

To Access the Digital Copy of the iCheck 2007 Textbook

Use Internet Explorer-



NOT Firefox- and

navigate to

www.erikamerikaner.com.

Click on OPHS Summer School



[Course Syllabus](#)
[Weekly Schedule](#)



[Access Code](#)

Click on Access Code

Online Editions

Our online student editions provide links to interactive activities, instant access to Web resources, and easy-to-use search functions.

SELECT the Access Code, **RIGHT Click** and select **COPY**

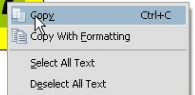
Student Login

Students: Once your teacher has registered, they will give you the access code.

Access Code

A2EBCED127

Submit



Return to the OPHS Summer School Webpage and click on the image of the textbook.

Online Editions

Our online student editions provide links to interactive a Web resources, and easy-to-use search functions.

Click into the Access Code box,

RIGHT Click and **PASTE** the code into the box

Student Login

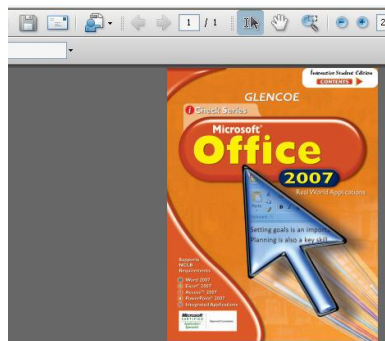
Students: Once your teacher has registered, they will g

Access Code

A2EBCED127



The Cover of the textbook will appear



If you are having trouble access the Student Code is wrong, please ask you [Frequently Asked Questions](#) or [help, call Software Support at 1-800-328-1515](#), or click [Technical Support](#)

Click on interactive student edition



Turn page over

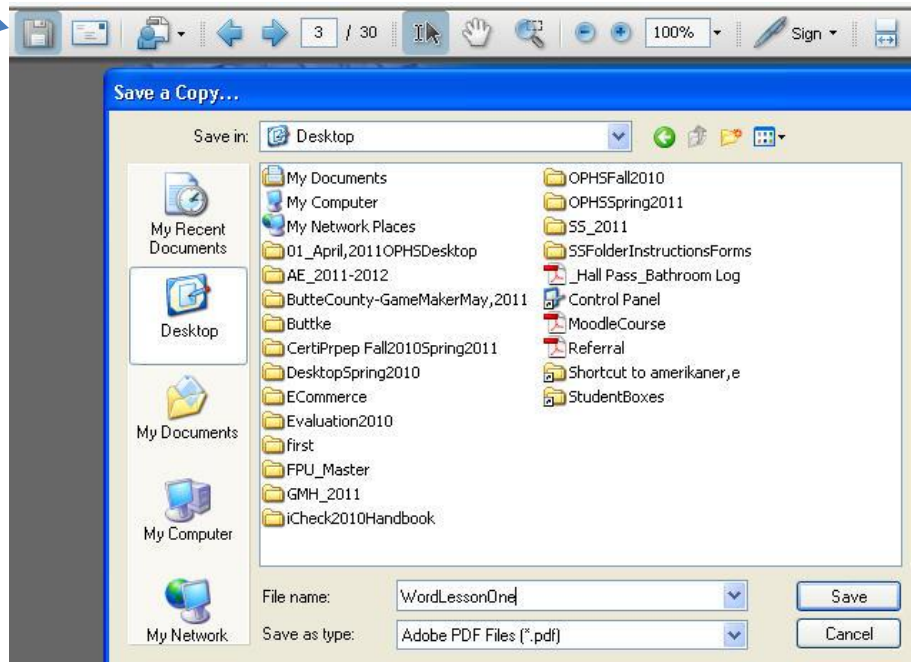
The Table of Contents will download.

Look for Unit 1- Word Lesson 1. Click on the Lesson 1 button.

Reading Skills Handbook	xxix	After You Read	23	
New Features in Microsoft Office 2007	xxix	Practice It Activities	24	
Operate Microsoft Office 2007		You Try It Activities	27	
Using Windows XP	xlix	Critical Thinking Activities	29	
Operating Your Computer	liv	Challenge Yourself Projects	30	
Using Student Data Files	liv			
Unit 1	Word 2007: Business and Personal Communication	LESSON 2	Format Content	31
Careers and Technology	2	EXERCISES		
LESSON 1	Create a Document	2-1	Set Margins	35
EXERCISES	3	2-2	Set Tab Stops	36
		2-3	Modify Font and Size	38
		2-4	Modify Font Style and Color	39
		2-5	Apply and Clear Styles from Text	40
		2-6	Change Font Case and Use Format Painter	41

Lesson One will download and open.

Click on the Save Button



Click Save in: Desktop

File Name: Word Lesson One

Click Save

Confirm that the file is on your Desktop



Repeat the same steps for Word Lesson Two, Three, Four, Five and Six.

Repeat the same steps for PowerPoint Lesson One, Two, Three and Four.

After you have downloaded and Saved to the Desktop each Word and PowerPoint Lesson, MOVE each lesson to your work folder—MS Office—Word Lesson One—Downloads. Word Lesson Two—Downloads, etc....

Use the Downloaded file to access the Digital Textbook work during the class-or use the paper copy of the book.