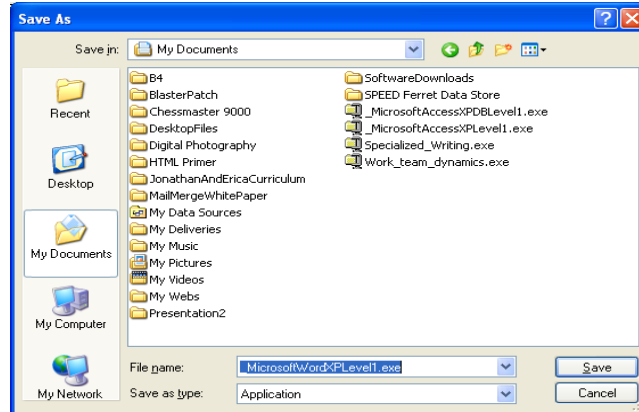
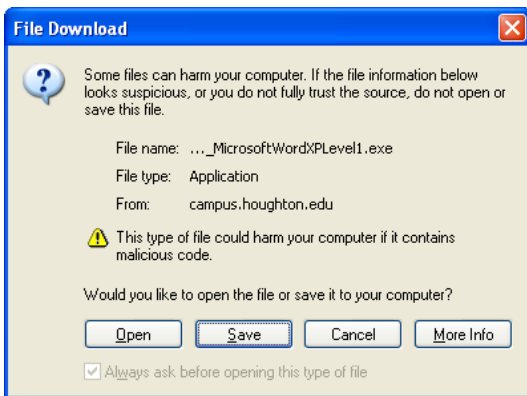


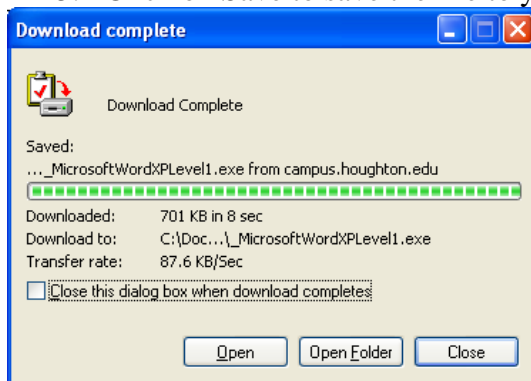
FREE Microsoft Application Training

Instructions for Downloading Microsoft Word Course Materials:

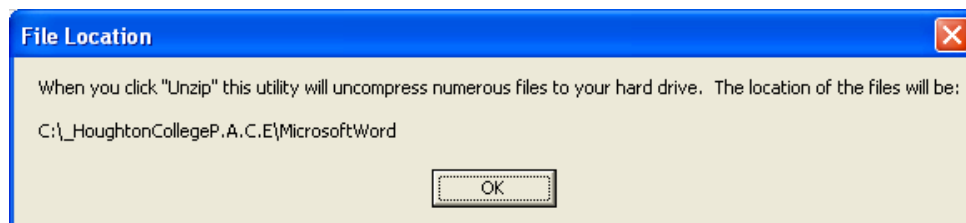
1. Open your web browser and navigate to: www.houghton.edu/pace
2. On the home page on the left hand side click on Professional Development Training in the list of page options
3. Click on the “Microsoft Word” on the Right hand side of the screen under “Course Offerings”
4. Click on “Click HERE to download Microsoft Word Course materials.



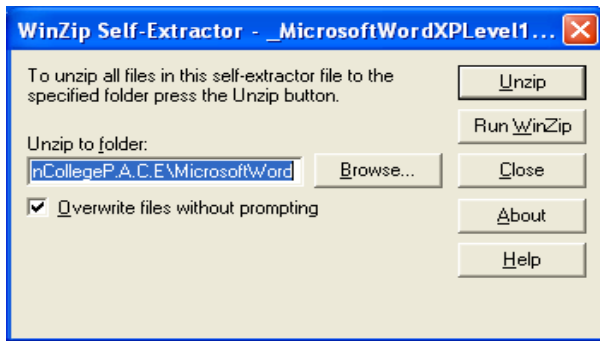
5. Click on Save to save the file to your hard drive. I suggest you put the file in the “My Documents” folder.



6. After the download is complete click on “Open Folder” to open the folder that contains the file that was downloaded or use another method to open the folder.
7. Find the file that was downloaded which is named MicrosoftWordXPLLevel1.exe and double-click the file. Click on OK once message below appears on the screen.
8. The file is a compressed file and when it is double clicked it will run the WinZip Self-Extractor utility. The location of the file on your hard drive will be: C:_HoughtonCollegeP.A.C.E\Word

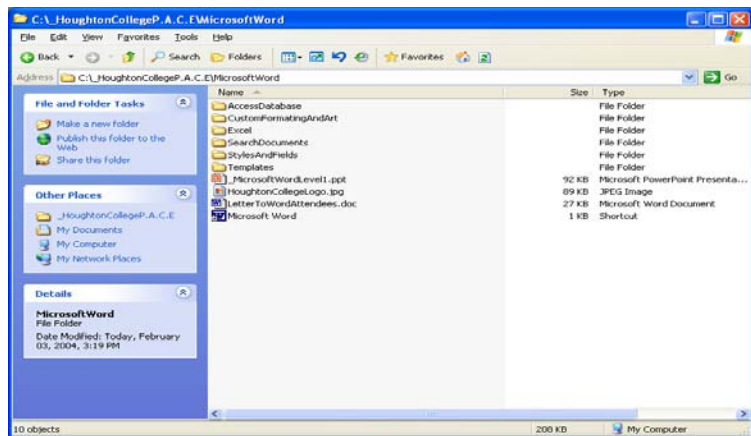
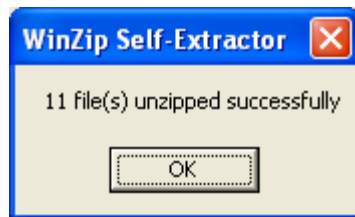


9. Click on “Unzip”



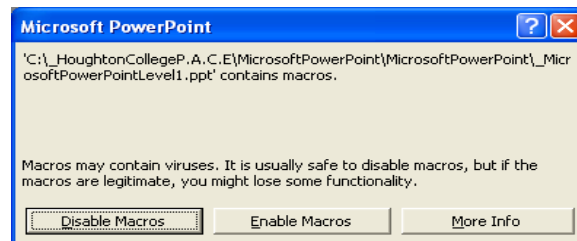
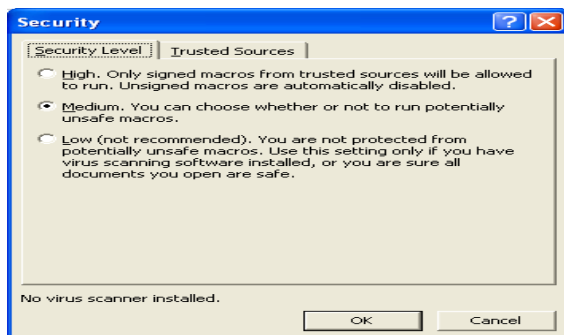
10. You will be prompted for a password to uncompress the file. The password for this file is: **(This Was Given To You In Class By The Instructor – If You Misplaced The Password Email training@houghton.edu)**

11. Click on “OK” and then Click “Close” after the multiple files unzip.



12. Use Windows Explorer to navigate to C:_HoughtonCollegeP.A.C.E\MicrosoftWord and open the _MicrosoftWordLevel1.doc file.

13. This file has some macros. In order to use the macros you may need to change your security level in Microsoft Word. On the menu bar click on Tools\Macro\Security... and change the setting to medium. Then when the _MicrosoftWordLevel1.doc file is opened, click on Enable Macros.



These files and instructions were created for Microsoft Word Version 2003 but they should work with earlier versions of the software along with the newer version.

Please do not share this information with others. Instead please refer them to our training schedule (www.houghton.edu/pace - click on Professional Development Training – click on Professional Development Training Schedule), and encourage them to sign up for the FREE application training by using our on-line reservation system. Please contact us at training@houghton.edu if you have any questions.