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## **Building Simple Classroom Web Pages using Microsoft Office**

Most of our schools have Internet access in the classroom or in a nearby computer lab. Teachers often have a problem allowing their students to access the websites they need while preventing them straying from the safe path on the information superhighway. Tools are available on all machines using Microsoft Office that allow teachers to create simple web pages to guide students safely to the sites they need to visit in order to accomplish the task for the day. Participants in this workshop will leave with a web page that can be used THE NEXT DAY in their classrooms.

### **Basic Agenda**

Part 1: Office Basics: Directly Entering URLs, Linking Easy-to-Read Text, Editing Links.

Part 2: Insert and Modify Clip Art, Add a Link to Clip Art, Editing Links and Typical Errors.

Part 3: Drawing and Graphics. Use the Drawing Tools, Finding URLs to Use in Class.

Part 4: Create Pages!!