

Recipe Book

Skills: Type a web address, follow links, use Back and Forward buttons, copy and paste information from the Internet, create a folder, save Word documents

Materials: Internet connection, Microsoft Word, way to save documents (flash drive, hard drive, or disk)

Activity: Make a folder of recipes.

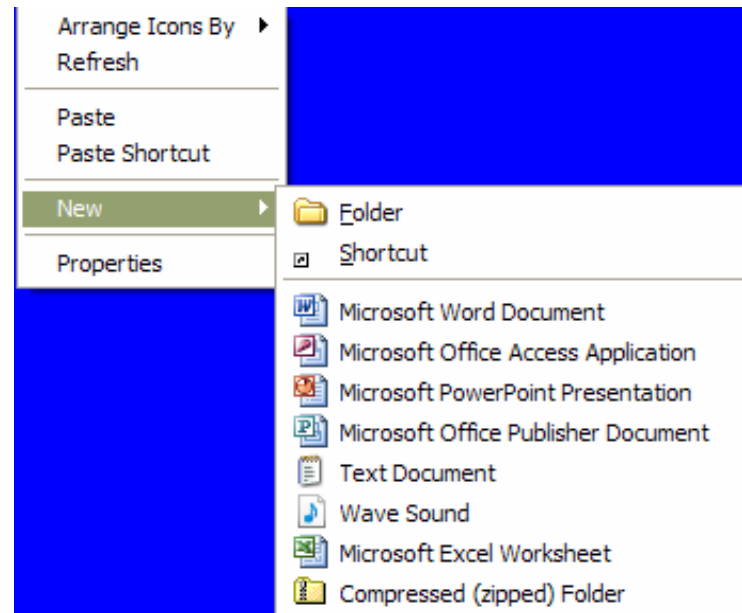
1. Make a folder.

To make a folder on the desktop:

Go to the desktop. Right-click.
Choose **New/Folder**.
Type a name for your folder.

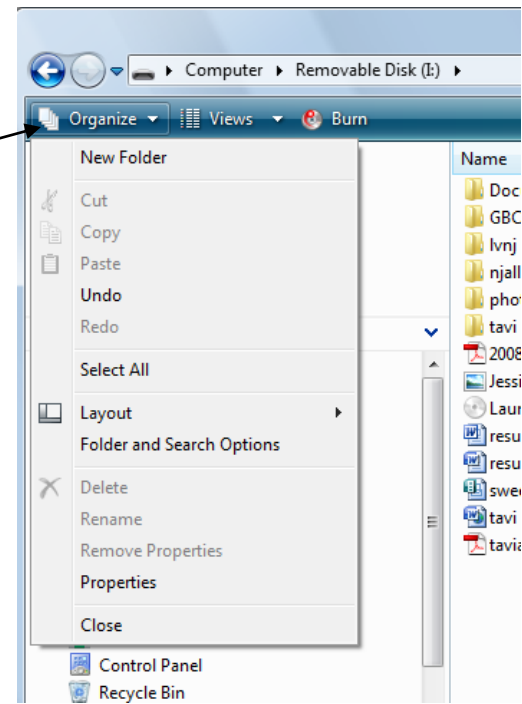
Note to Instructors

Preview the recipe websites.
Some of them involve a little
searching to get to the actual
index of recipes.



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To make a folder on a disc or flash drive:
Insert a disc or flash drive into the computer.
Go to the desktop .
Click on the **Office** button.
Click on **Computer**.
Click on your disc or flash drive.
Click on **Organize**.
Choose **New Folder**.
Type a name for your folder.



2. To find recipes you want to save, visit:

- ◆ www.cook.com
- ◆ www.epicurious.com
- ◆ www.recipegoldmine.com

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3. When you find a good recipe, you can cut and paste to put it into your Recipe Folder. Select the recipe by highlighting it with your mouse.

Hit Control and C (at the same time).
Open Microsoft Word to a blank document.
Hit Control and V (at the same time).

The recipe should appear. You can save it to your folder.

Click on the **Office** button.
Click on **Save**.
Choose your folder as the place to save your file.

4. You can add your own recipes to your folder. Use Microsoft Word to type your favorite recipes and save them.