

Course Folder and Files

Instructions for download and use

About course folders and files

Please read this page carefully!

Most, but not all of our courses, at certain points in each chapter, instruct you to open a specified file from your course folder. In order to do this, you need to download the files from the Internet using your browser program such as Microsoft Edge, Internet Explorer, Google Chrome, Safari or Firefox.

After downloading the file relevant to your course, you need to extract the contents of that file, and store it in your Documents folder (or a folder of your choice). As part of the extraction process, your course folder will be created for you.

Note that your training provider or training supervisor may provide or install the exercise files for you and give you alternative instructions to follow.

When the process is complete, you will have a course folder, which contains a set of files for you to use as and when required.

After completing the download process for a course, you do not need to do anything specific with the files. As you work through the course, you will see instructions telling you which files to access at that time.

Using your course folder

Whenever you come across instructions in our courses that refer to your course folder, you should navigate to the course folder that you have created in the procedure that follows.

In more recent courses, the course folder referred to in the course will match the folder that is created following the instructions in this guide, for example:

- ↳ Documents\Cf Windows 10 (for the Microsoft Windows 10 course)
- Documents\Cf Word 2016 (for the Microsoft Word 2016 course)
- Documents\Cf Excel 2016 (for the Microsoft Excel 2016 course)

For older courses, the course folder referred to in the course might be similar to the following:

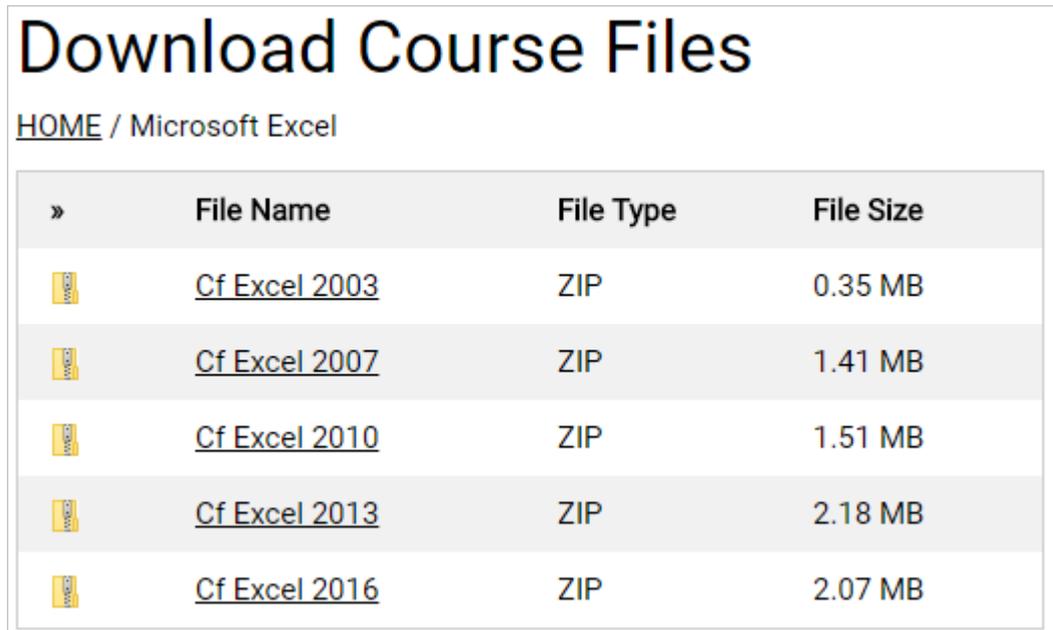
- ↳ C:\Courseware Files\Tasks for Microsoft Word 2013

However the course folder is referred to in a course, if you have used the instructions in this guide to download files, you should adapt the instructions given in the course to match the new course folder.

Quick fix

Use these instructions if you already know how to download a file and extract the contents of the .zip file to your Documents folder; otherwise skip to the next section.

- Open your browser program and navigate to:
www.time2study.com/coursefiles
- On the Course Files page, click the link relevant to your course.
- Click the link relevant to your course, for example, [Cf Excel 2016](#) for all the Microsoft Excel 2016 courses.



»	File Name	File Type	File Size
	Cf Excel 2003	ZIP	0.35 MB
	Cf Excel 2007	ZIP	1.41 MB
	Cf Excel 2010	ZIP	1.51 MB
	Cf Excel 2013	ZIP	2.18 MB
	Cf Excel 2016	ZIP	2.07 MB

- When the download is complete, open the downloaded file.

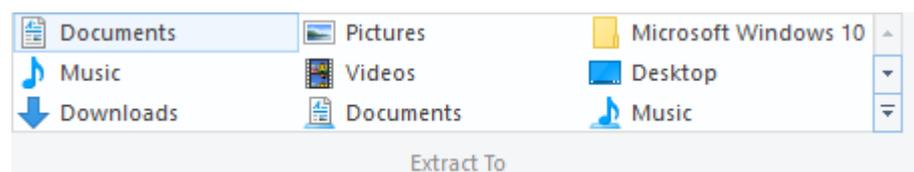
File Explorer will start.

- Click the available folder so that it is highlighted; don't double click it.



Name	Type	Compressed size
 Cf Excel 2016	File folder	

- Under [Compressed Folder Tools](#), click the **Extract** tab, and then choose **Documents**.



The files will be extracted to your [Documents](#) folder.

Your course folder is now available and is, for example:

📁 Documents\Cf Excel 2016

Download Instructions

Step 1 - Download the relevant Cf file

Start by opening Microsoft Edge or your default web browser program.

- On the Taskbar or Start screen, as required, click or double-click the program icon or tile for your Internet browser program.

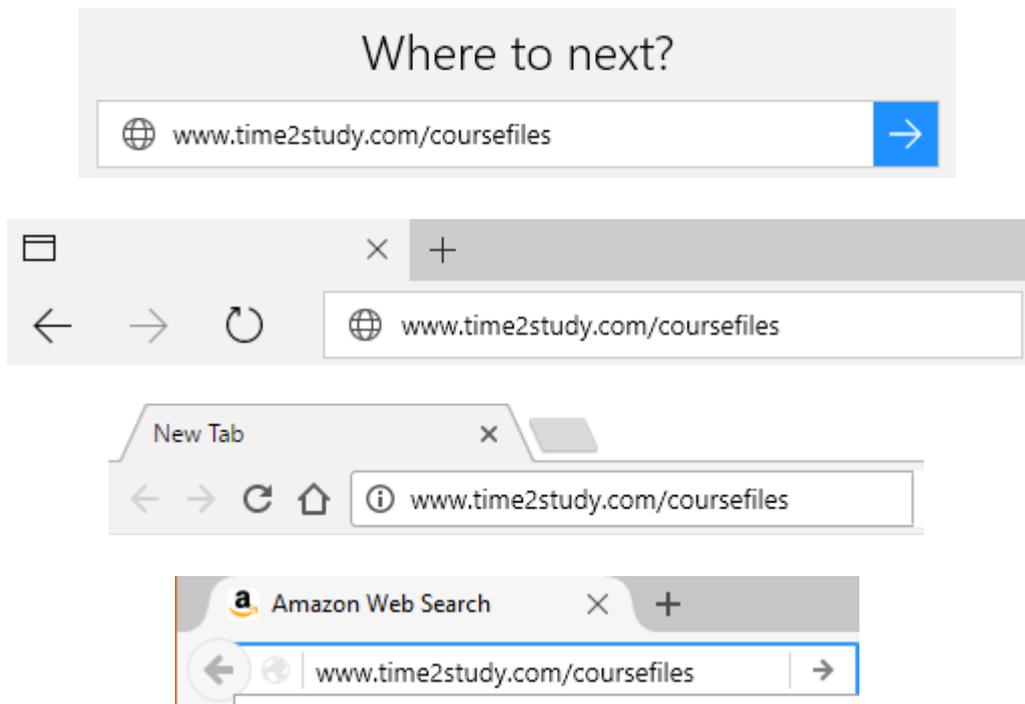


Your browser program is started, and you need to enter a specific web page address.

- In the in the Address bar towards the top of the program window, or in some cases in the available Search box, type:

www.time2study.com/coursefiles

A few examples of how it might look are shown below.



- Press **Enter**.

Your web browser program will open the relevant web page.

Download Course Files

HOME

»	File Name	File Type	File Size
	Help		
	Microsoft Access		
	Microsoft Excel		

- Click the link relevant to your course.

The next picture shows an example where the Microsoft Excel link has been clicked.

Download Course Files

[HOME](#) / [Microsoft Excel](#)

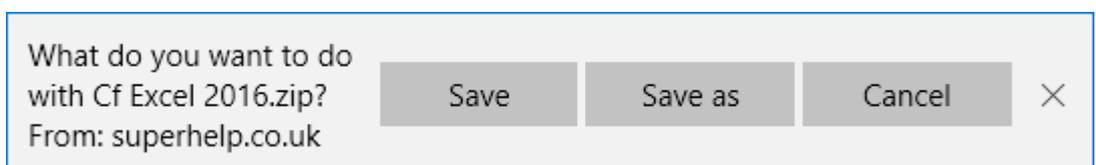
»	File Name	File Type	File Size
	Cf Excel 2003	ZIP	0.35 MB
	Cf Excel 2007	ZIP	1.41 MB
	Cf Excel 2010	ZIP	1.51 MB
	Cf Excel 2013	ZIP	2.18 MB
	Cf Excel 2016	ZIP	2.07 MB

- Click the link relevant to your course, for example, [Cf Excel 2016](#) for any level of the Microsoft Excel 2016 course.

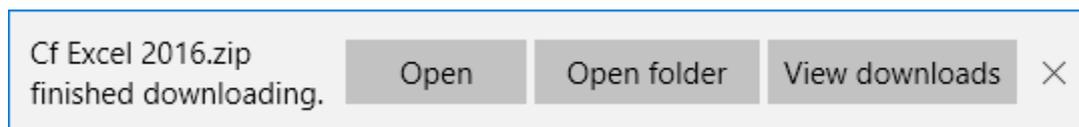
Exactly what happens next will depend on what browser you are using and any security settings that are in force on your computer. Some examples are shown in the sections that follow.

Microsoft Edge example

- In Microsoft Edge, if you are asked what you want to do with the files, choose **Save**.



After a short delay, the download is finished.



Note that if the files have been downloaded on your computer before, the download file will have (1) or (2), etc., added to the name.

- Click the **Open** button.

Windows File Explorer will be started, and you can continue with Step 2.

Google Chrome example

After a short delay, the download is finished.

- In Google Chrome, at the bottom of the program window, click the file that you just downloaded.

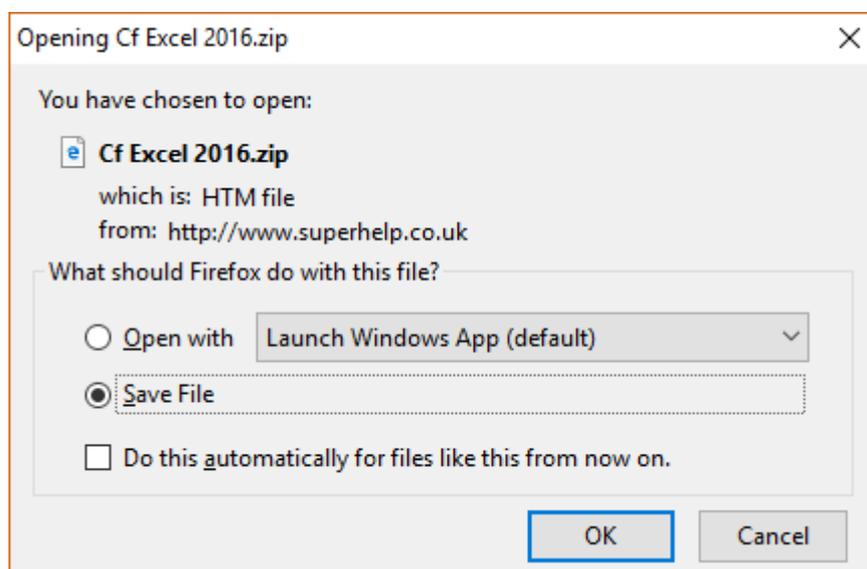
Note that if the files have been downloaded on your computer before, the download file will have (1) or (2), etc., added to the name.



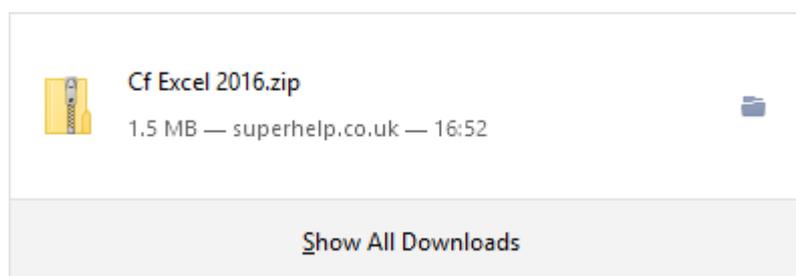
Windows File Explorer will be started, and you can continue with Step 2.

Firefox example

- In Firefox, you may see a dialog box where you need to choose **Save File**, and then click **OK**.



When the download is complete, you will see another dialog box.

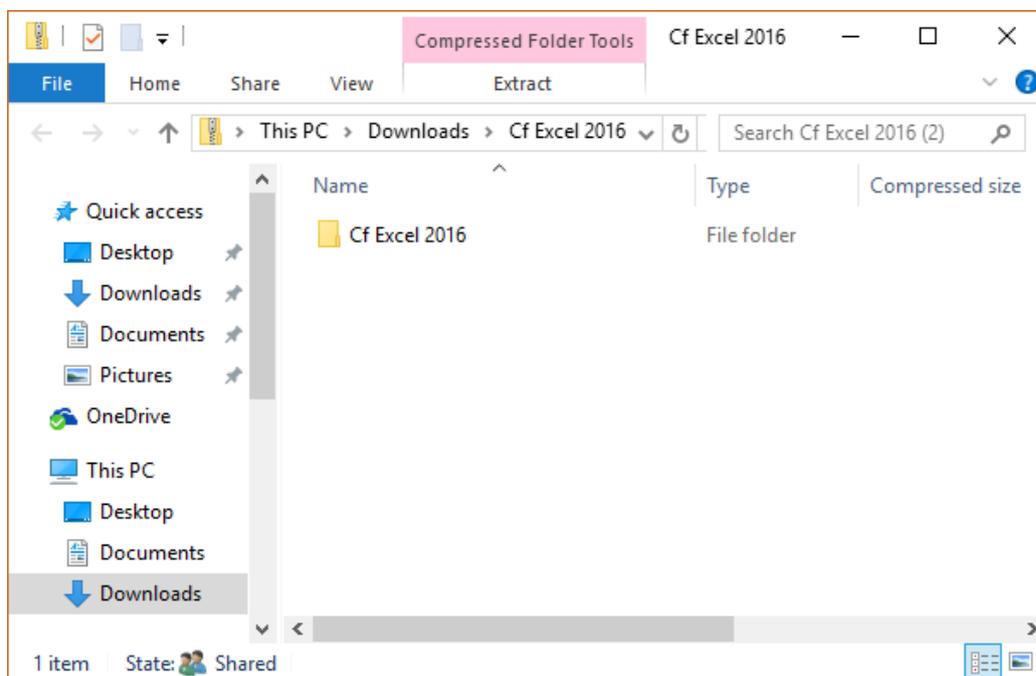


- Click the file that you just downloaded.

Windows File Explorer will be started, and you can continue with Step 2.

Step 2 - Extract files to create your course folder

File Explorer is opened showing the downloaded file.

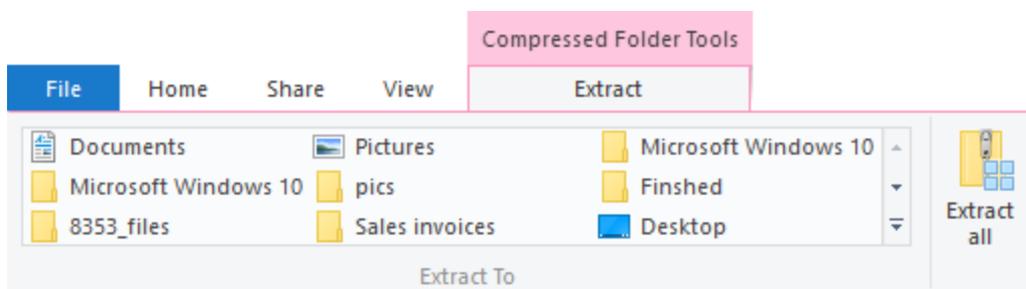


You will now extract the [Outlook 2016 course files](#) folder to your [Documents](#) folder.

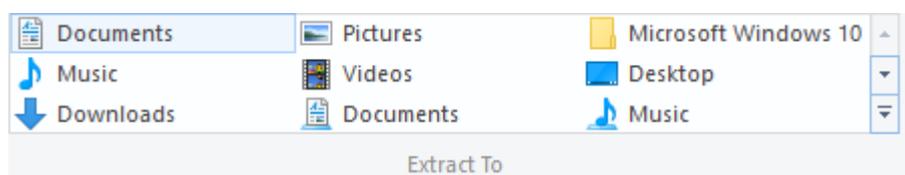
- Click **Outlook 2016 course files** so that it is highlighted; don't double click it.

Name	Type	Compressed size
Cf Excel 2016	File folder	

- Under [Compressed Folder Tools](#), click the **Extract** tab; if the tab is already expanded and you can see the options in it, you don't need to do this.

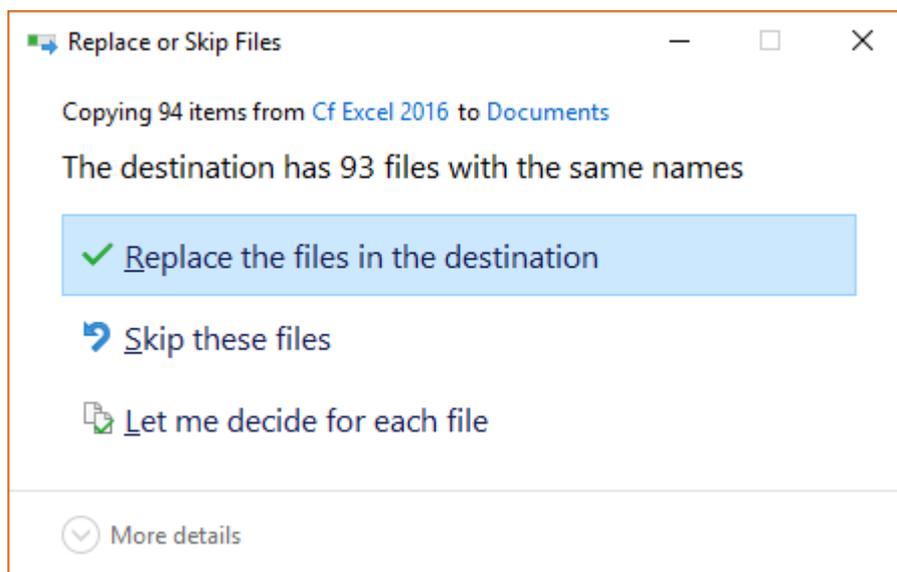


- In the [Extract To](#) group of options, click **Documents**.



The files will be extracted to your [Documents](#) folder.

Note that if this process has been completed before on your computer, you may see the following warning about replacing existing files.



- If you see the above message, just click **Replace the files in the destination**.

You can now close File Explorer and your browser program.



- In the File Explorer window, click the **Close** button.
- In the Microsoft Edge window or your browser program window, click the **Close** button.

Your course folder

Your course folder is now available and is, for example:

📁 Documents\Cf Excel 2016