# Instructor’s Manual Exploring Microsoft Word 2019, Chapter 8

## Available Instructor Resources

|  |  |  |
| --- | --- | --- |
| **Resource** | **File Name** | **Found** |
| **Student Data Files** | [Various](#_PROJECTS_AND_EXERCISES_1), click link to see file list | Online Instructor Resource Center |
| **Solution Files** | [Various](#_PROJECTS_AND_EXERCISES_1), click link to see file list | Online Instructor Resource Center |
| **Answer Keys** |  | Online Instructor Resource Center |
| Matching | w08\_answerkey\_match.docx |
| Multiple Choice | w08\_answerkey\_mc.docx |
| Concepts Checks | w08\_answerkey\_concepts.docx |
| **Scorecards** | Various, example:  w08h1MathClub \_scorecard.xlsx | Online Instructor Resource Center |
| **Scoring Rubrics** | w08d1\_rubric.docx  w08m2\_rubric.docx | Online Instructor Resource Center |
| **Annotated Solution Files** | Various, example:  w08h1References\_annsolution.pdf | Online Instructor Resource Center |
| **Scripted Lecture (Script)** | w08\_script\_instruction.docx | Online Instructor Resource Center |
| Scripted Lecture Data | w08\_script\_data1.docx |
| Scripted Lecture Solution | w08\_script\_data2.docx  w08\_script\_data3.docx  w08\_script\_data4.jpg  w08\_script\_data5.docx  w08\_script\_solution\_folder  w08\_script\_solution1\_files subfolder  w08\_script\_solution2\_files subfolder  w08\_script\_solution3\_files subfolder  w08\_script\_solution5\_files subfolder  w08\_script\_solution1.htm  w08\_script\_solution2.htm  w08\_script\_solution3.htm  w08\_script\_solution4.docx  w08\_script\_solution5.htm  w08\_script\_solution6.docx |
| **PowerPoint Presentation** | w08\_powerpoint\_accessible.pptx | Online Instructor Resource Center |
| **Testbank** | w08\_testbank.doc | Online Instructor Resource Center |
| **Instructor's Manual (lesson plans incl.)** | w08\_instructormanual.docx | Online Instructor Resource Center |
| **Assignment Sheet** | w08\_assignsheet.docx | Online Instructor Resource Center |
| **Prepared Exam (Chapter & App)** |  | Online Instructor Resource Center |
| Prepared Exam-Chap instruction | w08\_exam\_chap\_instruction.docx |
| Prepared Exam-Chap Data | w08\_exam\_chap\_Adoption.docx |
|  | w08\_exam\_chap\_Blog.docx |
|  | w08\_exam\_chap\_Home.docx |
| Prepared Exam-Chap Solution | w08\_exam\_chap\_Adoption\_solution |
|  | w08\_exam\_chap\_Blog\_solution |
|  | w08\_exam\_chap\_Homepage\_solution |
|  | w08\_exam\_chap\_Lost\_solution |
| Prepared Exam-Chap Annotated Sol. | w08\_exam\_chap\_annsolution.pdf |
| Prepared Exam-Chap Scorecard | w08\_exam\_chap\_scorecard.xlsx |
| Prepared Exam-App instruction | wApp2\_exam\_chap\_instruction.docx |  |
| Prepared Exam-App Data | wApp2\_exam\_chap\_data\_files Folder |  |
| Prepared Exam-App Solution | wApp2\_exam\_solution\_files Folder |  |
| Prepared Exam-App Annotated Sol. | wApp2\_exam\_chap\_annsolution.pdf |  |
| Prepared Exam-App scorecard | wApp2\_exam\_chap\_scorecard.xlsx |  |
| **File Guide** | w08\_file\_guide.xlsx | Online Instructor Resource Center |
| **Objective Map** | w08\_objectivesmap.xlsx | Online Instructor Resource Center |
| **Grader Project** |  | Online Instructor Resource Center |
| Grader Instruction | w08\_grader\_instruction.docx |
| Grader Data | w08\_grader\_data.xlsx |
| Grader Solution | w08\_grader\_solution.xlsx |
| Grader Annotated Solution | w08\_grader\_annsolution.pdf |
| Grader Scorecard | w08\_grader\_scorecard.xlsx |

## CHAPTER OBJECTIVES

### When students have finished reading this chapter, they will be able to:

* Customize the Ribbon
* Build and Publish a Webpage
* Enhance a Webpage
* Create a Blog Post

## CHAPTER OVERVIEW

In this chapter, the students will develop, enhance, and publish documents for the Web such as webpages, blogs, and shared Word documents.

### The major sections in this chapter are:

1. **Webpage Creation.** In this section, students will create a webpage using Word. They will also customize the ribbon to display commands used for webpage development, format the page, add hyperlinks and bookmarks, and save the document as a webpage.
2. **Webpage Enhancement.** In this section, students will learn how to create online blogs using the Word blog post template, collaborate online, save a blank design Word template as a webpage, and embed online pictures and video clips to enhance a webpage.

## CLASS RUN-DOWN

1. Have students turn in homework assignments.
2. Talk about the chapter using the discussion questions listed below.
3. Use a PowerPoint presentation to help students understand the chapter content.
4. [Run through the scripted lecture for the chapter. Give special attention to areas in which students might be challenged.](#_WHEN_USING_SCRIPTED)
5. Have students complete the Capstone Exercise for Word Chapter 8.
6. Use MyITLab for in-class work or to go over homework.
7. Give students the homework handout for the next class period.

## LEARNING OBJECTIVES

### At the end of this lesson students should be able to:

* Create a custom tab
* Add commands to a group
* Save a document as a webpage
* Apply a theme and background color to a webpage
* Insert bookmarks in a webpage and add a link to a bookmark
* Insert hyperlinks to other webpages
* Preview a webpage
* Download and save a template as a document
* Use 3D models
* Insert online videos
* Download a blog post template
* Create a blog post

## KEY TERMS

Background**–**A color, design, image, or watermark that displays behind text in a document or on a webpage.

Blog**–**The chronological publication of personal thoughts and web links.

Bookmark**–**An electronic marker for a specific location in a document, enabling the user to go to that location quickly.

Custom tab**–**A tab on the ribbon created by the user that contains the commands he/she wants to use.

File Transfer Protocol (FTP)**–**A process that uploads files from a computer to a server or download files from a server to a computer.

Hyperlink**–**An electronic marker that points to a different location within the same document using a bookmark, opens another document, or displays a different webpage in a web browser.

HyperText Markup Language (HTML)**–**A universal formatting instructional language that describes how a document appears when viewed in a web browser.

Uniform Resource Locator (URL)**–**A web resource used to specify addresses on the World Wide Web.

Webpage**–**Any document that displays on the World Wide Web.

Web server**–**A computer system that hosts pages for viewing by anyone with an internet connection.

World Wide Web (WWW)**–**A very large subset of the internet that stores webpage documents.

## DISCUSSION QUESTIONS

* Ask students what commands they would add to a custom tab on the ribbon to personalize their copy of Word.
* Ask students if any of them have a blog, and if so, how often do they post and maintain it? Do they post pictures and videos to the blog?
* Start a discussion about the potential privacy issues with publishing personal content and pictures on a blog.

## WHEN USING SCRIPTED LECTURE IN CLASS, DEMONSTRATE HOW TO:

* Create a custom tab and add commands to a group
* Save a document as a webpage
* Apply a theme and background color to a webpage
* Insert bookmarks in a webpage and add a link to a bookmark
* Insert hyperlinks to other webpages
* Preview a webpage
* Download and save a template as a document
* Change a template picture
* Use 3D models
* Insert online videos
* Download a blog post template and create a blog post

## CONNECTIONS PRACTICAL PROJECTS AND APPLICATIONS

* Ask the students if they have a personal domain on a Web server and if so, ask them to show the class, if appropriate.
* Have students research the cost of web hosting and purchasing a personal domain.
* Have students research both free and paid services for blog accounts, such as Wordpress.com and Google Blogger, and compare the features for the different types of accounts.

## TEACHING NOTES

### Webpage Creation

In this section, students will create a webpage using Word. They will also customize the ribbon to display commands used for webpage development, format the page, add hyperlinks and bookmarks, and save the document as a webpage.

#### Customizing the Ribbon

* Discuss the usefulness of adding a custom tab to the ribbon for frequently used commands.
* Explain that students can also change the order of existing tabs, change the order of the groups on a tab, and create new groups on a tab.
* **Teaching Tips:** Show students how the ribbon can be reset if you want to remove any customization and restore it to its original configuration.
* **Teaching Tips:** Explain that customizations made to the ribbon or Quick Access Toolbar can be exported using the Word Options dialog box, and then imported into Word on another computer.

#### Building and Publishing a Webpage

* Discuss how Word can assist with the task of creating a webpage by generating the HTML from a Word document or template. Once saved as a webpage, the document can still be edited and formatted in Word.
* Go over the three options for saving a webpage in Word as shown in Table 8.1.
* The design of a webpage can be enhanced by choosing a theme that coordinates with the topic of the page, and that formatting the document using the built-in Word headings will ensure that the theme is applied consistently. Explain that a colored page background is not a default part of a theme and will have to be applied using the Page Color command.
* Bookmarks are a navigation tool that are a recommended design feature in lengthy webpages. They make it easier for the viewer to move around the page, visit different sections of the page, and return to the top.
* Creating a bookmark is a two-step process: Create the bookmark name at the desired location in the document, and then link to that bookmark from other locations.
* Hyperlinks are markers, that when clicked, can move to another location in a document (bookmark), open a different document, or open a webpage. Any object in a document can be formatted as a hyperlink.
* To be viewed online, a webpage must be published to a Web server, using FTP.
* **Teaching Tips:** Discuss good practice in naming files and folders for use on Web servers.
* **Teaching Tips:** Explain the difference between the print size of a page and the variable sizes and resolutions of computer screens. Point out that backgrounds and images on a printed page are fixed in size, but can repeat in unexpected ways on a screen. Any images or patterns used for a webpage background should be chosen with that in mind, and tested to see how they behave on the webpage.
* **Teaching Tips:** Be sure students understand the rules for naming bookmarks and that bookmark names should be descriptive so the purpose is easily identified.
* **Teaching Tips:** A hyperlink works differently from within a Word document than it does on a webpage. Instead of clicking as you do on a webpage, you press Ctrl+Click in a document.
* **Teaching Tips:** Demonstrate how to use Web Layout view and Web Page Preview to view a document saved as a webpage.

### Webpage Enhancement

In this section, students will learn how to create online blogs using the Word blog post template, collaborate online, save a blank design Word template as a webpage, and embed online pictures and video clips to enhance a webpage.

#### Creating a Blog Post

* Discuss the difference between a normal webpage and a blog; i.e.; that blogs are dynamic and normally updated on a regular basis, while most webpages are static and updated only as needed.
* When you download and open a blog post template in Word, the ribbon displays tabs related to completing a blog post.
* **Teaching Tips:** Review the steps for publishing a blog post in Word—download a blog post template, set up a blog account, create the blog post, and publish the completed post to the account. Students are often unfamiliar with the concept of how to post content live on the Web versus maintaining a document on a local computer.

#### Enhancing a Webpage

* Word design templates can be downloaded and saved as a document or a webpage.
* When using images and videos from online sources, be sure to review the licensing conditions for the content before publishing on a blog or website. The conditions are often different for personal and business use.
* **Teaching Tips:** Show students how to pin a frequently used template in Backstage view so that it shows at the top of the list.
* **Teaching Tips:** Online video may be embedded in a webpage, but still requires an Internet connection to view the content.

#### Presenting a Word Document Online

* The Share feature in Backstage view enables Word users to collaborate online by presenting and sharing a document with other users. A link to the presentation is sent to the viewers so they can access and view the presentation.
* You can edit a document while presenting it online and share the updated document with the viewers.
* **Teaching Tips:** Point out to students that viewers do not have to have Office installed on their computer to participate in an online presentation of a Word document.

## OBJECTIVE TESTS IN MYITLAB

To find an objective test to help your students practice for tests, have them sign in to MyITLab:   
[www.myitlab.com](http://www.myitlab.com).

## ADDITIONAL WEB RESOURCES

1. Why do my 3D Models have an odd texture?: <https://support.office.com/en-us/article/Why-do-my-3D-Models-have-an-odd-texture-deb92e19-12d1-4f9f-876c-8fb300775e05>
2. Get creative with 3D models: <https://support.office.com/en-us/article/get-creative-with-3d-models-ec5feb79-b0af-47f6-a885-151fcc88ac0a>
3. Licensing images and content from Creative Commons:   
   <https://creativecommons.org/>
4. Blogging with Microsoft Word:  
   <http://office.about.com/od/MicrosoftOffice/a/How-To-Write-And-Post-Your-Blog-Directly-From-Microsoft-Office.htm>
5. Help with blogging in Word: <https://support.office.com/en-us/article/Help-with-blogging-in-Word-3AD4AD8D-06A3-441D-99CD-C65E13A3433D>

## PROJECTS AND EXERCISES

|  |  |  |
| --- | --- | --- |
|  | **Data file** | **Save As** |
| Hands-On Exercise 1 | w08h1ContactUs.docx w08h1Default.docx w08h1Worksheets.docx | w08h2MathClub\_LastFirst zipped file consisting of the following:  w08h1ContactUs\_LastFirst\_files subfolder  w08h1Default\_LastFirst\_files subfolder  w08h1Worksheets\_LastFirst\_files subfolder  w08h1ContactUs\_LastFirst.htm  w08h1Default\_LastFirst.htm  w08h1Worksheets\_LastFirst.htm |
| Hands-On Exercise 2 | w08h2Math.docx  The w08h2MathClub\_LastFirst folder consisting of the following:  w08h1ContactUs\_LastFirst\_files subfolder  w08h1Default\_LastFirst\_files subfolder  w08h1Worksheets\_LastFirst\_files subfolder  w08h1ContactUs\_LastFirst.htm  w08h1Default\_LastFirst.htm  w08h1Worksheets\_LastFirst.htm | w08h2MathClub\_LastFirst zipped file consisting of the following:  w08h1ContactUs\_LastFirst\_files subfolder  w08h1Worksheets\_LastFirst\_files subfolder  w08h2Default\_LastFirst\_files subfolder  w08h2Flyer\_LastFirst\_files subfolder  w08h1ContactUs\_LastFirst.htm  w08h1Worksheets\_LastFirst.htm  w08h2Blog\_LastFirst.docx  w08h2Blog\_LastFirst.png  w08h2Default\_LastFirst.htm  w08h2Flyer\_LastFirst.htm  w08h2Flyer\_LastFirst.docx |
| Practice Exercise 1 | w08p1Default.docx w08p1Services.docx | w08p1Realtor\_LastFirst zipped file consisting of the following:  w08h1Default\_LastFirst\_files subfolder  w08h1Services\_LastFirst\_files subfolder  w08p1Default\_LastFirst.htm  w08p1Services\_LastFirst.htm |
| Practice Exercise 2 | w08p2ForbiddenCity.png  w08p2GreatWall.png  w08p2SummerPalace.png | w08p2ChinaBlog\_LastFirst.docx |
| Mid-Level Exercise 1 | w08m1Airline.docx | w08m1Airline\_LastFirst.mht |
| Mid-Level Exercise 2 | Blank document | w08m2MyselfBlog\_LastFirst.docx |
| Running Case | w08r1Default.docx  w08r1FinalNote.docx  w08r1Preserve.docx | w08r1NewCastle\_LastFirst zipped file consisting of the following:  w08r1Default\_LastFirst\_files subfolder  w08r1FinalNote\_LastFirst\_files subfolder  w08r1Preserve\_LastFirst\_files subfolder  w08r1Default\_LastFirst.htm  w08r1FinalNote\_LastFirst.docx  w08r1FinalNote\_LastFirst.htm  w08r1Preserve\_LastFirst.htm |
| Disaster Recovery | w08d1Default.mht | w08d1Default\_LastFirst.mht |
| Capstone | w08c1Activities.docx  w08c1Default.docx  w08c1Hours.docx  w08c1SamGym.jpg | w08c1Fitness\_LastFirst zipped file consisting of the following:  w08c1Activities\_LastFirst\_files subfolder  w08c1Default\_LastFirst\_files subfolder  w08c1Hours\_LastFirst\_files subfolder  w08c1Activities\_LastFirst.htm  w08c1Default\_LastFirst.htm  w08c1FitnessBlog\_LastFirst.docx  w08c1Hours\_LastFirst.docx  w08c1Hours\_LastFirst.htm |

## CHAPTER REVIEW/ANSWERS TO END OF CHAPTER MATERIAL

### Key Terms Matching Answer Key

1. A tab on the ribbon created by the user that contains the commands he/she wants to use.

**D. Custom tab**

2. A computer system that hosts pages for viewing by anyone with an Internet connection.

**J. Web server**

3. The chronological publication of personal thoughts and Web links.

**B. Blog**

4. A process that uploads files from a computer to a server or download files from a server to a computer.

**E. File Transfer Protocol (FTP)**

5. A color, design, image, or watermark that displays behind text in a document or on a webpage.

**A. Background**

6. An electronic marker that points to a different location within the same document using a bookmark, opens another document, or displays a different webpage in a Web browser.

**F. Hyperlink**

7. A very large subset of the Internet that stores webpage documents.

**K. World Wide Web (WWW)**

8. A universal formatting instructional language that describes how a document appears when viewed in a Web browser.

**G. HyperText Markup Language (HTML)**

9. Any document that displays on the World Wide Web.

**I. Webpage**

10. An electronic marker for a specific location in a document, enabling the user to go to that location quickly.

**C. Bookmark**

11. A Web resource used to specify addresses on the World Wide Web.

**H.** **Uniform Resource Locator (URL)**

### Multiple Choice Answer Key

1. While you are creating and editing documents that will be part of a website, you should save them in which format?

**b. HTML**

2. Which of the following is not a legitimate object to use in a hyperlink?

**a. A blog post**

3. What is the advantage of applying a theme to a webpage?

**c. It enables you to coordinate colors and fonts.**

4. If you view a webpage and hyperlinks display in two different colors, what is the most likely explanation?

**c. One of the hyperlinks was previously visited.**

5. Which of the following is not a format used to save documents as webpages?

**a. Web Template**

6. What information is relayed to the browser by HTML tags?

**d. How to format the information on the webpage.**

7. Which of the following statements about online video is *false*?

**a. Once an online video is embedded into a webpage, it can be viewed without internet access.**

8. Which of the following statements about creating a custom tab is *true*?

**c. You can select a colorful symbol to represent a group’s contents.**

9. What type of website enables you to view the frequent, chronological publication of personal thoughts?

**d. A blog**

10 What feature should you change in order to display information about your website at the top of the Microsoft Edge window?

**c. The page title**

### Quick Concept Check Answer Key

**1. Describe the advantages of using Word to create a webpage.**Advantages of using Word to create a webpage include:

• Word provides all the tools necessary to create a basic webpage.

• It uses an interface with which you are already familiar.

• You can use tools like SmartArt and WordArt.

• You don’t have to know about HTML coding in order to create a webpage.

**2. Describe the benefits of using a Word theme in a webpage.**Webpages are more interesting when you add design elements such as background images, bullets, numbering, lines, and other graphical features. They also display better when colors and fonts are coordinated among the design elements. You can use the Word themes while developing a webpage, which enables you to coordinate colors and fonts.

**3. Explain the benefits of inserting bookmarks and hyperlinks in a webpage.**Bookmarks allow the user to move the insertion point to a location within the same document. Hyperlinks are electronic markers that, when clicked, enable the user to move the insertion point to a different location within the same document, open another document, or display a different webpage in a Web browser. Hyperlinks can quickly lead the user to webpages stored on different computers that may be located anywhere in the world.

**4. Describe the reasons for using a blank design Word template.**Blank design templates are empty documents preformatted with frequently used styles. You can type the content into the document without having to worry about formatting the document. This will definitely help you to save time and effort.

**5. Explain the reason for changing the picture in a Word template.**Sometimes the template pictures may not meet your specific needs. Therefore, you might want to replace the picture with an image that is more directly suited to your purpose. There are also occasions where you want to exchange an existing picture for another image without having to redo the sizing and formatting.

**6. Explain the advantages of embedding a video into a Word document.**You can watch the video with the Word document open and without leaving the context of the subject in discussion.

**7. Describe the purpose of writing a blog.**Blogs can provide a vehicle to display the works of current or future journalists and authors, or they can simply reflect the emotions and ideas of an individual at a particular point in time. It is also a great way to share personal thoughts with your friends and family.