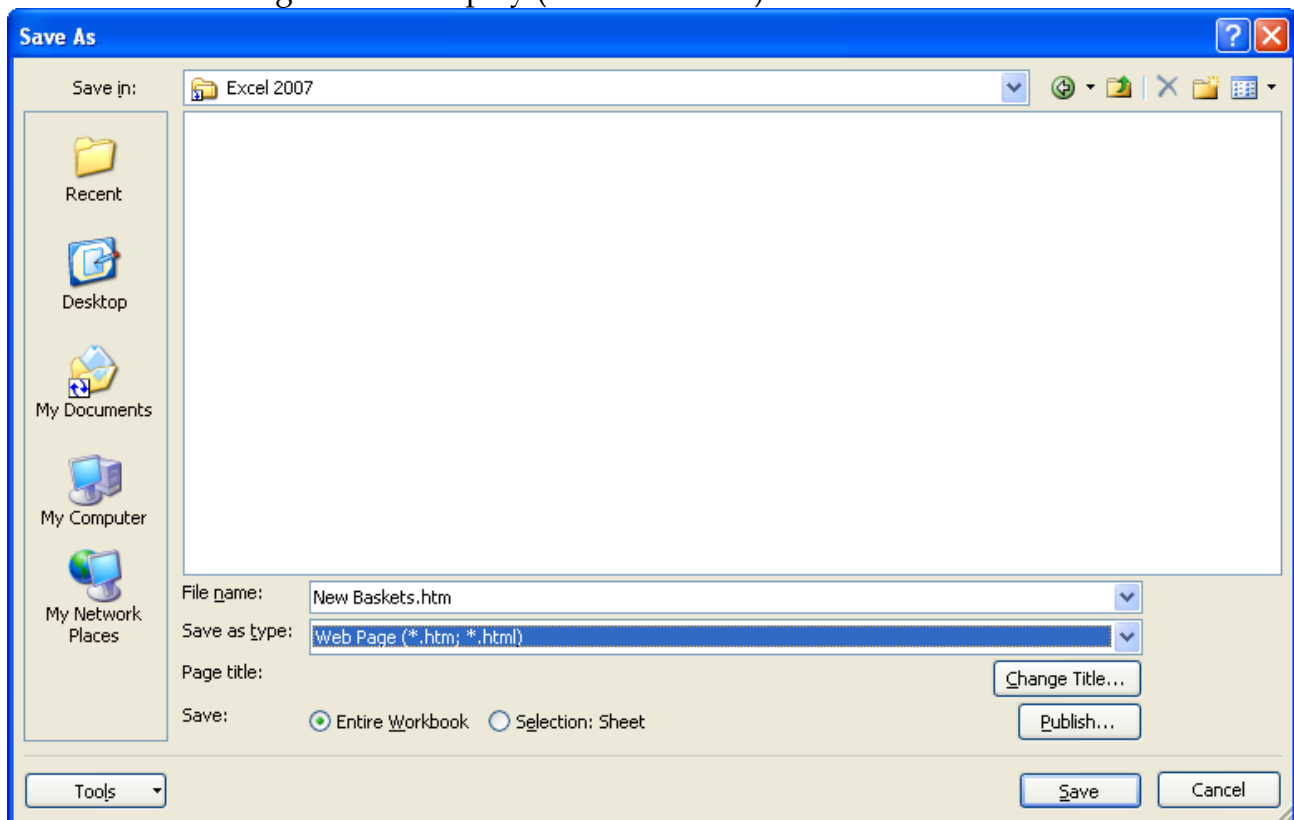


## Saving a Workbook as a Web Page

Excel provides the tools necessary to create and save a workbook as a Web page. When the document is saved, it is formatted as a Web page workbook. Saving the workbook as a Web page means that the workbook can be viewed on almost any Web browser. Once a workbook has been created, you might want to save it as a Web page and then publish it to the Web in order to view it in a Web browser. To do this:

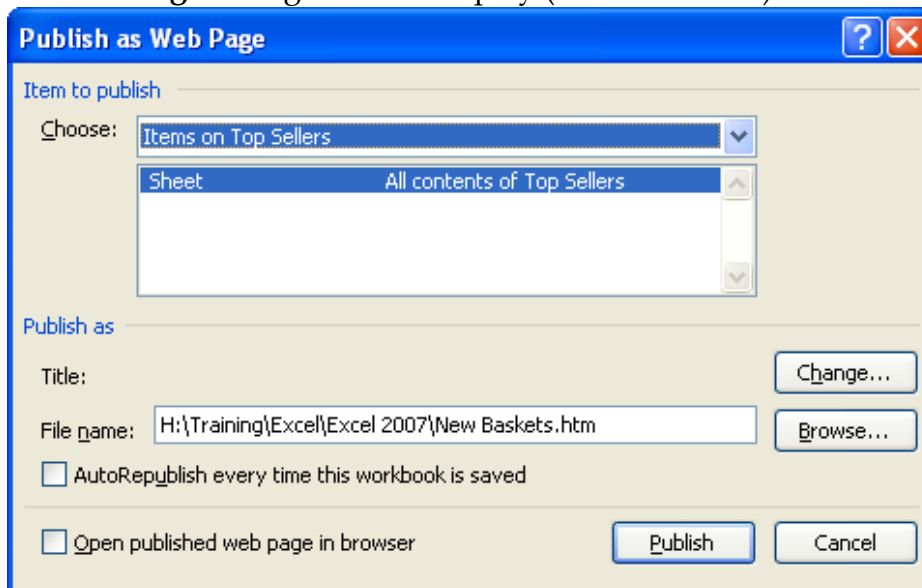
- ❖ Open the workbook in Excel.
- ❖ Click the **Office Button**.
- ❖ Move the mouse pointer over the **Save As** option.
- ❖ In the list that appears on the right, click the **Other Formats** link.
- ❖ The **Save As** dialog box will display (see illustration).



- ❖ In the **Save As** dialog box:
  - Click the **Save As Type** arrow.
  - In the list that appears scroll down to locate one of the following:
    - Single File Web Page (\*.mht; \*.mhtml).
    - Web Page (\*.htm; \*.html).
  - Click the **Look in** arrow to locate the folder where the presentation is to be stored.
- ❖ Click **Change Title** to change the title of the Web page.
- ❖ Type the new title in the **Page Title** box (see illustration).
- ❖ Click **OK** to exit this dialog box.
- ❖ Click the **Save** button to save the workbook to a folder.



- ❖ In the **Save** area, choose one of the following.
  - **Entire Workbook** – This option is used to publish the entire workbook to the Web.
  - **Selection: Sheet** – When this option is chosen, only the sheet where the insertion point is located will be published to the Web.
- ❖ Click the **Publish** button to publish the workbook to the Web.
- ❖ The **Publish as Web Page** dialog box will display (see illustration).



- ❖ In the **Choose** area, select from one of the available options.
  - A list of available worksheets within the workbook will be displayed.
  - It is also possible to choose to publish the entire workbook using this list.
- ❖ It is possible to change the title within this dialog box by clicking the **Change** button.
- ❖ Click the **Browse** button to select a location for saving this workbook.
- ❖ Click the **AutoRepublish every time this workbook is saved** check box, if desired.
- ❖ To open the published web page in the browser when it is published, click the **Open published web page in browser** check box.
- ❖ Click the **Publish** button to complete the process of publishing the Web page to the Web.