

## Creating a Web Page from a Workbook

This lesson explains how you can save your Excel worksheets as Web pages that can be viewed in a Web browser.

1. Open the workbook.
2. Click the **Office Button** on the Ribbon and select **Save As**.

The Save As dialog box appears.

3. Click the **Save as type** list arrow and select **Web Page**.

New options appear in the dialog box.

- ✔ **Tip:** If you want to add a title to the worksheet when it appears as a Web page, click the **Change Title** button and enter a title.

4. Click the **Publish** button.

The Publish as Web Page dialog box appears. Here you can choose which item you want to publish and select where you want to save the Web page file.

5. Click the **Choose** list arrow and select which part of the workbook you want to publish as a Web page, if necessary.

6. Click the **Browse** button and select a location for the file, if necessary.

You may want to save the file to a Web server so others can access it.

7. Click the **Open published web page in browser** option to select it and click the **Publish** button.

Excel opens the Web page in your computer's Web browser.

### ✔ Tips

- ✔ Select **AutoRepublish every time this workbook is saved** if you want the Web page file to update each time the workbook file is updated.
- ✔ This process makes a spreadsheet ready for publishing on the Internet. Contact your network or web site administrator for the best way to publish a workbook as a web page.

### Exercise

- **Exercise File:** TradeShow13-2.xlsx
- **Exercise:** Save and publish the workbook as a Web page and preview the workbook in your Web browser.

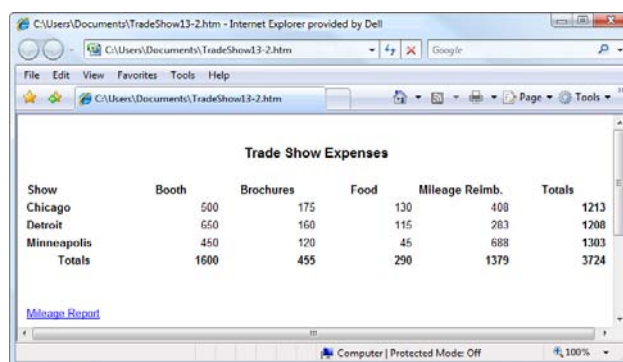
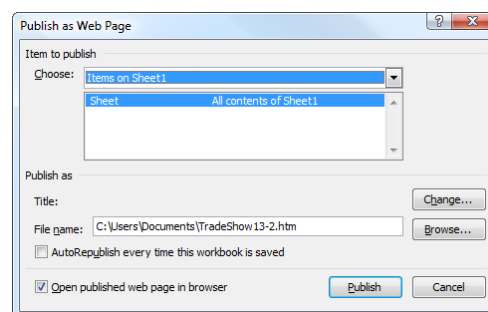
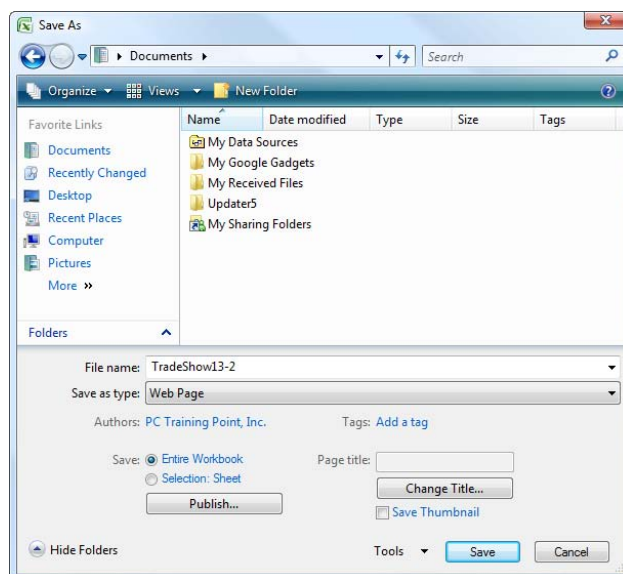


Figure 13-3: Publishing a workbook as a Web page.