

Web Principles: HTML/Expression Web (103-192)

Introduction/Syllabus Worksheet (5 points)

General Instructions: A link to the Web Principles: HTML/Expression Web syllabus Word document is at the bottom of the Web page for this class is on my web site. Save a copy of the syllabus Word document named [LastName]-WebPrinciples to the WebPrinciples folder on your H: drive. After you save it, insert your name where indicated in the Acknowledgement Section and print page four only. Initial and date page four before you hand it in. While you are visiting my web site bookmark my home page and the page for this class.

Detailed Instructions:

1. Open Internet Explorer browser software application
2. Go to MSTC's Home Page: (Click in the browsers "Address" box, type www.mstc.edu and press the Enter key). If not at Current Students page click *Current Students* link
3. Click the *Faculty Home Pages* link in the page content area
4. Click the *Business & Information Technology* link in the page content area
5. Click the *Dave Colby* link in the page content area
6. Bookmark this page (Click **Favorites** command the menu bar, then click **Add to Favorites...**, then click **Add**)
7. Click the *Web Principles: HTML/Expression Web (103-192)* link in the page content area
8. Bookmark this page
9. Click the *Syllabus* link at the bottom of the page (click **Open** if required)
10. Click **Save** command the dialog box, then click **Save As...**
11. In this dialog box locate your H: drive in the list and click on it
12. Highlight the default file name in the "File Name" drop down box and type in [YourName]-WebPrinciplesSyllabus and click **Save**
13. Minimize Internet Explorer
14. Open Windows Explorer (Right-click on Start, then click Explore)
15. Locate and click on your H: drive in the left pane of Windows Explorer
16. Make a new folder on your H: drive called WebPrinciples.
17. Locate [LastName]-WebPrinciplesSyllabus file in the right pane and move it to the new WebPrinciples folder on your H: drive (click and drag or cut and paste).
18. Open [LastName]-WebPrinciplesSyllabus file by double clicking it.
19. Locate the "Acknowledgement:" section of the syllabus on page four and replace [Your Name] with your full name.
20. Click the "Save" icon in the Quick Links
21. Using your preferred method, print page four only
22. Initial and date page four in the Acknowledgement section and hand in