



### Exercise 3 - Creating a Basic HTML Document

1. Open Notepad [Start / Programs / Accessories / Notepad]. A new blank page will appear.
2. Enter the following on the blank page as it appears below.

```
<html>
<head>
<title>a basic web page</title>
<meta name="keywords" content="html, first, page, baby-steps">
</head>
<body>
Hello World!
</body>
</html>
```

3. From the File menu, select **Save**
4. In the **Save** window, enter the file name as **index.htm** - *The very first page of every website is usually index.htm*
5. Select **All Files (\*.\*)** for the **Save as** type.
6. Before you click save, pay close attention to where you are about to save the file. The **Save in** field will show where the file will be placed when you click **Save**. Save it to your own folder for this course on the RRC Network. *Distance Ed Students – save it somewhere convenient for yourself on your own computer.*
7. Why is the extension **.htm** important? \_\_\_\_\_
8. Why is it important to select **All Files (\*.\*)** as the Save as type? \_\_\_\_\_
9. Locate the **index.htm** file **where you saved it in step #6** and double click on it.
10. You should now see an Internet Explorer window with the text "Hello World" appearing in the top left corner. You should also note that the text "a basic web page" appears in the windows title bar.
11. Notice that the bottom task bar indicates an open Internet Explorer document and an open Notepad document.
12. Click the open Notepad document on the Task Bar. Add the following below the text that reads "Hello World".  

```
<br />
Welcome to my First web Page!
```
13. Save your Notepad document. You may do [File / Save] or use the keyboard shortcut Ctrl + S.
14. Click the open Internet Explorer browser on the Task Bar. Click **Refresh** on the Explorer Toolbar (or press F5 on the keyboard). The changes you had made to the Notepad document should now be noticeable.
15. Go back to your Notepad document and add some additional text of your own. Save the document, and then check it in Internet Explorer by clicking the Refresh button on the toolbar. Practice making changes in your Notepad document, then viewing the changes with Internet Explorer.