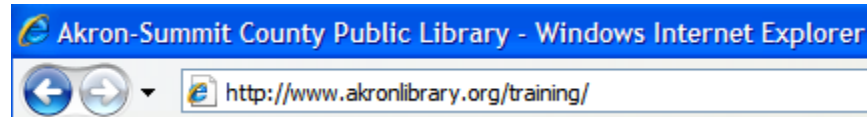

Downloading Excel Exercise Documents

Excel parts 2, 3, & 4 require you to use a pre-existing document to complete the exercises at the end of each class handout. If you did not copy the documents to a thumb drive or floppy disk while in the computer lab you can download them off of the library's website.



1. Open your Internet browser. (Internet Explorer, Mozilla Firefox, etc.)
2. Type www.akronlibrary.org/training into your browser's address bar. (**You must type the w's!**)



3. Click on the link that says *Class Handouts & More*.
 - [Oct-Dec 2007 Class Schedule](#)
 - [Jan-Feb 2008 Class Schedule !New](#)
 - [Class Handouts & More](#)
 - [Common Windows Commands](#)
 - [Tutorials](#)
 - [Free Web-Based E-mail Services](#)
 - [ACORN Homepage](#)
 - [Library Homepage](#)
 - [Other Area Computer Facilities](#)
4. Locate the class you need the exercises for from the list on the next page. Click on the appropriate link to open a PDF of that class' handout.

Microsoft Excel

- [Part 1: Creating Workbooks](#)
- [Part 2: Editing and Setting Up Workbooks](#)
- [Part 3: Creating Formulas](#)
- [Part 4: Custom Tools for Worksheets](#)

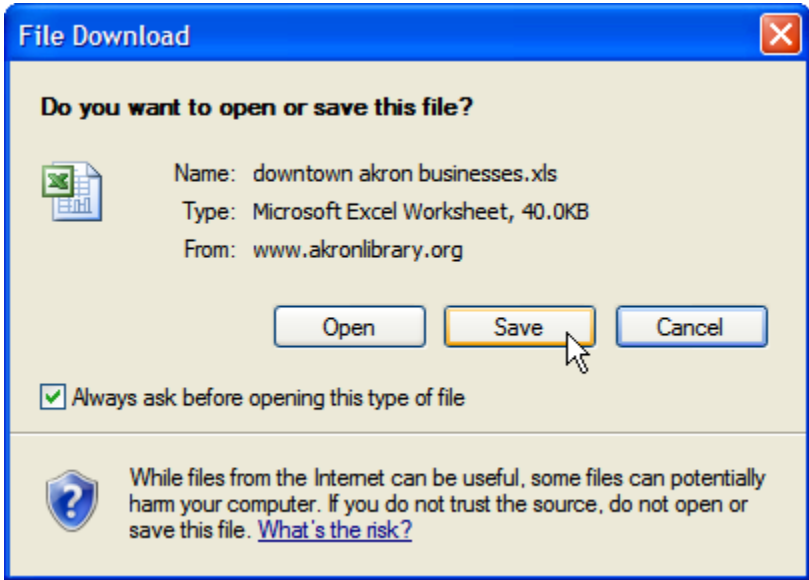
5. Scroll down to the last few pages of the handout—the exercises pages.

6. Find the link to the exercise document and click on it.

Editing Exercises

Exercise 1

Editing Data

1. Using the [downtown akron businesses](#) file, erase BANK ONE and type Chase in its place.
 2. Go into edit mode and change AKRON-SUMMIT COUNTY LIBRARY to AKRON-SUMMIT COUNTY PUBLIC LIBRARY.
-
7. Click the Save button and save the document to your computer, taking note of which folder it will be saved in. (If you click on the *Open* button it will open the document in the browser, which will prevent you from using all of the toolbar and menu options needed for Excel. So don't do it.)
- 
8. Locate the document on your computer and open it. Proceed with the exercise.