

Access and Download the Student Center Files and Activities iCheck 2007

Click into Use Internet Explorer- NOT Firefox- and

Navigate to www.erikamerikaner.com.

Click on OPHS Summer School

Click on Student Center

Click to Enter the Student Center

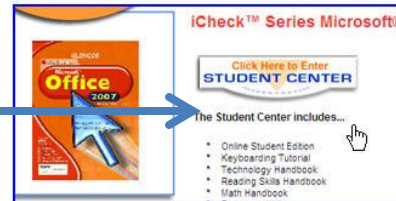
Scroll on the left side to Textbook Resources



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



[Access Code](#)



Textbook Resources

- Real World Connection Activities
- Portfolio Project Data Files
- Unit Rubrics
- Lesson Rubrics
- Self Checks
- Interactive Reviews
- **Data Files**
- Guide to Buttons and Keyboard Shortcuts
- Proofreader's Marks
- Guide to Formatting Documents
- Microsoft Certified Application Specialist Correlation

Click on Data Files Unit 1 (Word)

Unit 1

[Lesson1 \(35.0K\)](#)

[Lesson 2 \(105.0K\)](#)

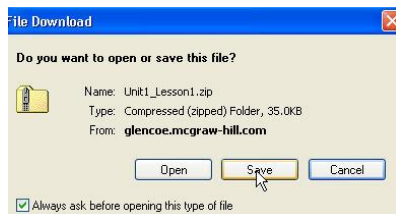
[Lesson 3 \(114.0K\)](#)

[Lesson 4 \(236.0K\)](#)

[Lesson 5 \(62.0K\)](#)

[Lesson 6 \(159.0K\)](#)

Click on Lesson1 (35.0K)



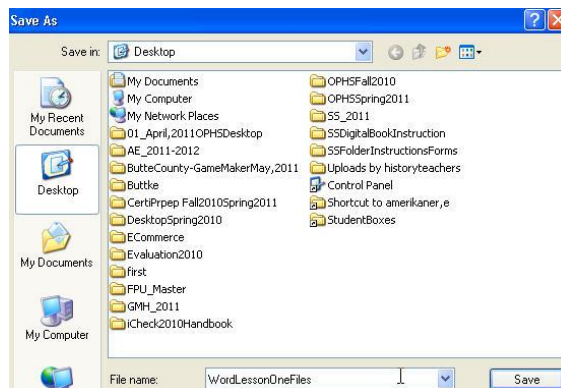
Click SAVE

Click SAVE AS—DESKTOP

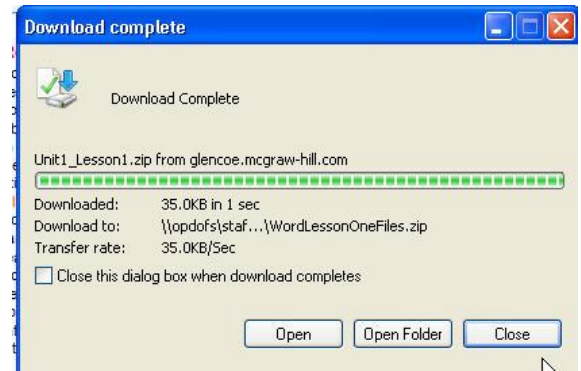
FILE NAME—WordLessonOneFiles

Click SAVE

TURN PAPER OVER



Click CLOSE after download is complete.



Return to the Student Center- Textbook Resources—

Data Files Unit 1 (Word) and download Lessons 2,3,4,5,6 as before.

Then locate Unit 4 (PowerPoint) and download Lessons 1,2,3,4 and SAVE to the Desktop.

After all six (6) Word and all four (4) PowerPoint Lessons are downloaded to the Desktop. Check to be sure they are shown.



Click on Word Lesson One Files On the Desktop to Extract

Click on Extract all files.

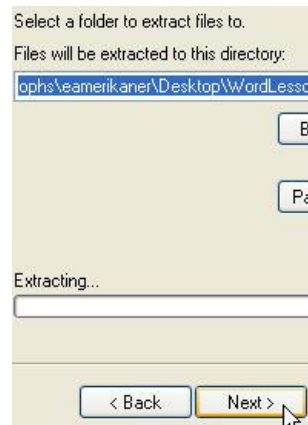


Click Next

Welcome to the Compressed (zippe) Folders Extraction Wizard

Click Next

The extraction wizard helps you cop from inside a ZIP archive.

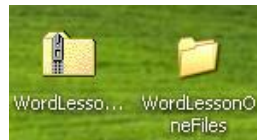


To continue, click Next:

Click Finish



Confirm the Extracted Folder is on the Desktop.



Repeat these steps for the Word Lessons 2,3,4,5 and 6.

Repeat these steps for the PowerPoint Lessons 1,2,3,4

After you have downloaded and Saved to the Desktop each Word and PowerPoint Lesson Files, **DELETE** the ZIPPED Folders to the Recycle Bin. **MOVE** each lesson folder to your work folder—MS Office—Word Lesson One—Downloads. Word Lesson Two—Downloads, etc....Use the Downloaded folders to when requested in the Lesson Work.

