

After completing this lesson, you will be able to:

- Create an agenda slide or home page.
- Create a hyperlink to a slide.
- Create a Web presentation with the AutoContent wizard.
- Preview a presentation as a Web page.
- Save and publish a presentation as a Web page.

Creating an Agenda Slide or Home Page

To create a summary slide

1. Click the Slide Sorter View button.
2. On the Edit menu, click Select All.
3. On the Slide Sorter toolbar, click the Summary Slide button.

Creating a Hyperlink to a Slide

To create a hyperlink to a slide

1. Select the text that you want as a hyperlink.
2. On the Slide Show menu, click Action Settings.
3. Click the Hyperlink to option.
4. Click the Hyperlink to down arrow and then click Slide.
5. In the Slide title list, click a slide to link to.
6. Click OK and then click OK again.

Previewing a Presentation as a Web Page

To preview a presentation as a Web page

1. On the File menu, click Web Page Preview.
2. Scroll down the list of slide titles on the left and then click a title.
3. On your browser's File menu, click Close.

Saving and Publishing a Presentation as a Web Page

To save and publish a presentation as a Web page

1. On the File menu, click Save as Web Page.
2. In the File name text box, type the Web page name.
3. In the Save in box, navigate to the location where you want to publish the presentation.
4. Click Publish.
5. Click Web page options.
6. Click Publish.