Instruction for Creating your Project Files

First, create a folder called **Project** in your H drive.

Create the Word file

1. Open Word. You will see a new document called Document 1.
2. Save this document to your Project folder in H drive as

   yourIdyourname_FinalProject

3. Type the details given on **Page 1** of your handout. Your teacher will show you how to do this on his screen.
4. Save the document again and exit MS Word.

Create the Powerpoint file

5. Open Powerpoint.
6. Select Create a **Blank presentation**.
7. Select the **Title slide** layout.
8. Type the details as shown on **Page 2** of your handout and on your teacher's screen.
9. Create a new slide – **Title slide** layout again.
10. Type the details as shown on **Page 3** of your handout and on your teacher's screen.
11. Save the presentation to your Project folder on H drive as

    yourIdyourname_FinalProject

12. Exit MS PowerPoint.

Create the Excel file

13. Open Excel.
14. Save the workbook as

    yourIdyourname_FinalProject

15. Rename Sheet 1 as **Title**.
16. Type the details on **Page 4** of your handout and as on your teacher's screen.
17. Rename Sheet 2 as **Project**. This is the sheet where you will do all your Excel work.
18. Save the workbook again.
19. Exit MS Excel

Create the HTML file

20. Open Notepad.
21. Write the opening two lines as shown.
22. Put a line (<hr>) underneath it.
23. Add the other important closing tags.
24. Save it to your home folder as a .html document as

    yourIdyourname_FinalProject

25. Now close the html document. Now you have a full set of documents to use for your projects. These are the ones you must submit when you have completed it.