

APPENDIX A

Storing Your Exercise Files

This appendix contains an overview for using this book with various file storage media, such as a USB flash drive or hard drive. Detailed instructions for downloading and unzipping the exercise files used with this book appear in exercises for each type of media.

The following topics are addressed in this appendix:

Topic	Description	See Page
Downloading the Student Exercise Files	Retrieving the exercise files and copying them to your file storage location.	686
Using a USB Flash Drive	Storing your work on a USB flash memory drive.	687
Using the Documents Folder	Storing your work in the My Documents folder.	691
Using a Network Folder	Storing your work in a custom folder on a network.	693
Using a Floppy Disk with This Book	Using a floppy disk with this book is not recommended. This topic covers how you can use a floppy with most of the lessons.	694

Downloading the Student Exercise Files

The files needed to complete certain Hands-On, Skill Builder, Assessment, and Critical Thinking exercises are available for download at the Labyrinth website. At the end of each media type topic is an exercise with instructions to copy the files to your computer and prepare them for use with this book.

NOTE! *It is not possible to store all of the unzipped student exercise files on a floppy disk. See the Using a Floppy Disk with This Book section in this appendix for instructions on using a floppy disk to work with student exercise files.*

Using a USB Flash Drive



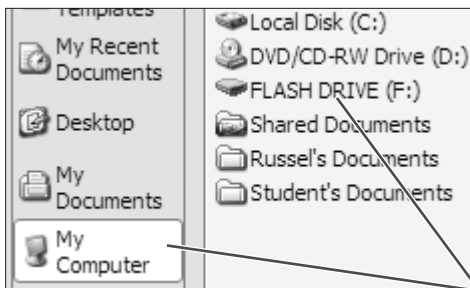
NOTE!

Most students using this book store their files on a USB flash drive.

A USB flash drive stores your data on a flash memory chip. You simply plug it in to a USB port on any computer and Windows immediately recognizes it as an additional disk drive. USB flash drives typically can store 256 megabytes (MB) or more. Large capacity USB flash drives can store 1 gigabyte (GB) or more. Flash drive versatility, capacity, and reliability have made them a popular replacement for the role once filled by the ancient (in computer terms) floppy disk.



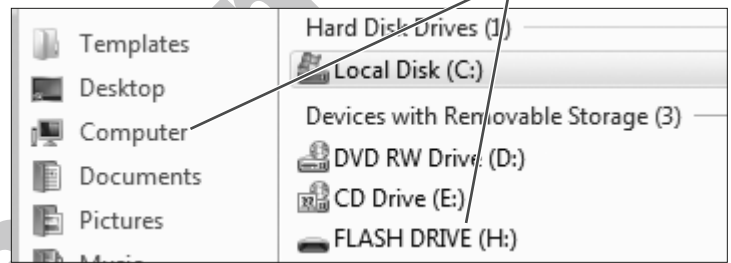
Win XP



The Word 2007 Open dialog box displays a flash drive in the My Computer view in Windows XP.

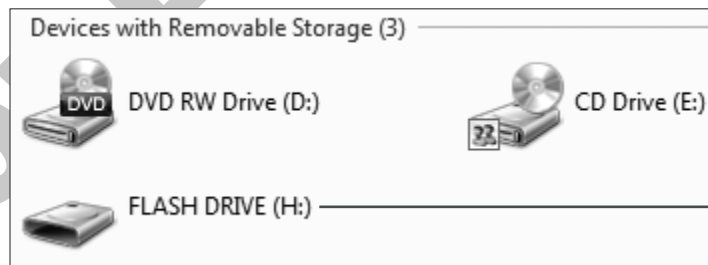
Win Vista

The Word 2007 Open dialog box displays a flash drive in the Computer view in Windows Vista.



USB Flash Drive Letter

When you plug in a USB flash drive to a Windows computer, Windows automatically assigns it the next available drive letter. Windows uses drive letters to identify each drive connected to the computer. For example, the primary part of the hard drive is always identified as the C drive. A CD/DVD drive is typically the D or E drive. Windows assigns a drive letter to your flash drive when you plug it in. The drive may receive a different drive letter on each computer you use it with.



Windows assigns a drive letter to your USB when you plug it in.



Windows lists a USB flash drive as a removable storage device.



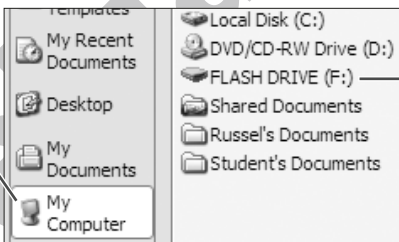
TIP! *Your USB flash drive may receive a different drive letter on different computers. This does not affect any files stored on the drive.*

Hands-On A.1 Download and Unzip the Exercise Files— USB Flash Drive


Follow these steps to download a copy of the student files necessary for this book.

1. Launch Internet Explorer.
2. Enter **labpub.com/learn/excel07** in the browser's address bar and tap **Enter**.
3. Click the Student Exercise Files link below the Downloads heading.
A prompt to run or save the student exercise files appears.
4. Click the Save button.
Internet Explorer asks where you wish to save the downloaded file.
5. Carefully plug your USB flash drive into a USB port on the computer.
6. Click the Close  (Win XP) /  (Win Vista) button if a window appears asking what you want to do with the plugged-in flash drive.
7. Follow these steps for your version of Windows to choose the flash drive as the save destination:

Win XP

- A** Click **My Computer** on the left side of the Save As window.
- 
- B** Double-click your USB flash drive in the list to open it. (The name and drive letter will differ from what is shown here.)

Win Vista

- A** Click the **Browse Folders** button on the lower-left side of the dialog box if it does not display the computer option like the figure for steps B and C.
- 
- B** Click **Computer** on the left side of the Save As window.
- C** If necessary, scroll down the drive list until the flash drive is visible, and then double-click your USB flash drive in the list to open it. (The name and drive letter will differ from what is shown here.)

Now that you've shown Windows where to save the file, you are ready to download it.

The rest of the instructions for this exercise apply to both Win XP and Vista.

8. Click the Save button.

After a pause, the exercise file will begin downloading to your computer. Continue with the next step after the download is complete.

NOTE! *If you are downloading the files via a dial-up modem connection, it will take several minutes or more for the download to be completed.*

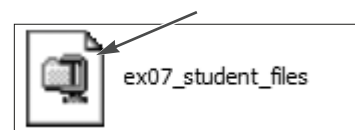
Unzip the Files

9. Click the Open Folder button on the Download Complete dialog box.

If the Download Complete dialog box closes after the download is completed, you will need to open a folder window to the USB flash drive you used in step 7:

- **Win XP:** Choose Start→My Computer. Double-click to open your USB flash drive.
- **Win Vista:** Choose Start→Computer. Double-click to open your USB flash drive.

10. Double-click the ex07_student_files icon, as shown at right. *Windows may ask if you wish to run the software. This confirmation helps protect your computer from viruses. In this case, you know the file is safe.*



11. Choose Run if Windows asks you if you are sure you want to run this software, otherwise continue with step 14.

A prompt appears, telling you where the student exercise files will be unzipped.

12. Click the Unzip button.

The self-extracting archive unzips all of the student exercise files for this book into the new folder. This should take less than one minute to complete.

13. Click OK to acknowledge the successful unzip process.

14. Click the Close button to close the self-extractor window.

All of the files necessary to use this book are now unzipped to your file storage location. They are located in a new folder named Excel 2007 Comprehensive.

Since the zip file is no longer needed, you will delete it in the next step. (You can always download it again if you need fresh copies of the exercise files in the future.)

15. (Optional) Make sure that the ex07_student_files zip file is chosen, and then tap the **Delete** key on the keyboard. Click OK if you are asked to confirm the deletion.

Renaming Your Flash Drive



It may be easier to identify your flash drive on various computer systems if you give it a custom name. For example, you can use your first name, or a generic name such as Flash Drive or Pen Drive. The next exercise shows how you can rename your flash drive on most computer systems.

!NOTE! *Some Windows systems may not give you renaming privileges for drives. This depends on privileges associated with your login name.*

Hands-On A.2 Rename Your USB Flash Drive


You may find it convenient to rename your USB flash drive to make it easier to recognize when you save or open files.

!TIP! *Some Windows systems may not give you renaming privileges for drives.*

1. Plug in the USB flash drive to an available USB port.
2. Click the Close  /  button if a window appears asking what you want to do with the plugged-in flash drive.
3. Follow the step for your version of Windows:
 - **Win XP:** Choose Start→My Computer.
 - **Win Vista:** Choose Start→Computer.
4. Right-click your USB flash drive and choose Rename from the context menu.

!NOTE! *In the next step, Windows may display a prompt indicating that you cannot rename this flash drive. You have not done anything wrong! You can use the drive with its current name. You may also want to try renaming it later using a different login.*

If you have renaming rights, Windows highlights the existing name.

5. Type **Flash Drive** (or any other custom name you wish to use) as the new drive name and tap , or click OK if you receive a prompt that you do not have sufficient rights to perform this operation.

If you were unable to rename the flash drive, don't worry. Renaming the flash drive is a convenience for recognition and has no other effect.

Using the Documents Folder

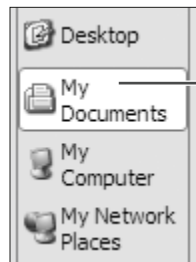


NOTE!

Many computer labs do not allow students to use this folder.

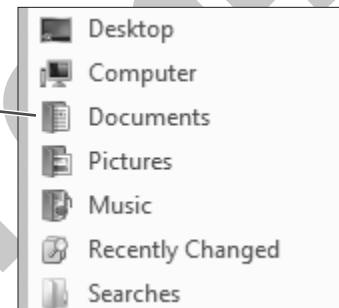
Windows creates a unique Documents folder for each login ID. This folder resides on the main system drive (usually the C drive). The Office 2007 application programs provide a Documents navigation link in their Open and Save As dialog boxes for quick navigation to this folder.

Win XP



The Word 2007 Open dialog box displays the My Documents button in Windows XP.

Win Vista



The Word 2007 Open dialog box displays the Documents link in Windows Vista.

Hands-On A.3 Download and Unzip the Exercise Files—Documents Folder

Follow these steps to download a copy of the student files necessary for this book.

1. Launch Internet Explorer.
2. Enter **labpub.com/learn/excel07** in the browser's address bar and tap **[Enter]**.
3. Click the Student Exercise Files link below the Downloads heading.
A prompt to run or save the student exercise files appears.
4. Click the Save button.
5. Follow the steps for your version of Windows:
 - **Win XP:** Choose My Documents on the left side of the Save As window.
 - **Win Vista:** If necessary, click the **Browse Folders** button, and then choose Documents on the left side of the Save As window.

Now that you've shown Windows where to save the file, you are ready to download it.

6. Click the Save button.
After a pause, the exercise file will begin downloading to your computer. Continue with the next step after the download is complete.



NOTE!

If you are downloading the files via a dial-up modem connection, it will take several minutes or more for the download to be completed.

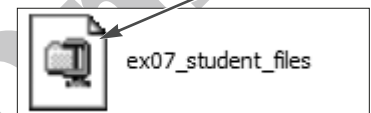
7. Click the Open Folder button on the Download Complete dialog box.

If the Download Complete dialog box closes after the download is completed, follow the step for your version of Windows to open a folder window to the Documents folder you used in step 5.

- **Win XP:** Choose Start→My Documents.
- **Win Vista:** Choose Start→Documents.

8. Double-click the ex07_student_files icon, as shown at right.

Windows may ask if you wish to run the software. This confirmation helps protect your computer from viruses. In this case, you know the file is safe.



9. Choose Run if Windows asks you if you are sure you want to run this software, otherwise continue with step 10.

A prompt appears, telling you where the student exercise files will be unzipped.

10. Click the Unzip button.

The self-extracting archive unzips all of the student exercise files for this book into the new folder. This should take less than one minute to complete.

11. Click OK to acknowledge the successful unzip process.

12. Click the Close button to close the self-extractor window.

All of the files necessary to use this book are now unzipped to your file storage location. They are located in a new folder named Excel 2007 Comprehensive.

Since the zip file is no longer needed, you will delete it in the next step. (You can always download it again if you need fresh copies of the exercise files in the future.)

13. (Optional) Make sure that the ex07_student_files zip file is chosen, and then tap the **Delete** key on the keyboard. Click OK if you are asked to confirm the deletion.

Using a Network Folder

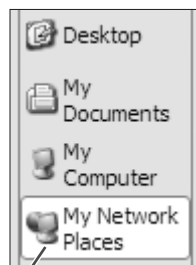


!NOTE!

Your instructor or a computer lab assistant can tell you how to locate a network drive if this is where you are to store your files.

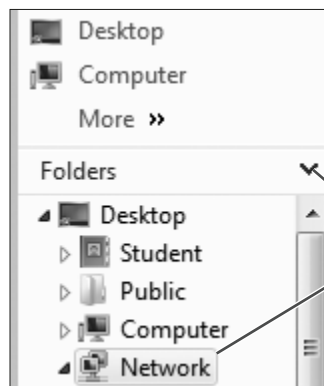
You may use a system connected to a network. There may be a folder on a network server computer in another location that is dedicated to storing your work. Usually, you will find this folder within the (Win XP) *My Network Places* or (Win Vista) *Network* folder of your computer. The Office 2007 application programs provide a Network link in their Open and Save As dialog boxes for quick navigation to this folder. You may have to navigate deeper into the folder to locate your personal network drive folder.

Win XP



In Windows XP, the Word 2007 Open dialog box displays the My Network Places button.

Win Vista



In Windows Vista, the Word 2007 Open dialog box displays the Network folder link.

Hands-On A.4 Download and Unzip the Exercise Files— Network Drive Folder

Follow these steps to download a copy of the student files necessary for this book.

1. Launch Internet Explorer.
2. Enter **labpub.com/learn/excel07** in the browser's address bar and tap **[Enter]**.
3. Click the Student Exercise Files link below the Downloads heading.
A prompt to run or save the student exercise files appears.
4. Click the Save button.
5. Follow the steps for your version of Windows:
 - **Win XP:** Choose My Network Places on the left side of the Save As window, and then navigate to your network folder.
 - **Win Vista:** Click the menu button as shown at right, and then choose Network. Navigate to your network folder.

Now that you've shown Windows where to save the file, you are ready to download it.



6. Click the Save button.

The download begins. Continue with the next step after it is complete.

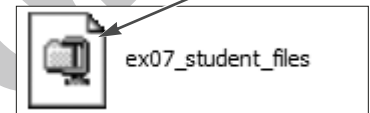
NOTE! *Downloading the files via a dial-up modem connection will take several minutes.*

7. Click the Open Folder button on the Download Complete dialog box.

If the Download Complete dialog box closes after the download is completed, you will need to open a folder window to the file storage location you used in step 5.

8. Double-click the ex07_student_files icon, as shown at right.

Windows may ask if you wish to run the software. This confirmation helps protect your computer from viruses. In this case, you know the file is safe.



9. Choose Run if Windows asks you if you are sure you want to run this software, otherwise continue with step 10.

A prompt appears, telling you where the student exercise files will be unzipped.

10. Click the Unzip button.

The self-extracting archive unzips all of the student exercise files for this book into the new folder. This should take less than one minute to complete.

11. Click OK to acknowledge the successful unzip process.

12. Click the Close button to close the self-extractor window.

All of the files necessary to use this book are now unzipped to your file storage location. They are located in a new folder named Excel 2007 Comprehensive.

Since the zip file is no longer needed, you will delete it in the next step. (You can always download it again if you need fresh copies of the exercise files in the future.)

13. (Optional) Make sure that the ex07_student_files zip file is chosen, and then tap the

Delete key on the keyboard. Click OK if you are asked to confirm the deletion.

Using a Floppy Disk with This Book

It is not recommended that students use floppy disks with this textbook. There are two primary reasons for this:

- Due to the increasing sophistication of files you can create with programs in the Microsoft Office 2007 Suite, it is no longer practical to store all of the exercise files for this book on a floppy disk.
- Many computers no longer feature a floppy drive, and this trend should continue as USB flash drives take over the portable file storage role once filled by floppies.

This section describes how to work around the space limitations of floppy disks for most of the lessons in this book.

Storage Limitations of Floppy Disks

As you work through the exercises in this book, you will create numerous new files that must be saved. A floppy disk will not have enough storage capacity to hold all files created during the course. Thus, you must store your exercise files on a hard drive, and then copy and paste (copy) individual lesson folders between this hard drive and the floppy disk. Use the following instructions to work with this book using a floppy disk.

Hands-On A.5 Using a Floppy Disk with This Book

If you have no choice to use the recommended USB flash drive or other file storage location with this book, use the following procedure to work with the lessons using a floppy disk.

1. Following the instructions in Hands-On A.3, download and unzip the student exercise files for this book to a folder on a computer hard drive or other storage location.
2. Open a folder window to the location where you unzipped the files.
3. Select the folder for the next lesson you will study, and then give the Copy command.
4. Open a window to your floppy disk, and then use the Paste command to paste (move) the folder and its files to the floppy disk.
5. Study the lesson, choosing the 3½ Floppy (A) drive then the lesson folder to open and save files as directed in the exercises.
6. After you complete the lesson, *cut* and paste (do not copy and paste) the lesson folder from the floppy disk back to the same location from which you copied it originally.
Choose Yes to All if Windows asks if you wish to replace any files with the same name in the destination folder.
7. Repeat steps 2–6 for each lesson.

If Windows tells you the floppy disk is full, check to make sure that you moved (cut and pasted) the folder in step 6. (The previous folder should no longer be on the floppy disk.)
