

SAVING WORKBOOKS AS WEB PAGES

Excel provides many different possibilities for creating Web pages based on an Excel workbook. These pages fall into two main categories: non-interactive and interactive. The table below describes each of these options.

<i>Category</i>	<i>Description</i>
Interactive	<ul style="list-style-type: none">➤ This option provides worksheet functionality which works like an Excel spreadsheet.➤ Users can sort and filter the data, format cells, insert functions, and copy, cut, and paste data.➤ The Web page is not linked to the original worksheet.➤ Any changes that a user makes to the page will not be reflected in the original workbook.➤ This leaves the user free to perform several “what-if” analyses on the data without having to worry about changing the source workbook.
Non-interactive	<ul style="list-style-type: none">➤ A non-interactive Web page contains the data from the workbook and some of the formatting.➤ It does not allow users to work with the data as they would from within Excel.➤ It is like creating a snapshot of the data in the workbook.➤ Every time the workbook changes, it has to be resaved to the Web page, or else the page will be out of date.

When working with Web pages, some elements will not be transferred to a Web page. Some of those features are listed below.

- Pattern fills
- Graphics (WordArt, ClipArt, etc.)
- Drawing object layers
- Multiple fonts within a cell
- Outlining
- Dotted or broken borders
- Named cells or ranges
- Wrapped text within a cell
- Conditional formatting
- Cell comments

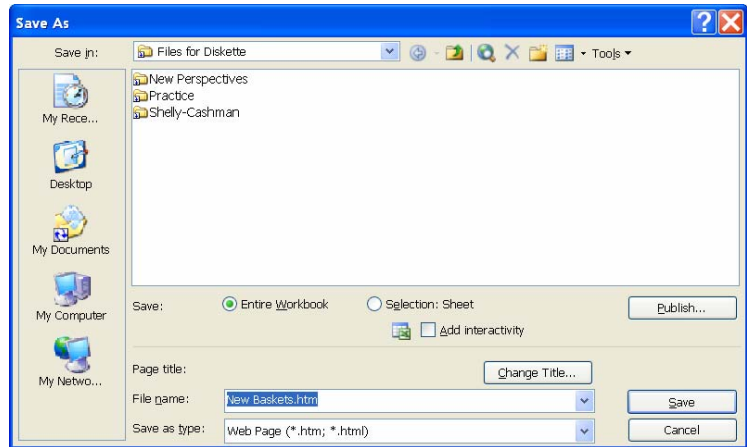
The final way of creating an interactive Web page is with an interactive chart. The interactive chart is a Web page that displays an Excel chart that the user can update and modify.

Previewing a Workbook as a Web Page

- ❖ Open the workbook that is to be previewed as a Web page.
- ❖ Click **File** on the **Menu Bar**.
- ❖ Click **Web Page Preview** from the list of options.
- ❖ The workbook will appear in the Web browser.
- ❖ When this type of preview is used, pages are able to be viewed, but changes cannot be made to the workbook.
- ❖ Close the browser to return to the **Excel** workbook.

Saving a Workbook for the Web


- ❖ Make sure that a workbook is open.
- ❖ Click **File** on the **Menu Bar**.
- ❖ Click **Save as Web Page** from the list of options.
- ❖ The **Save As** dialog box will appear.
- ❖ Select one of the options for the **Save** area. These options are:
 - **Entire Workbook** – This option is used to save the whole workbook as a Web page.
 - **Selection: Sheet** – To save a selected sheet from the workbook as a Web page, select this option. This will save the page where the insertion point is located.



- ❖ Verify that the name of the workbook appears in the **File Name** box.
- ❖ Click the **Change Title** button.
- ❖ The **Set Page Title** dialog box will appear.
- ❖ In the **Page Title** box, input a title for the page. This is the title that will appear centered over the published item.
- ❖ Click **OK** to return to the **Save As** dialog box.
- ❖ Click the **Save in** drop-down arrow and then choose your folder on the network.
- ❖ Click the **Save** button.
- ❖ Click the **Close** button to close the workbook.



Opening a Workbook in a Browser

- ❖ Click **Start** on the **Task Bar**.
- ❖ Choose **Internet Explorer** from the **Start Menu**.
- ❖ On the **File** menu, click **Open**.
- ❖ The **Open** dialog box should appear.
- ❖ Click **Browse**. The **Browse** dialog box will appear.
- ❖ Click the **Look in** drop-down arrow and then choose the folder where the workbook is stored.
- ❖ Choose the workbook Web page that you saved earlier.
 - It is the one with the browser symbol beside it.
 - The browser symbol looks like the illustration at the right. 
- ❖ Click the **Open** button to open the workbook in the browser.
- ❖ The **Browse** dialog box closes and the link to the folder will appear in the browser address bar.
 - The network drive should appear before the name of the file.
 - The extension .htm, .html, .mht, or .xml will appear for this file.
- ❖ Click any worksheet or chart sheet tabs to display the information depending on how the file is saved.

- ❖ Click the **Close** button in the upper-right corner of the browser to exit the browser and return to the Excel program.

Publishing a Workbook on the Web

While saving a workbook as a Web page, it is possible to Publish the workbook directly to the Web. To do this:

- ❖ Open the workbook that is to be published to the Web.
- ❖ Click **File** on the **Menu Bar**.
- ❖ Choose **Save as Web Page** from the list of options.
- ❖ The **Save As** dialog box will appear.
- ❖ Click the **Selection: Sheet** option button in the **Save** area to select that option.
- ❖ Click the check box for **Add interactivity**.
- ❖ Click the **Publish** button.

- ❖ The **Publish as Web Page** dialog box will open.
- ❖ Click the **Choose** drop-down list arrow to make a selection from the list that appears. These options are:

- **Previous published items** - Use this option to re-publish a workbook.
- **Entire workbook** - Choose this option to publish all the workbook items to the Web.
- **Range of cells** - Click this item to publish a range of cells from a specified worksheet. When this item is chosen, an additional line will appear that can be used to select the range of cells to publish.
- **Items on _____** - With this option a list of worksheets that are in the workbook will be displayed. There could be several of these options available, depending on the number of worksheets in the workbook. Once this item has been selected, a list of items in the worksheet will appear.

- ❖ Click the **Change** button to add the title to the Web page.

- ❖ The **Set Title** dialog box will appear.

- ❖ Input a name for the **Title**.

- ❖ Input **http://webserv.sienahts.edu/~[your username]/[name of file].htm** into the **File Name** box.

- ❖ Click the **Auto Republish every time this workbook is saved**. This will republish the Web page every time you save the workbook.

- ❖ Click the **Open published web page in browser** check box, if necessary, to have the worksheet open in the browser window.

- ❖ Click the **Publish** button to publish the workbook, worksheet, or chart to the Web.

- ❖ The worksheet will appear in the browser window with the Chart at the top and the worksheet at the bottom.

