

IMPORTANT!!

DO THIS BEFORE YOU WORK ON ANY OF THESE TUTORIALS

Each lesson of these tutorials assumes that you have received a copy of the appropriate set of *Work Files* that accompany these tutorials. If you do not have them, be sure to contact the author at poole@pitt.edu. He will be happy to send you the work files for the version of Microsoft Office you have installed on your computer.

These work files ideally should be stored on a Flash drive (USB drive), though you might also have them installed on the hard drive of your computer. You also will need to create a new, extra folder for the *data files* that you will be creating while working your way through the tutorials. This fourth folder will be called *Data Files*.

If you do not have these various folders and files ready, prepare them now before proceeding with any of the tutorials. Here are the steps to take:

First, **Unzip** the set of **Work Files** by **double clicking** on the **File name** (your instructor will help you with this if you are working with a class) and, in the zip dialog box that pops up, **Extract** them onto your flash drive or onto the hard drive of your computer

Double click on the **Work Files** folder to **open** it

Now, inside the *Work Files* folder you need to create a new folder called *Data Files*. Here's how you do this.

In the **Work Files** folder, select **New Folder** (Fig. 1.1).

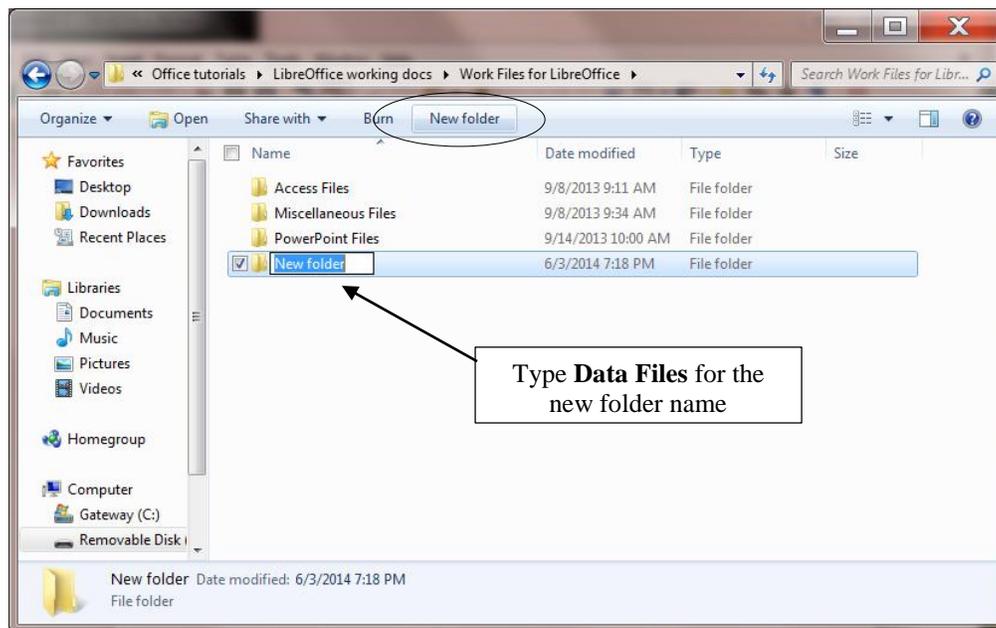


Fig. 1.1 Creating a New Folder

The system will create a new folder for you and then wait for you to give it a name of your choice (Fig. 1.1 above).

Call the new folder **Data Files**

During the course of these tutorials you will be storing many files in this Data Files folder.