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](image)

Type Data Files for the new folder name.

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.