ENERGY AND POWER TECHNOLOGY 9

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):

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Courses > energy&power	19		▼ 47	Search energ	y&power9	٩
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- 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.