***Word Project: Apply a Hyperlink***

The Computer Fundamentals instructor in your school has assigned students in the class a project to research and prepare a brief report on the availability of distance education offered at the local community technical college. You have completed your research and prepared a draft of your paper. Now you decide to include hyperlinks in order to offer additional information to your readers.

Use the information below to complete the task.

1. Open the file Project- Apply a Hyperlink data.docx from the student data disk.
2. Select the college name, Western Technical College, in the first sentence of the document and hyperlink this to your high school web site.
3. Hyperlink the term distance education in the first subheading to the Wikipedia definition for Distance Education.
4. Hyperlink the term Distance Education Coordinator in the third paragraph, to your email address.
5. Save the document as Project- Apply a Hyperlink complete1.docx
6. Alter the hyperlink for Western Technical College to link to your district’s board of education web site.
7. Save the document as Project- Apply a Hyperlink complete2.docx
8. Close the file.