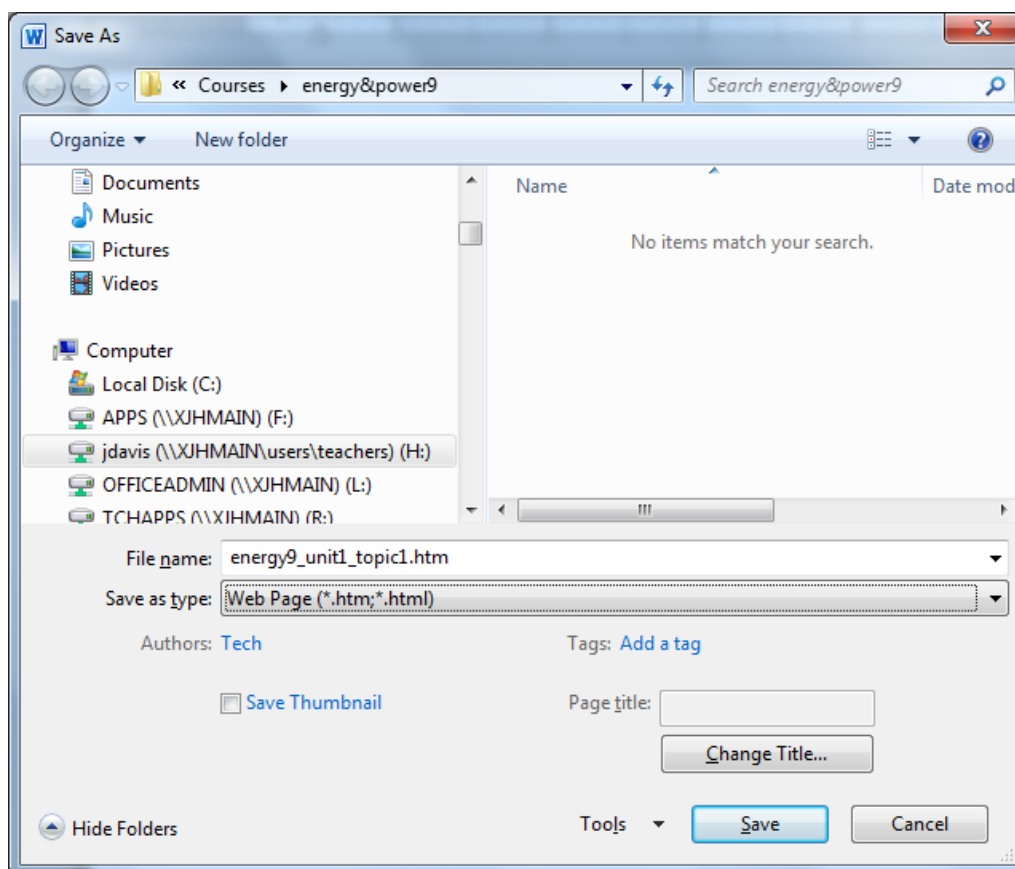


Unit 1, Topic 1: Mass and Force

1. Navigate to your H:\ drive and create a folder called **Energy and Power 9**
2. Open Microsoft Word and immediately open the “Save As’ dialog (see below):



3. Under “Save as type”, choose “Web Page (*.htm; *.html)”
4. Under “File name:” type **unit1topic1.html**
5. Within Microsoft Word, create a heading called **Unit 1, Topic 1: Mass and Force**
6. Type **1.01** and the definition for **MASS**. State the unit of measurement for mass.
7. Type **1.02** and the definition for **FORCE**. State the unit of measurement for force.
8. Type **1.03** and explain the historical context for the unit measurement of force.
9. Create a FORWARD link at the bottom of your page so that you can click to go forward to Unit 1, Topic 2.

**HOW TO CREATE LINKS IN MICROSOFT
WORD:**

(A) Type “Topic 2” and highlight it (drag over it with the mouse after you typed it)

(B) Click **Insert, Hyperlink**

(C) Click on “Topic 2.htm” and click **OK** (Do not click on the *.docx file because that is not a web page)

10. Show your web page to your teacher for grading purposes in a web browser.