Activity 22: COLLEGE LINKS

Activity Overview:

The ability to access information quickly is essential in today's technological world. With Word's hyperlink feature, users can quickly create text and image links to web site addresses (URLs) directly within documents. Without having to exit Word, users can simply click on the links and be brought directly to the corresponding web site.

In this activity, you will hyperlink a list of the top ten colleges, ranked according to a studen conducted by US News and World Report in 2011, to their corresponding web sites.

Instructions:

1.   **Open** a NEW document in Word.

2.   Insert a **header**:   Name   College   Date

3.   Change the **line spacing** of the document to double space.

4.   Starting on the first line of the document, type the text "**Top Ten Colleges in the U.S. (2011)**." Press **ENTER** one time.

5.   **Type** the list of colleges below. Be sure to **ENTER** after each.

Harvard University
Princeton University
Yale University
Columbia University
Stanford University
University of Pennsylvania
California Institute of Technology
Massachusetts Institute of Technology
Dartmouth College
Duke University

6.   Using the **Numbering** feature number the list of ten colleges.

7.   Select the title **Top Ten Colleges in the U.S. (2011)**. Format the selected text: **Center, bold, 14 font size**.

NEW SKILL

8.   **Hyperlink** each college to its corresponding web site address provided in the Web Site Address column as shown in Figure 22-1.

9.   Click on each hyperlink to make sure that each link has been entered correctly.

10.   Carefully **proofread** the document for spelling, grammar, and accuracy.

11.   **Save** the document as **COLLEGE** to your Computer 6 folder.

12.   **Print** the document if required by your instructor.

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Figure 22-1

College/University	Web Site Address
Harvard University	http://www.harvard.edu
Princeton University	http://www.princeton.edu
Yale University	http://www.yale.edu/
Columbia University	http://www.columbia.edu
Stanford University	http://www.stanford.edu
University of Pennsylvania	http://www.upenn.edu
California Institute of Technology	http://www.caltech.edu
Massachusetts Institute of Technology	http://web.mit.edu/
Dartmouth College	http://www.dartmouth.edu
Duke University	http://duke.edu/