
Downloading the Practice Files



In order to work with this book, you will need practice files. The practice files accompanying these books can be downloaded from the website www.visualstepsmosbooks.com/word2016-practicefiles.php to the hard drive of your computer.

In this chapter you will learn how to:

- copy the *Practice Files* folder to the hard drive of your computer;
- extract a compressed folder;
- delete a compressed folder.


1.1 Downloading the Practice Files folder to your hard drive

In this section you will learn how to copy the practice files of these books to the hard drive of your computer. Downloading means transferring the files from the Internet to your own computer. Therefore you first have to open an Internet browser:

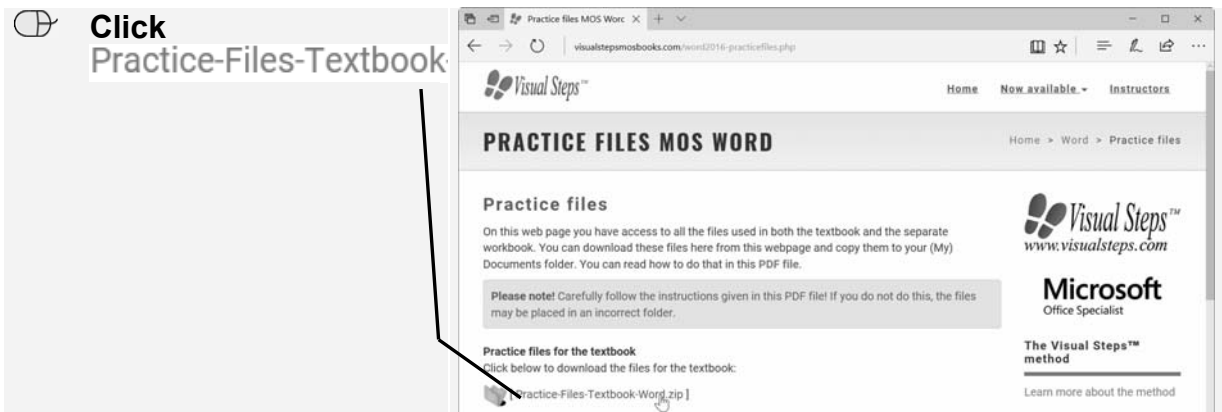
 **Open Edge or Internet Explorer**

 **Please note:**

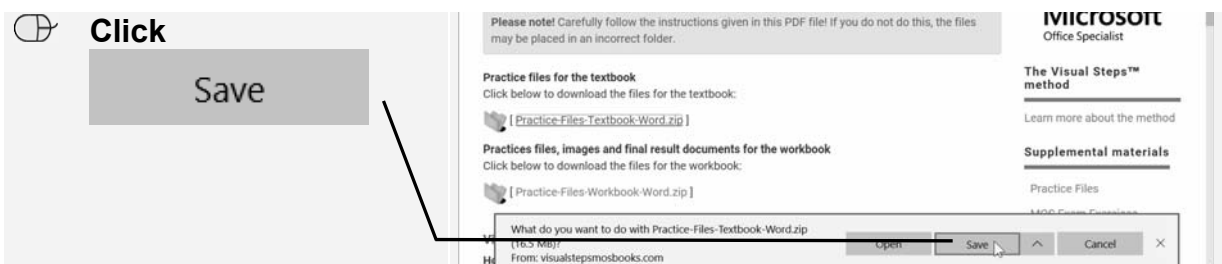
If working with *Windows 8.1*, you have to open *Internet Explorer* on the desktop.

 **Open the webpage www.visualstepsmosbooks.com/word2016-practicefiles.php**

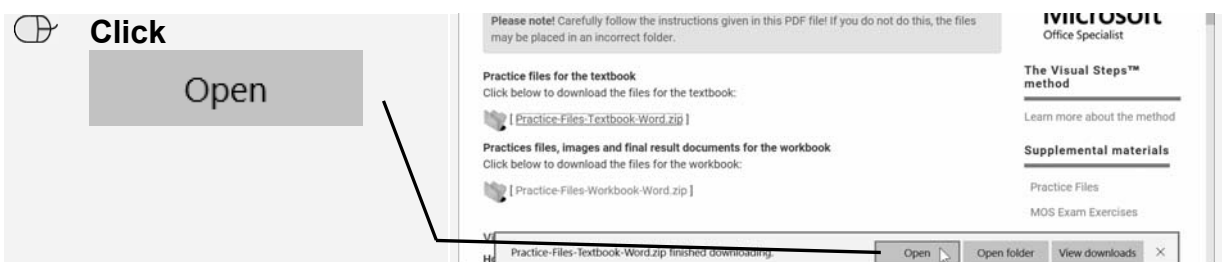
You now see the webpage with the compressed practice files folder. You can copy this to your *(My) Documents* folder:



A bar appears below. You can save the practice files on your computer:



Next, you open the folder where you have saved the practice files:



The practice files folder is saved in your *Downloads* folder on the hard drive of your computer. This is a compressed folder. This means that the files are compressed so that the file sizes are smaller.

You are going to extract the files:

In Windows 10 and 8.1:

- If necessary, click the **Extract** tab
- Click **Extract all**

In Windows 7:

- Click **Extract All...**

Name	Type	Compressed size	Password
Address list	DOCX File	10 KB	No
Cake	DOCX File	457 KB	No
Cider	Adobe Acrobat-document	203 KB	No
Document with macro	Microsoft Word Macro-En...	15 KB	No
Ellis Island	DOCX File	14 KB	No
Ellis Island	JPG File	4,421 KB	No
Empire State Building	DOCX File	196 KB	No
Excursion olympic stadion	DOCX File	10 KB	No
First Building Ellis	JPG File	256 KB	No
Fisherman's Wharf	DOCX File	521 KB	No
Flemish Giant rabbit	DOCX File	12 KB	No
gondola	JPG File	1,583 KB	No
gondolier	JPG File	1,380 KB	No

- Click **Browse...**

Extract Compressed (Zipped) Folders

Select a Destination and Extract Files

Files will be extracted to this folder:

C:\Users\Studio Visual Steps\Downloads\Practice-Files-Textbook-Word

Show extracted files when complete

Create a new folder and name it *Practice Files Textbook Word*. You can save it in the *Documents* folder. In *Windows 10* you do the following. If you are working with *Windows 8.1* or *7*, continue on the next page.

- Click **Documents**
- Click **New folder**
- Type: Practice Files Textbook Word
- Press **Enter**
- Click **Select Folder**

Select a destination

This PC > Documents

Organize ▾ New folder

Name	Date modified	Type	Size
Practice Files Textbook Word	6/14/2017 10:25 A...	File Folder	

Folder: Practice Files Textbook Word

Select Folder Cancel


Windows 8.1 en 7

In *Windows 8.1* en *Windows 7* you see the window *Select target*:

 **Click the name of your user account**

 **Click**  **Documents**

 **Click *Create new folder***

 **Type:** Practice Files Textbook Word


 **Press** 

The new folder is now selected:

 **Click** 

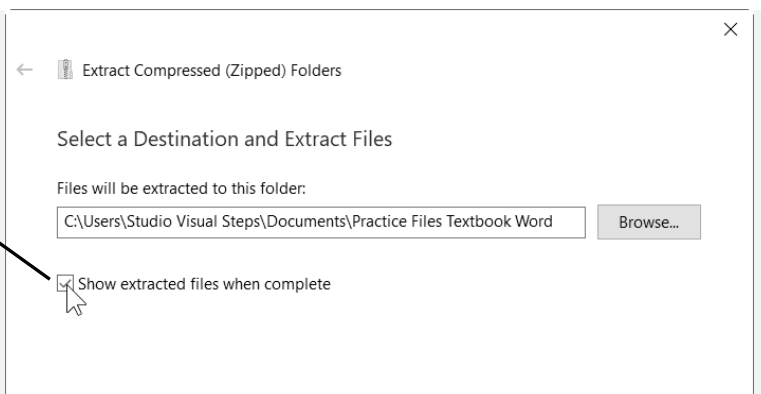
In all *Windows* versions

In alle versions of *Windows*, the files will now be extracted. The files are stored in the (*My*) *Documents* folder:

 **If necessary, check the box by**
Show extracted files when complete

Below in the window:

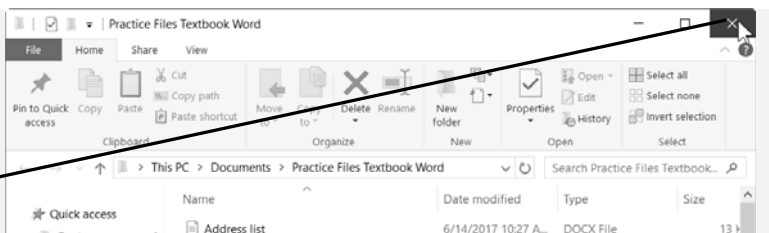
 **Click** 



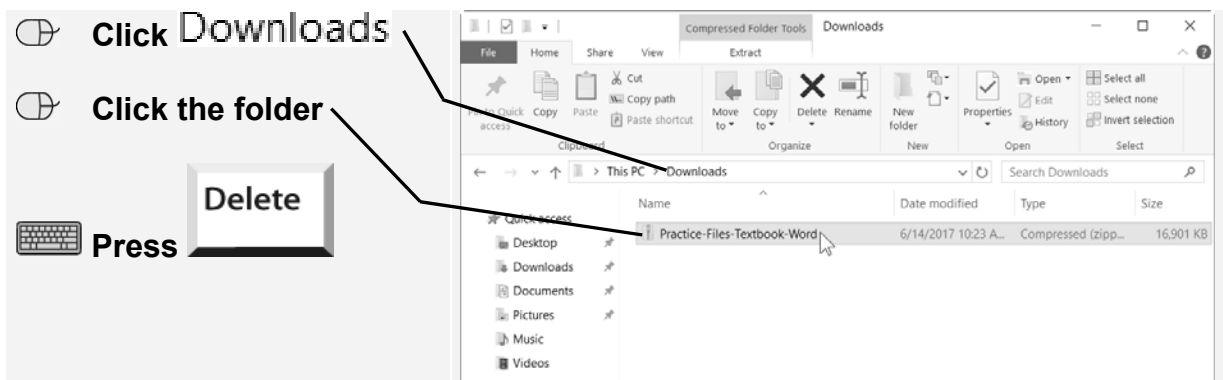
The files are being extracted. You can see the practice files for this book:

You can close this window:

 **Click** 



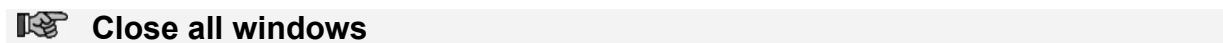
The compressed practice files folder is still stored in the *Downloads* folder. This window is still open. You can delete the compressed folder like this:



You may be asked to confirm this:



The compressed folder is now deleted:



The files are now saved to the hard drive of your computer. You can use them as you work through the steps of this book. Downloading the workbook practice files is done in the same way.