

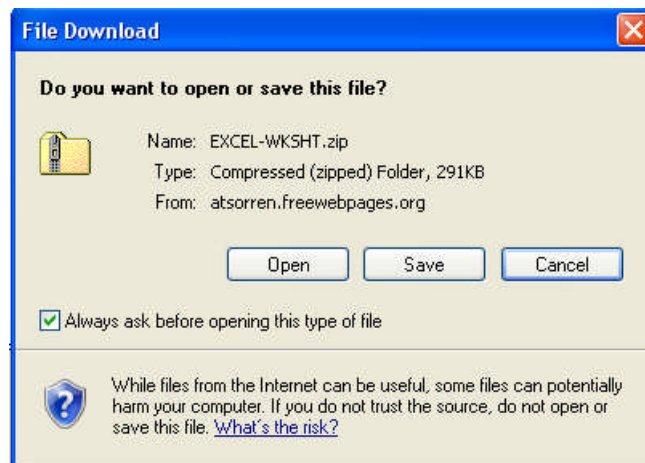
DOWNLOADING EXCEL-WKSHT

The directions included on these pages will be used to download the zipped file, EXCEL-WKSHT. This file is actually a group of files (in this case, workbooks that I created with Microsoft Excel) that have been compressed so that they can be downloaded together. Therefore, completing this assignment will help you do the following.

- (1) It will provide you with the Excel workbooks that you will use to complete several of the labs and portfolio projects that you will use in this course.
- (2) Since there will be other lessons which will require you to make use of files that have been zipped, you will have this experience to help you download and extract such files to be used.

STEPS: (The following is for Windows users.)

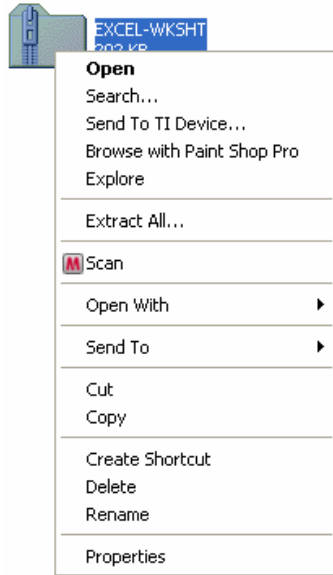
1. Locate the file. It is located on the PROJECTS & INFO page of my web page. It is the link, EXCEL WORKSHEETS (ZIPPED) found in the row marked GENERAL. Click on that link.
2. A window will pop up like the one below.



Click on **Save**. Follow the directions on the following windows, including a place where it is to be downloaded. Make sure that you remember where it is located. Once it is downloaded, click **Close**.

3. Now the file has been downloaded as a zipped (or compressed) file, you can tell this because the icon is a file folder with a zipper on it. Depending on your computer and the files inside, sometimes files do not work properly when compressed. Therefore, to be safe, we will extract the files.

4. Find the zipped file on your computer that you just downloaded.
5. Right-click on the file folder and a box should appear like the one below.



6. Choose **Extract All...**, basically all you need to do is keep clicking **Next** until it is extracted and, when given the option, click **Finish**. This will create an “unzipped” file of the same name. Once you have this one, you can delete the zipped file.

That’s all there is to it. Keep this form as a reference for future use to download other files I will provide or if you need to download these files again.