

Access and Download the Student Center Files and Activities iCheck 2010

Click into Use Internet Explorer- NOT Firefox- and

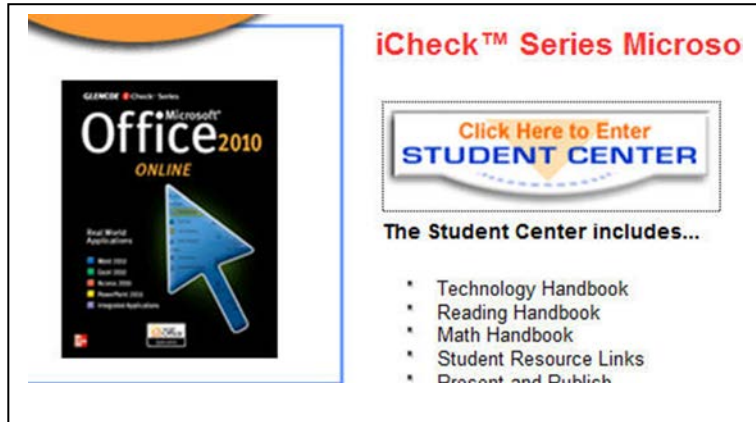
Navigate to www.erikamerikaner.com.

Click on OPHS Computer Applications

Scroll to Student Center

Click to Enter the Student Center

Scroll on the left side to Textbook Resources



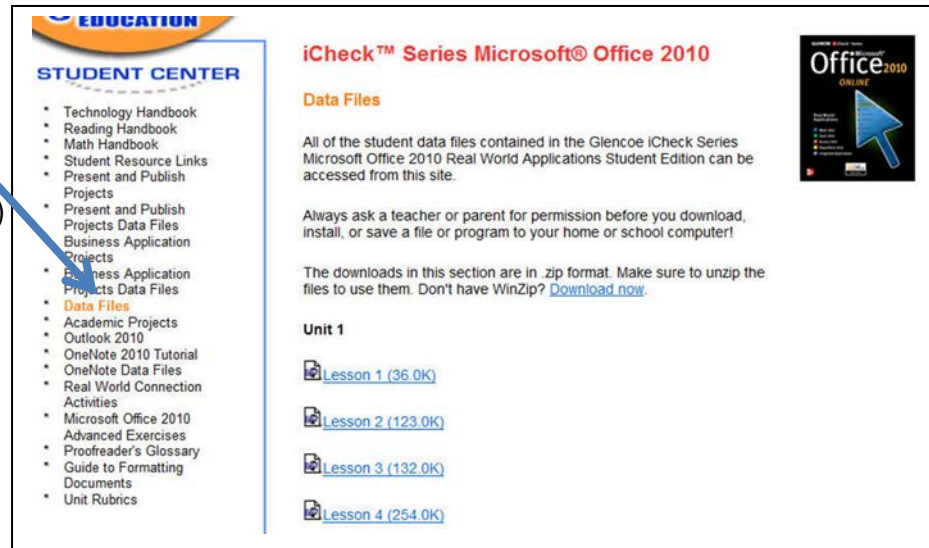
iCheck™ Series Microso

**Click Here to Enter
STUDENT CENTER**

The Student Center includes...

- Technology Handbook
- Reading Handbook
- Math Handbook
- Student Resource Links
- Present and Publish

Click on DATA FILES



EDUCATION

STUDENT CENTER

- Technology Handbook
- Reading Handbook
- Math Handbook
- Student Resource Links
- Present and Publish Projects
- Present and Publish Projects Data Files
- Business Application Projects
- Business Application Projects Data Files
- **Data Files**
- Academic Projects
- Outlook 2010
- OneNote 2010 Tutorial
- OneNote Data Files
- Real World Connection Activities
- Microsoft Office 2010 Advanced Exercises
- Proofreader's Glossary
- Guide to Formatting Documents
- Unit Rubrics

iCheck™ Series Microsoft® Office 2010

Data Files

All of the student data files contained in the Glencoe iCheck Series Microsoft Office 2010 Real World Applications Student Edition can be accessed from this site.

Always ask a teacher or parent for permission before you download, install, or save a file or program to your home or school computer!

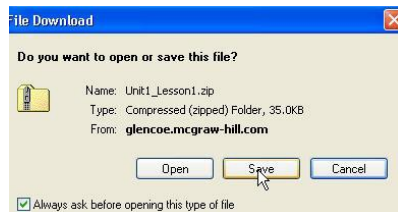
The downloads in this section are in .zip format. Make sure to unzip the files to use them. Don't have WinZip? [Download now.](#)

Unit 1

- [Lesson 1 \(36.0K\)](#)
- [Lesson 2 \(123.0K\)](#)
- [Lesson 3 \(132.0K\)](#)
- [Lesson 4 \(254.0K\)](#)

Click on Data Files Unit 1 (Word)

Click on Lesson1 (36.0K)



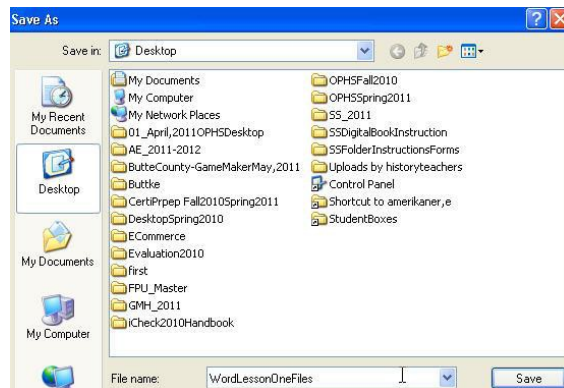
Click SAVE

Click SAVE AS—DESKTOP

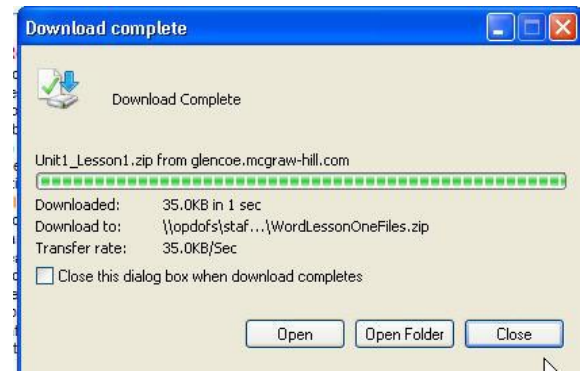
FILE NAME—WordLessonOneFiles

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

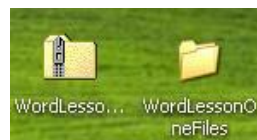
The extraction wizard helps you cop from inside a ZIP archive.

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.

