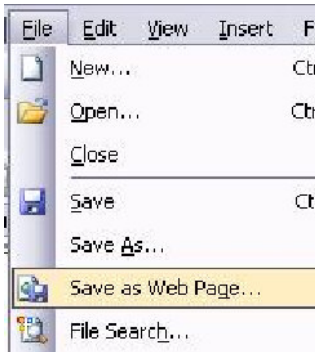


PowerPoint



As you know, PowerPoint is a program is designed to create presentations. It also offers the potential to make simple websites, based on PowerPoint slides.

These are not ideal as you are very limited in what you can create, but a really simple site can be put together very quickly – as long as you don't want too much!

All you have to do is add your content and then select: **'File' > 'Save as Web Page'**

Important notes

- ✓ As with all websites, it is vital you keep things organised. Create a new folder to store all your pages in – this will help you keep control of your site.
- ✓ Put all your images inside your website folder – so you know where they are.
- ✓ Your website will be made from one PowerPoint file – for a simple website this appears brilliant, but you have to take care with your **hyperlinks**. Remember - you have to create slides / pages before you can link to them.
- ✓ PowerPoint makes it easy for you to create a simple site, based on PowerPoint slides. However, if you want to make something more complicated, avoid using PowerPoint!
- ✓ When saving your website, avoid using spaces in the filename – some **web servers** do not like spaces. Use the **underscore** character – so call it **'main_page.html'** rather than **'main page.html'**.



Create your site

Create the homepage

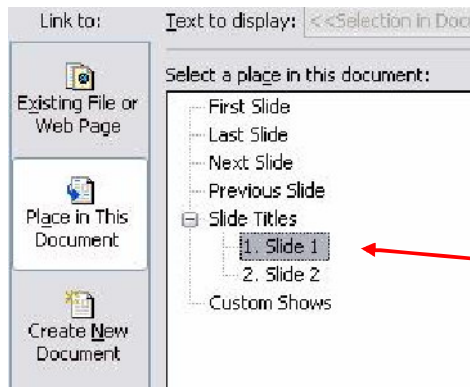
1. Load PowerPoint
2. Select '**Blank Presentation**' and then choose a blank screen so you have an empty slide showing on your screen.
3. Select and draw a textbox on the screen.
4. Type 'Homepage'.
5. Save your work – at this stage save this as a **normal PowerPoint document**.



You can obviously add more content later, but for now move onto your other pages. All you need to do is add additional slides.

Create the other pages

1. Remember (*see the important notes*) that to add a **hyperlink** you need to create the page you want to link to.
2. Insert a new slide – there are lots of ways to do this, but one simple way is to press '**Insert**' > '**New Slide**'.
3. Now create your next page – add a textbox and type 'Information'.
4. You can now add a **hyperlink** and link this back to the **homepage**. Insert a picture and then add another textbox for your link.
5. Click on your picture and then select '**Insert**' > '**Hyperlink**'.



6. This is where it can get tricky. There are lots of options to choose from. PowerPoint doesn't handle **hyperlinks** that cleverly, so you have to be careful.
7. Our **hyperlink** needs to go from this page to the **homepage**. The homepage is on Slide 1.
8. Select '**Place in This Document**' and then click on '**1. Slide 1**'. Press '**OK**'.
9. You have only added the **hyperlink** to the picture. You have to repeat the same steps to highlight your text and add the **hyperlink**.

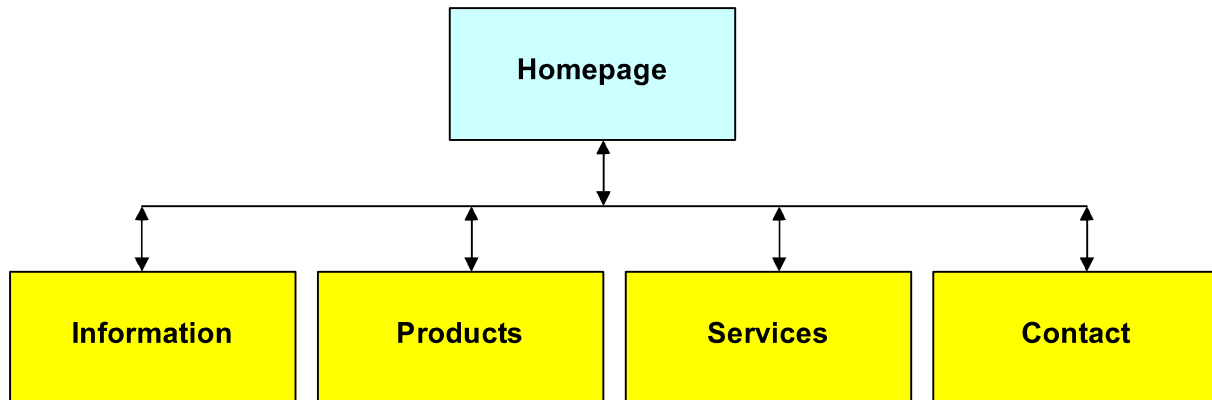
10. You now need to create your additional pages – think how you could do this.

You *could* work through the instructions from Step 2 again or you could copy and paste your current slide.

11. As you add your additional pages in, make sure that the **hyperlinks** work – does each image and each text link **hyperlink** back to the **homepage**?

12. Your PowerPoint presentation needs to have five slides – the first being the **homepage**, together with four additional pages.

Having completed all this, you now have to create the links from the **homepage** to your four other pages. You know how to create **hyperlinks** – so try and do this yourself!



Hint:

- ✓ Just go your first slide and insert **hyperlinks** – keep everything clearly organized. You have probably found all the different ways to link your pages together, but take care to make sure the links work.

Creating the final website

1. When you are happy with your site, save your work as a PowerPoint document. This will allow you to edit it in the future.
2. Then to create the site, select 'File' > 'Save as Web Page'.
3. Add a filename for your site – 'website.html' will be fine. Then press 'OK' to create your website.
4. If you want to edit, make sure you edit your PowerPoint file.

