser
- Complete file management tasks within Excel

## Web Feature Introduction

Excel provides fast, easy methods for saving workbooks as Web pages that can be stored on the World Wide Web, a company's intranet, or a local hard disk. A user then can display the workbook using a browser, rather than Excel.



(a) Workbook Viewed in Excel

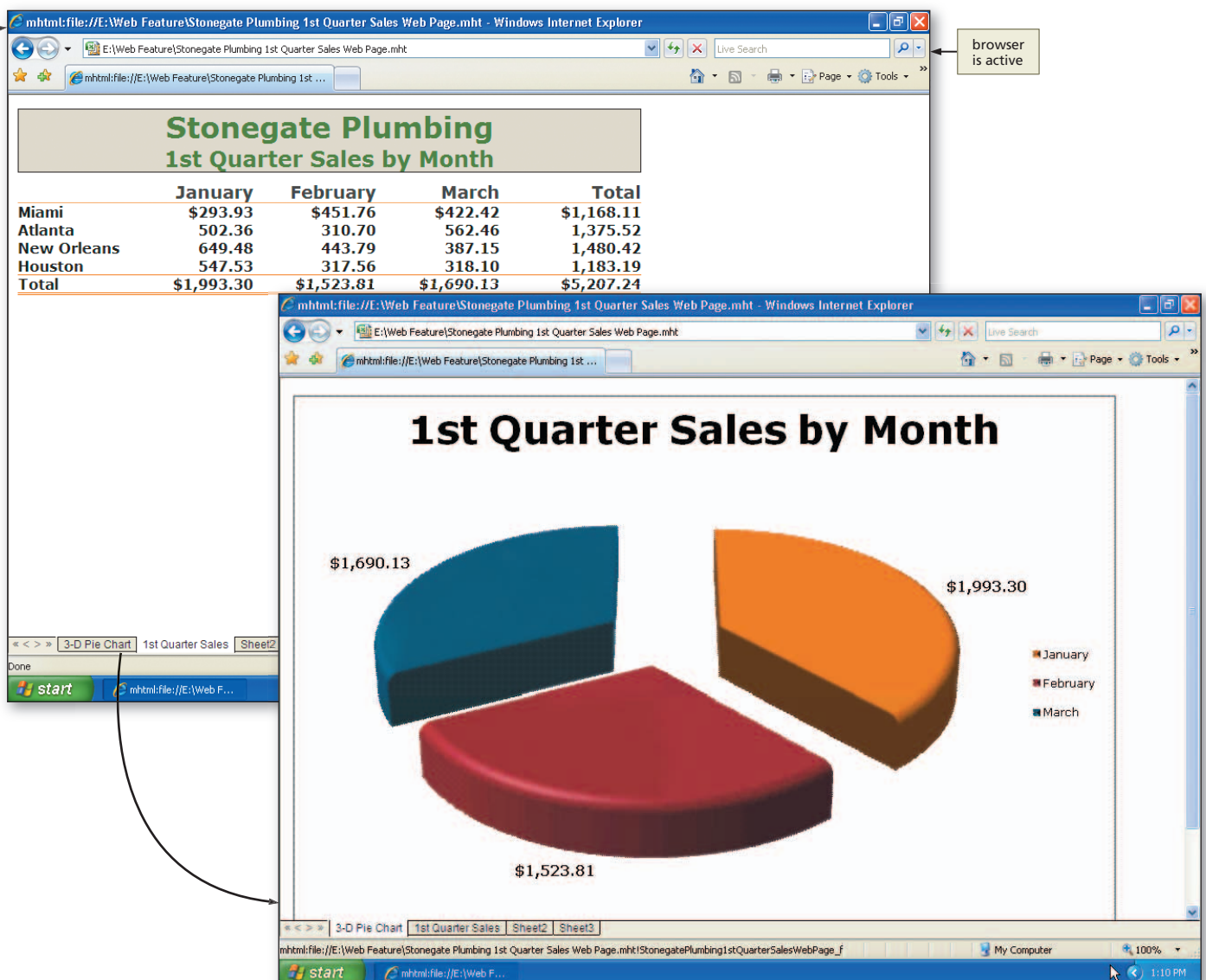
Figure 1

## Project — Workbook with Chart Saved as a Web Page

Figure 1a shows the workbook for Stonegate Plumbing's 1<sup>st</sup> quarter sales by month. The chief financial officer for the company requests that the information in the worksheet, including the chart, be made available on the company's intranet for others in the company to view. In order to accomplish this task, you must save the workbook as a Web page.

You can save a workbook, or a portion of a workbook, as a Web page. The saved **Web page** is a snapshot of the workbook. It is similar to a printed report in that you can view it, but you cannot modify it. In the browser window, the workbook appears as it would in Microsoft Excel, including sheet tabs that you can click to switch between worksheets. As illustrated in Figure 1, this Web feature shows you how to save a workbook (Figure 1a) as a Web page (Figure 1b) and view it using your browser.

When you use the Save As command on the Office Button menu and choose to save a workbook as a Web page, Excel allows you to **publish workbooks**, which is the process of making a workbook available to others; for example, on the World Wide Web or on a



(b) Static Web Page Viewed in Browser

**BTW** **Web Folders and FTP Locations**

You can save any type of file to a Web folder or on an FTP location, just as you would save to a folder on your hard disk. Web folders and FTP locations are particularly useful because they appear as standard folders in Windows Explorer or in the Save in list. For additional information, see Appendix D.

company's intranet. 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 workbook as a Web page and create a new folder using the Save As dialog box.

## Overview

As you read through this Web feature, you will learn how to create the worksheet shown in Figure 1 on pages EX 250 and 251 by performing these general tasks:

- Save a Workbook as a Web page
- Preview the Workbook in a Web browser
- Complete file management tasks within Excel

## Using Web Page Preview and Saving an Excel Workbook as a Web Page

At any time during the construction of a workbook, you can preview it as a Web page by using the Web Page Preview command. The Web Page Preview command is not available on the Ribbon, but you can add the command to the Quick Access Toolbar. When you invoke the Web Page Preview command, it starts your browser and displays the active sheet in the workbook as a Web page. If the preview is acceptable, then you can save the workbook as a Web page.

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

Many commands available in Excel 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 with the Data Files for Students on it to one of the computer's USB ports.
  - Start Excel and then open the workbook, Stonegate Plumbing 1st Quarter Sales, from the Data Files for students.
- 2

  - Click the Customize Quick Access Toolbar button to display the Customize Quick Access Toolbar menu (Figure 2).

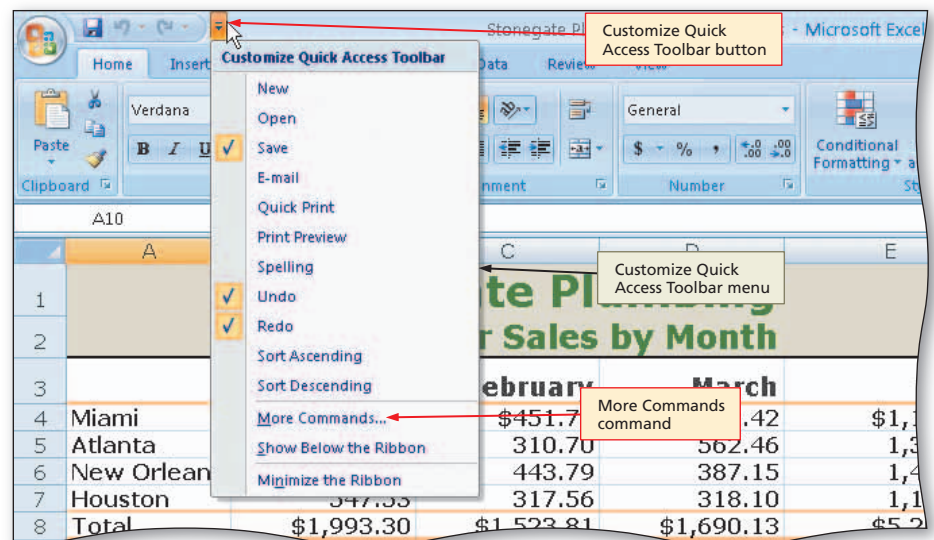


Figure 2

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

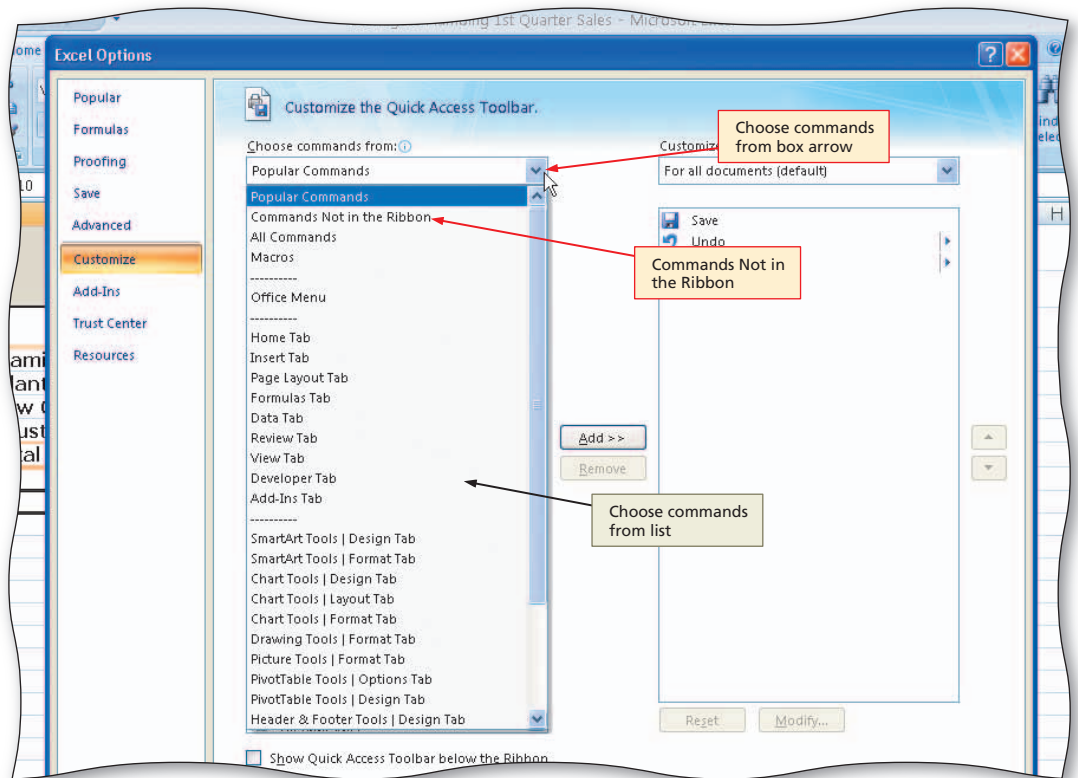


Figure 3

- 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).

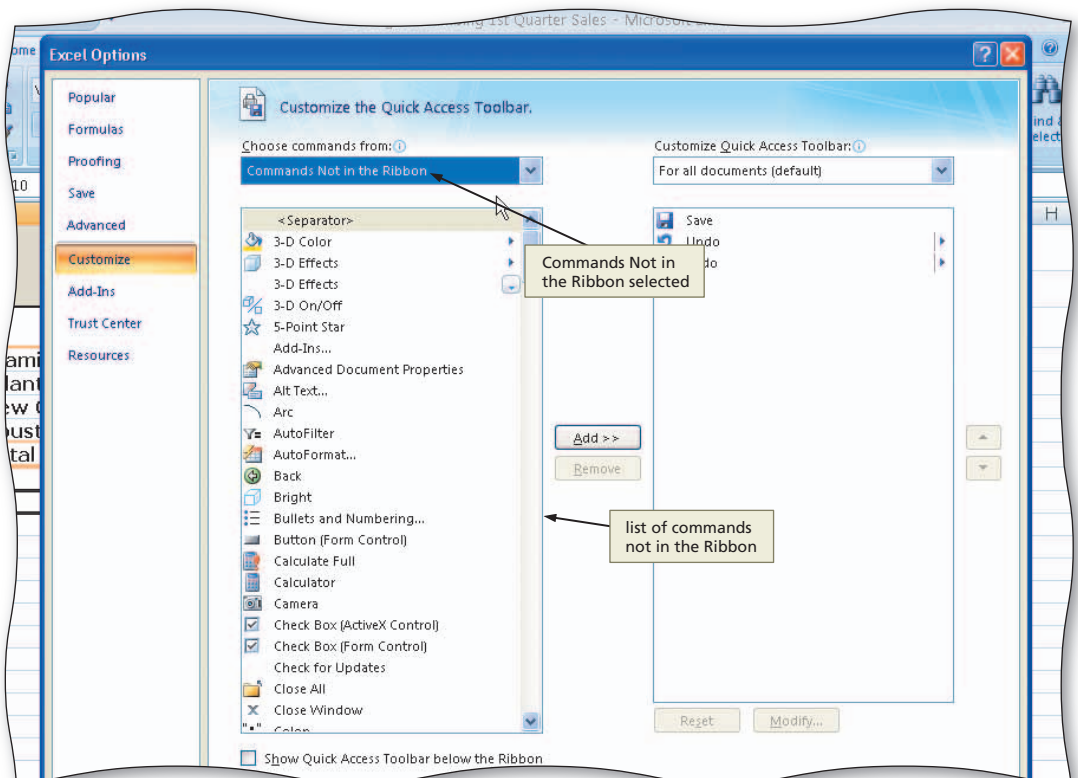


Figure 4

**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).

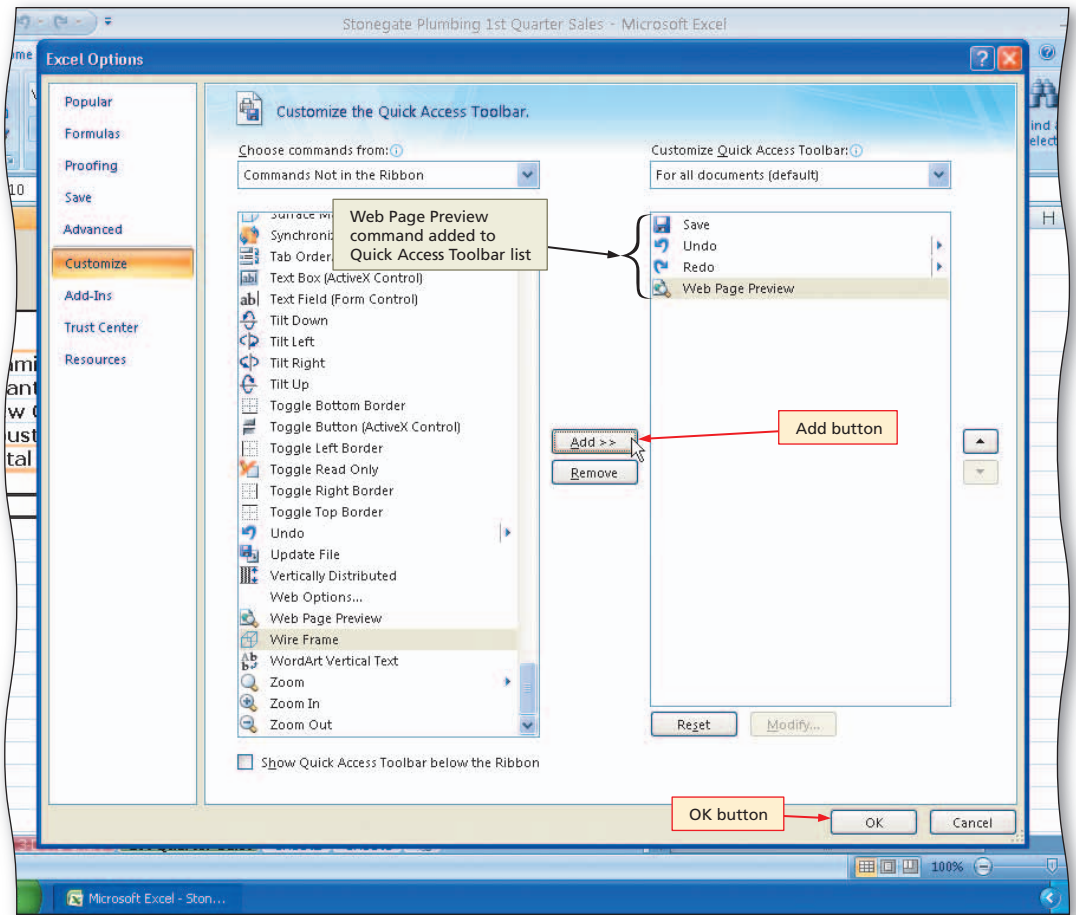


Figure 5

**6**

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

**Q&A**

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

Yes. When you change the Quick Access Toolbar, the changes remain even after you restart Excel. If you share a computer with somebody else or if the Quick Access Toolbar becomes cluttered, Excel 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 Web feature.

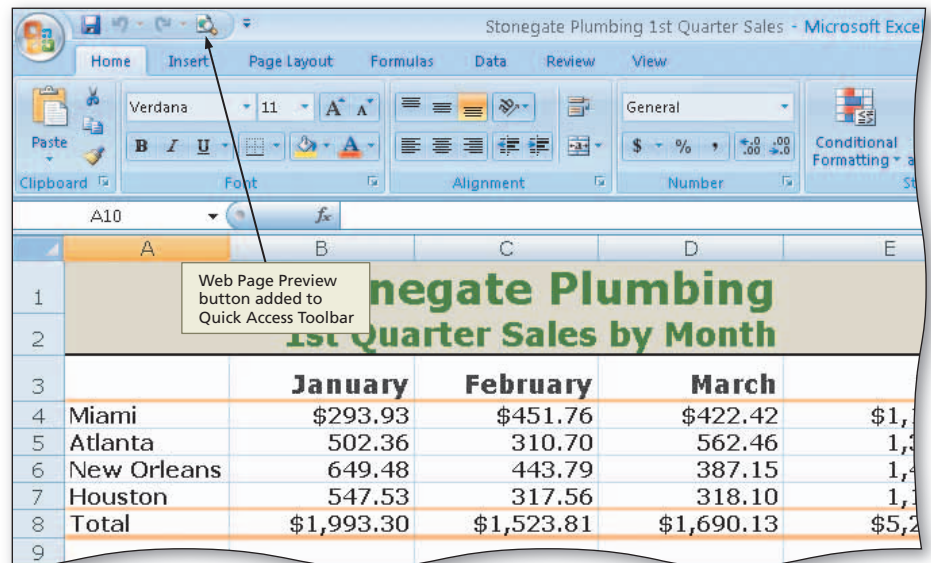


Figure 6

## To Preview the Web Page

The following steps preview the Web page version of the workbook 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?

Excel starts your browser. The browser displays a preview of how the 1st Quarter Sales sheet will appear as a Web page (Figure 7). The Web page preview in the browser is nearly identical to the display of the worksheet in Excel. A highlighted browser button appears on the Windows taskbar indicating it is active. The Excel button on the Windows taskbar no longer is highlighted.

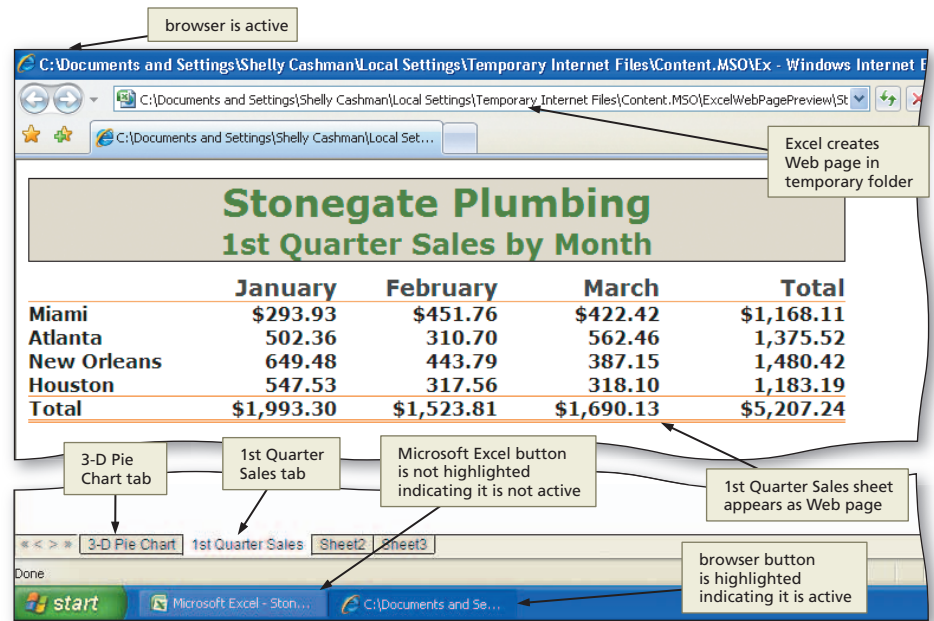


Figure 7

2

- Click the 3-D Pie Chart tab at the bottom of the Web page to display the 3-D Pie chart in the browser (Figure 8).

3

- After viewing the Web page preview of the Stonegate Plumbing 1st Quarter Sales workbook, click the Close button on the right side of the browser title bar to close the browser and make Excel active again.

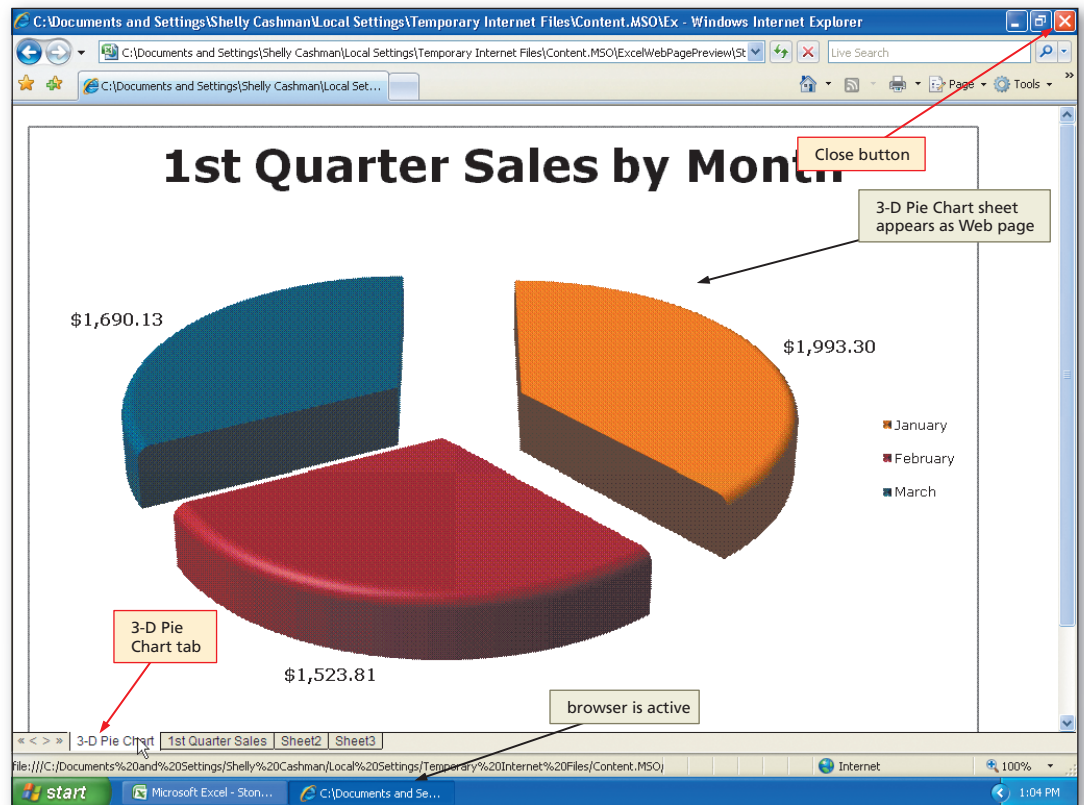


Figure 8

## To Save an Excel Workbook as a Web Page in a Newly Created Folder

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

Two Web page formats exist in which you can save workbooks. Both formats convert the contents of the workbook 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 workbooks 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 images, that make up the Web page.

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. Excel 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 save the workbook as a Web page in the new folder.

- 1
  - With the Stonegate Plumbing 1st Quarter Sales workbook open, click the Office Button.
  - Click Save As on the Office Button menu to display the Save As dialog box (Figure 9).

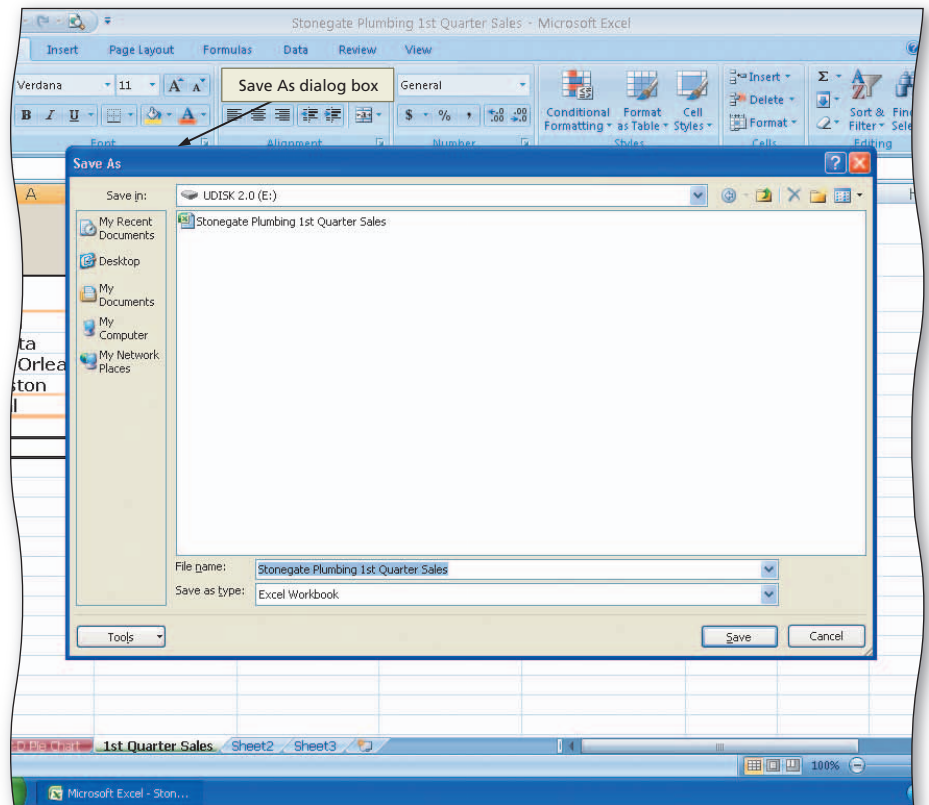


Figure 9



2

- Type Stonegate Plumbing 1st Quarter Sales Web Page in the File name box.
- Click the 'Save as type' box arrow and then click Single File Web Page.
- Click the Save in box arrow, select UDISK 2.0 (E:) (your USB flash drive name and letter may be different), and then click the Create New Folder button to display the New Folder dialog box.
- When Excel displays the New Folder dialog box, type Web Feature in the Name text box (Figure 10).

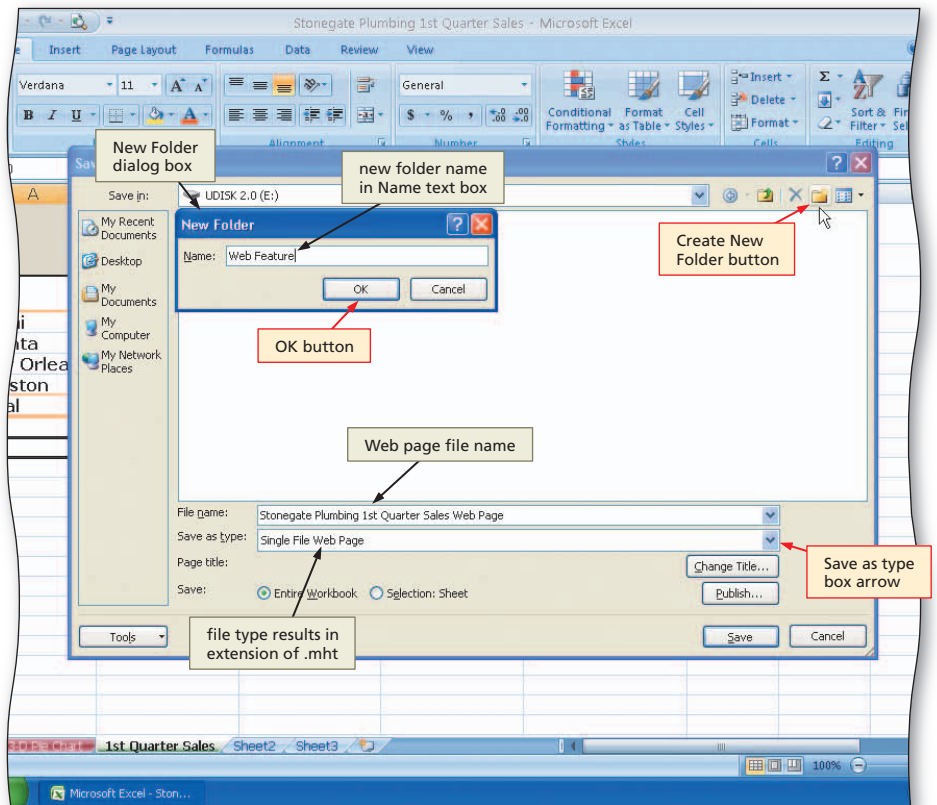


Figure 10

3

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

What does Excel do when I click the OK button?

Q&A Excel automatically selects the new folder named Web Feature in the Save in box (Figure 11). The Entire Workbook option button in the Save area instructs Excel to save all sheets in the workbook as Web pages.

4

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

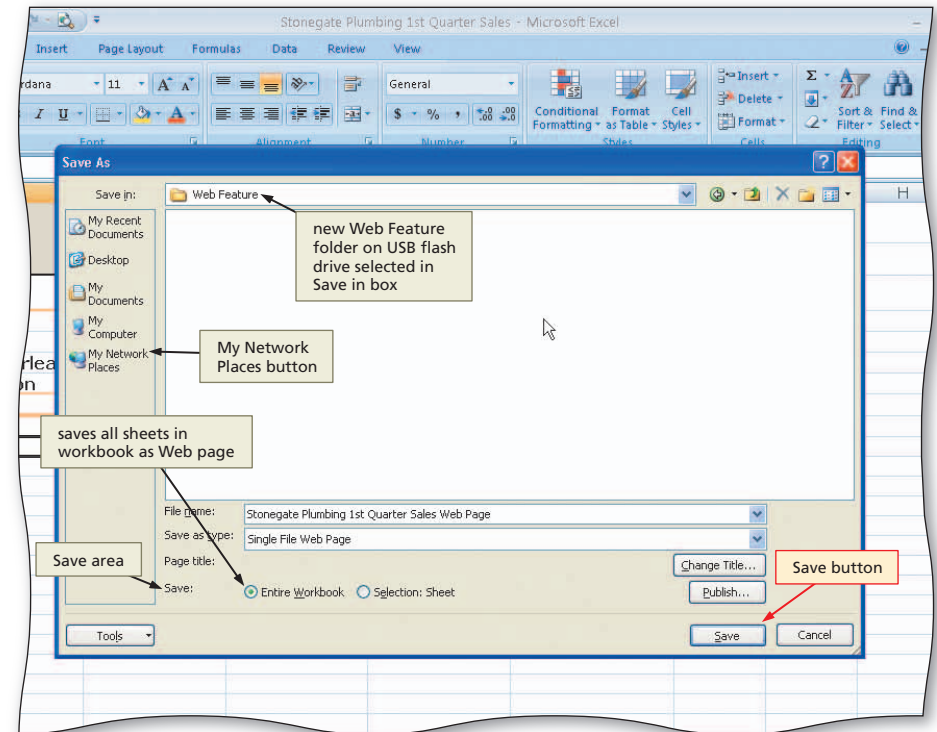


Figure 11

**BTW** **Creating Links**

You can add hyperlinks to an Excel workbook before you save it as a Web page. The hyperlinks in the Excel workbook can link to a Web page, a location in a Web page, or an e-mail address that automatically starts the viewer's e-mail program.

## Saving Workbooks as Web Pages

The Save As dialog box changes when you select Single File Web Page, which is in MHTML format, 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 11). You can select only one of the option buttons. The Entire Workbook option button is selected by default. This indicates Excel will save all the active sheets (1st Quarter Sales and 3-D Pie Chart) in the workbook as a Web page. The alternative is the Selection: Sheet option button. If you select this option, Excel will save only the active sheet (the one that currently is displaying in the Excel window) in the workbook. The Publish button in the Save As dialog box in Figure 11 is an alternative to the Save button. It allows you to customize the Web page further.

If you have access to a Web server and it 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 11). 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 in 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 Excel saves the workbook in Step 4, it displays the MHTML file in the Excel window. Excel can continue to display the workbook in HTML format, because, within the MHTML file that it created, it also saved the Excel formats that allow it to display the MHTML file in Excel.

**BTW** **Viewing Source Code**

To view the HTML source code for a Web page created in Excel, use your browser to display the Web page, click View on the menu bar, and then click Source.

## To Reset the Quick Access Toolbar and Quit Excel

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

- 1** Click the Customize the Quick Access Toolbar button on the Ribbon.
- 2** Click the More Commands command.
- 3** When the Excel 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 in the Excel Options dialog box to close it.
- 5** Click the Close button on the Microsoft Excel title bar.

**Q&A**

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

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

## File Management Tools in Excel

In the previous set of steps, Excel automatically inserts the new folder name in the Save in box when you click the OK button in the New Folder dialog box (Figure 11 on page EX 257). It actually was not necessary to create a new folder earlier in this Web feature; the Web page could have been saved on the USB flash drive in the same manner files were saved 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 Excel (Figure 12). 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 Excel 2007 Quick Reference Web page ([scsite.com/ex2007/qr](http://scsite.com/ex2007/qr)).

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 Excel 2007 skills required by employers. For more information, see Appendix F or visit the Excel 2007 Certification Web page ([scsite.com/ex2007/cert](http://scsite.com/ex2007/cert)).

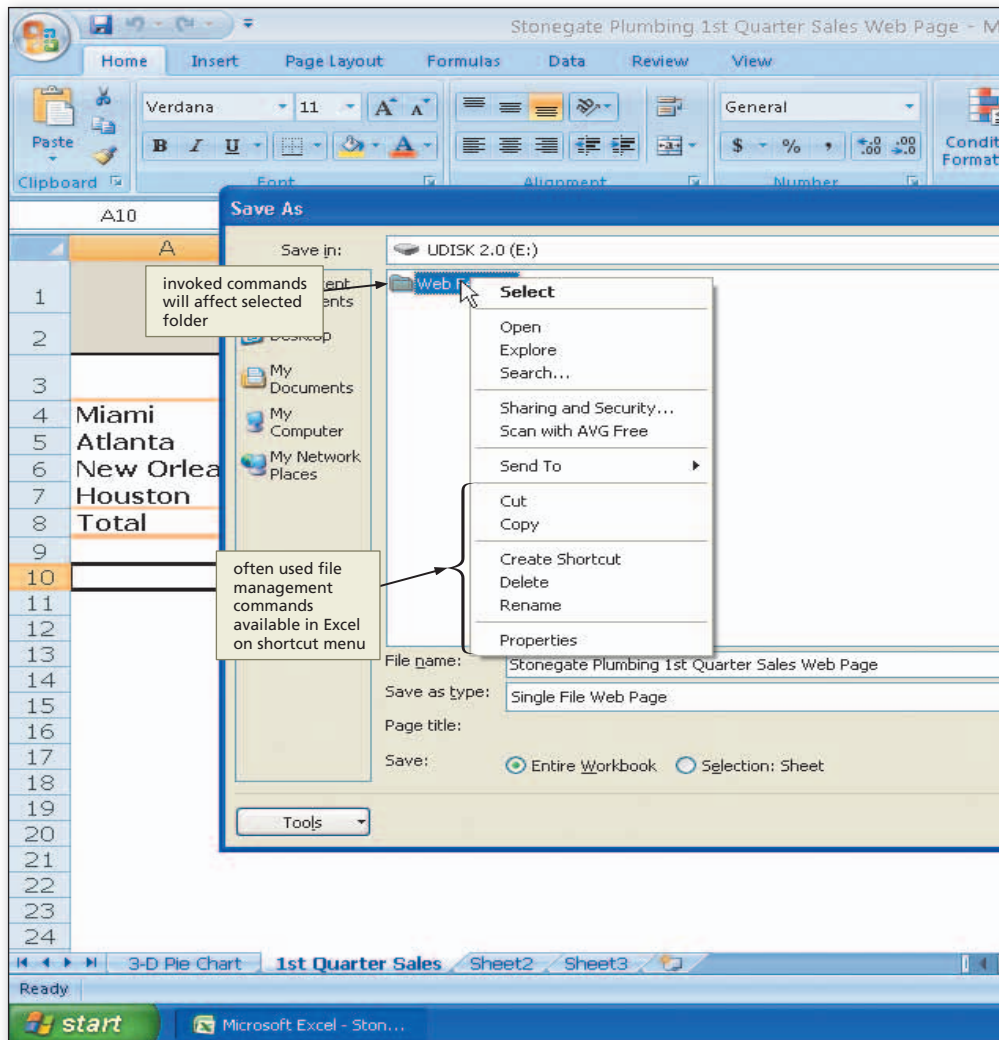


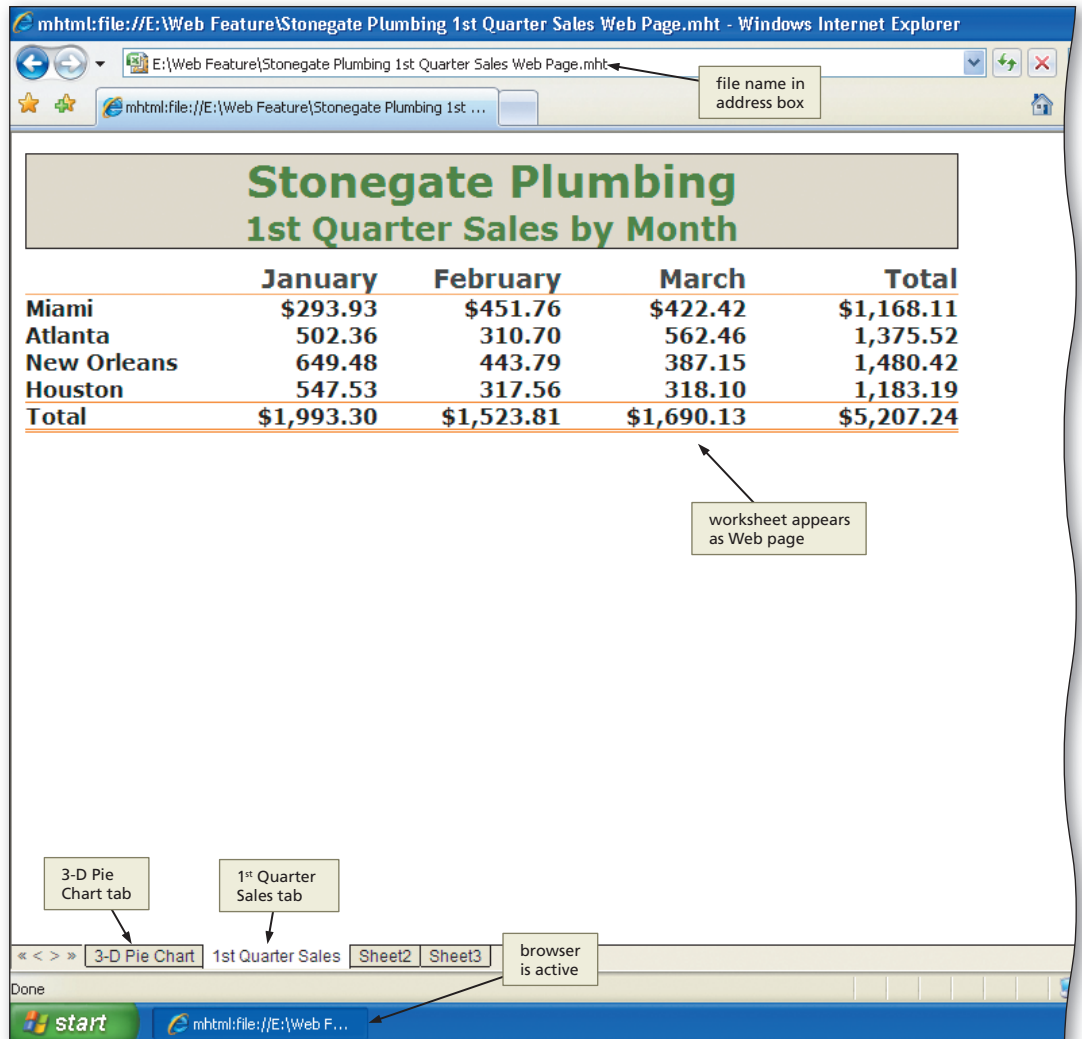
Figure 12

## To View and Manipulate the Web Page Using a Browser

With the Web page saved in the Web Feature folder on the USB flash drive, you can now view it using a browser, as shown in the following steps.

**1**

- If necessary, connect the USB flash drive with the Data Files for Students 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 opens, type `e:\web feature\stonegate plumbing 1st quarter sales web page.mht` in the Address box and then press the ENTER key to display the Web page in your browser (Figure 13). (Your USB flash drive may have a different name and letter.)
- 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.



**Figure 13**

2

- Click the 3-D Pie Chart sheet tab at the bottom of the window to display the 3-D Pie chart in your browser (Figure 14).
- Use the scroll arrows to display the lower portion of the chart.

Q&amp;A

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

You can see from Figures 13 and 14 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 workbook as a Web page, therefore, is an excellent alternative to distributing printed copies of the workbook.

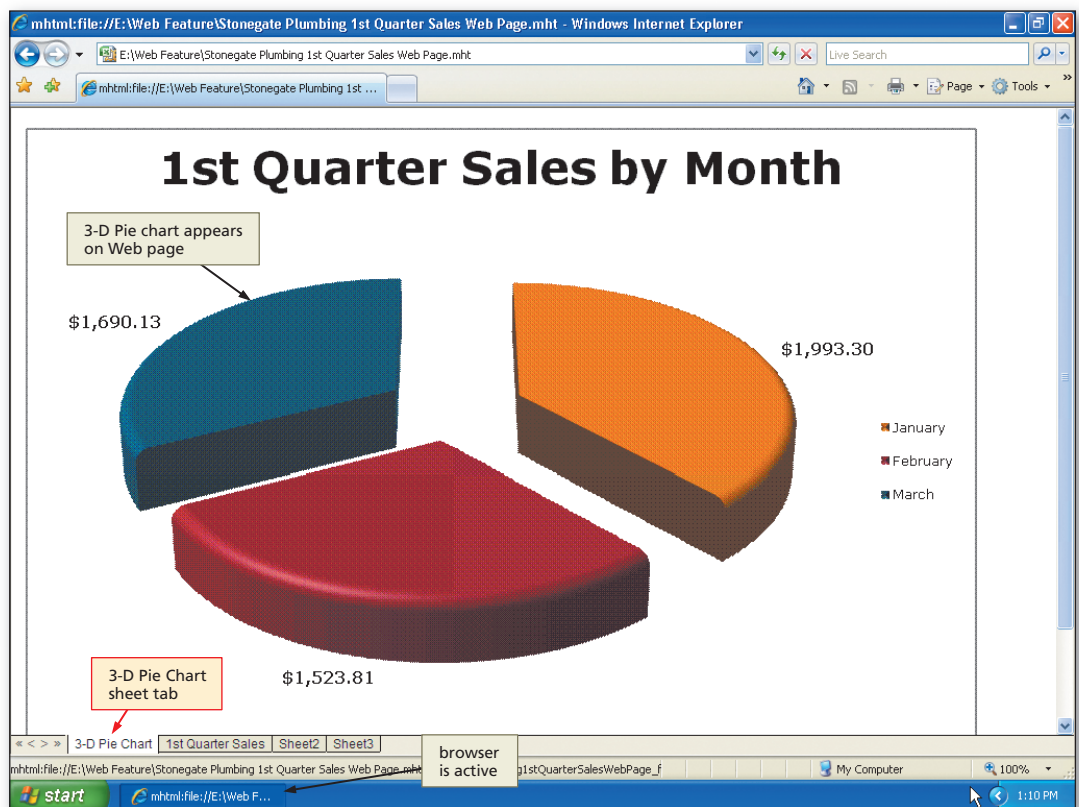


Figure 14

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 workbook as a Web page, creating a new folder on a USB flash drive, and publishing 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 (EX 252)
2. Preview the Web Page (EX 255)
3. Save an Excel Workbook as a Web Page in a Newly Created Folder (EX 256)
4. View and Manipulate the Web Page Using a Browser (EX 260)



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.

### 1 Creating a Web Page I

*Problem:* You are a spreadsheet specialist for Aunt Leona's Pizza, a national chain of pizzerias. Your manager has asked you to create a Web page from the company's annual sales workbook.

*Instructions Part 1:* Start Excel and open the Lab WF-1 Aunt Leonas Pizza Annual Sales workbook from the Data Files for Students. Perform the following tasks:

1. Add the Web Page Preview command to the Quick Access Toolbar.
2. Review the worksheet and chart so you have an idea of what the workbook contains. Preview the workbook as a Web page. Close the browser.
3. Save the workbook as a single file Web page in a new folder titled Web Feature Exercises using the file name, Lab WF-1 Aunt Leonas Pizza Annual Sales Web Page. Make sure you select Entire Workbook in the Save area before you click the Save button. Reset the Quick Access Toolbar and then quit Excel.
4. Start your browser. With the Web page located on the USB flash drive, type `e:\web feature exercises\lab wf-1 aunt leonas pizza annual sales 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 tabs at the bottom of the window to view the sheets. Close the browser. Submit the assignment as requested by your instructor.

## In the Lab

### 2 Creating a Web Page II

*Problem:* You work part-time as a spreadsheet analyst for What-a-Racket Tennis Club. You have been asked to create a Web page from the workbook that the company uses to project membership dues and payroll expenses.

*Instructions Part 1:* Start Excel and open the Lab WF-2 What-a-Racket Tennis Club Projections workbook from the Data Files for Students. Perform the following tasks:

1. Add the Web Page Preview command to the Quick Access Toolbar.
2. Review the 3-D Bar Chart sheet and the Projected Expenses sheet in Excel. Preview the workbook as a Web page. Close the browser.
3. Save the workbook 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 What-a-Racket Tennis Club Projections Web Page. Make sure you select Entire Workbook in the Save area before you click the Save button. Reset the Quick Access Toolbar and then quit Excel. Saving the workbook 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.
4. Start your browser. Type `e:\web feature exercises\lab wf-2 what-a-racket tennis club projections web page.htm` in the Address box (your USB flash drive may have a different name and letter). When the browser displays the Web page, click the tabs at the bottom of the window to view the sheets. Close the browser. Submit the assignment as requested by your instructor.

## In the Lab



### 3 File Management within Excel

*Problem:* Your manager at What-a-Racket Tennis Club has asked you to teach her to complete basic file management tasks from within Excel.

*Instructions:* Start Excel and click the Open command on the Office Button menu. When Excel displays the Open dialog box, create a new folder called In the Lab 3. 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.



