

Web Page Preview

PowerPoint provides the tools necessary to create and save a presentation as a Web page. When the presentation is saved, it is formatted as an HTML (Hypertext Markup Language) document. Saving the presentation as a Web page means that the presentation can be viewed on almost any Web browser. After a presentation has been created, it is possible to view the document as a Web page before it is saved and published. To do this:

- ❖ Open the presentation that is to be viewed as a Web page.
- ❖ Click **File** on the **Menu Bar**.
- ❖ Select **Web Page Preview** from the list of options.
- ❖ The presentation will open in the Web browser that is installed on your computer.
- ❖ The headings for each page will display in a frame on the left side of the screen.
- ❖ To navigate through the slides, do one of the following:
 - Click the links in the left frame of the Web page.
 - Click the **Page Navigation Arrows** at the bottom of the window (see right).
- ❖ After the presentation has been previewed, click the **Close** button in the browser window.

