

Activity 23: IMAGE LINKS

New Skills Reinforced:

**In this activity, you will practice how to**:

1. Hyperlink images to web site addresses within a document.

Activity Overview:

This activity expands on Word’s hyperlink feature. In the previous activity, you hyperlinked text to web site addresses within a document. In this activity, you will hyperlink a set of images to web site addresses within a document.



Instructions:

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

**NEW SKILL**

1. Insert a **header**: Name Images Date
2. Starting on the first line of the document, type the text “**Linking Images to Web Sites**.” Press **ENTER** two times. **Center** and change the font size to **14 pt**.
3. Type the text “**Instructions: Click an image below to visit a web site related to it**.” Change the font to size **14 pt**.
4. **Bold** the word “Instructions:” then hit **ENTER** two times.
5. Using **clipart** images only, do the following (placing each image **directly under the previous**):
   1. Insert an image symbolizing a dog. Link the image to [http://www.cesarsway.com](http://www.cesarsway.com/)
   2. Insert an image symbolizing a phone. Link to [http://www.verizonwireless.com](http://www.verizonwireless.com/)
   3. Insert an image symbolizing a child’s toy. Link the image to [http://www.toysrus.com](http://www.toysrus.com/)
   4. Insert an image symbolizing a BMW. Link the image to [http://www.bmw.com](http://www.bmw.com/)
   5. Insert an image symbolizing books. Link the image to [http://www.amazon.com](http://www.amazon.com/)
6. If necessary, **resize** the images so that the document **does not exceed one page**.
7. **Test** each hyperlink to make sure that each link has been entered correctly.
8. Carefully **proofread** the document for spelling, grammar, and accuracy.
9. **Save** the document as lastname\_class\_**IMAGE** to your desktop and drag to blue folder.

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

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