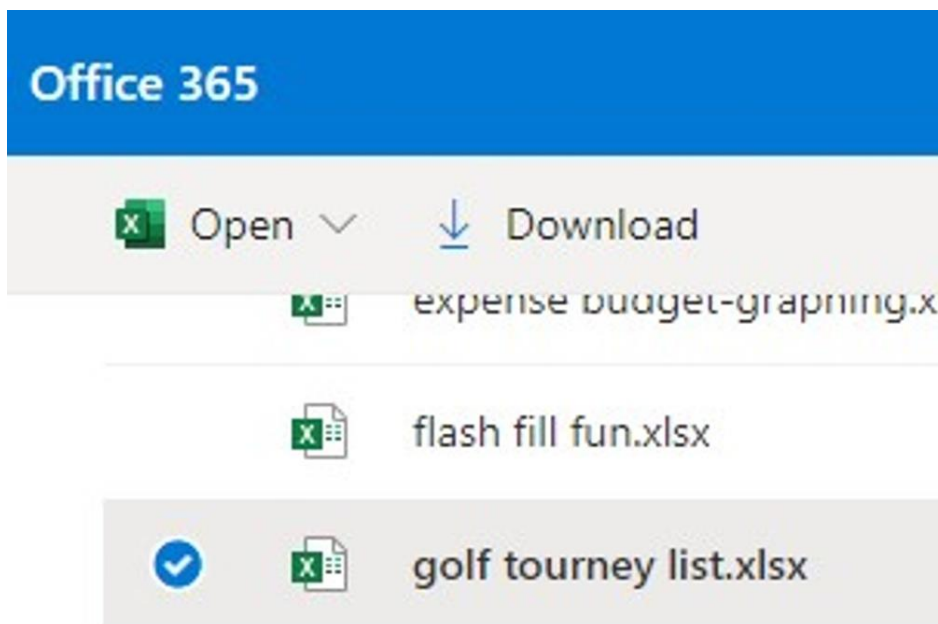


## DOWNLOADING PRACTICE FILES

1. Use Google Chrome is possible.
2. When you find the spreadsheet/document that you want, rest your mouse to the left of it.
3. Click the round dot to the left of the spreadsheet you want to download.
4. Click Download.
5. Click the round dot again to un-select it. This will make the next download you do much easier!



6. It will then download it to your computer and will likely put it in the Downloads folder. You should see it at the bottom left corner of your screen. It may also prompt you to open it. Click on it to open it.
7. You will need to click ENABLE EDITING at the top of the screen before you can make any changes.
8. It is also suggested to do a Save As and put it on your computer in a place you can access it later.