# Working with Student Data Files on the Online Learning Center

The Lesson Approach textbooks instruct you to "open" a data file and assume that student data files are available on a local or network drive location. If your instructor has not arranged for student data files to be available, you can obtain the data files required for your textbook from the Online Learning Center (OLC).

There are two options for working with data files from the OLC. You can download and save a zipped (compressed) folder to your computer and then extract (unzip) the files. Or you can open a single file directly from the OLC and save it to your computer.

Choose the method that works best for you.

microsoft® office 2010
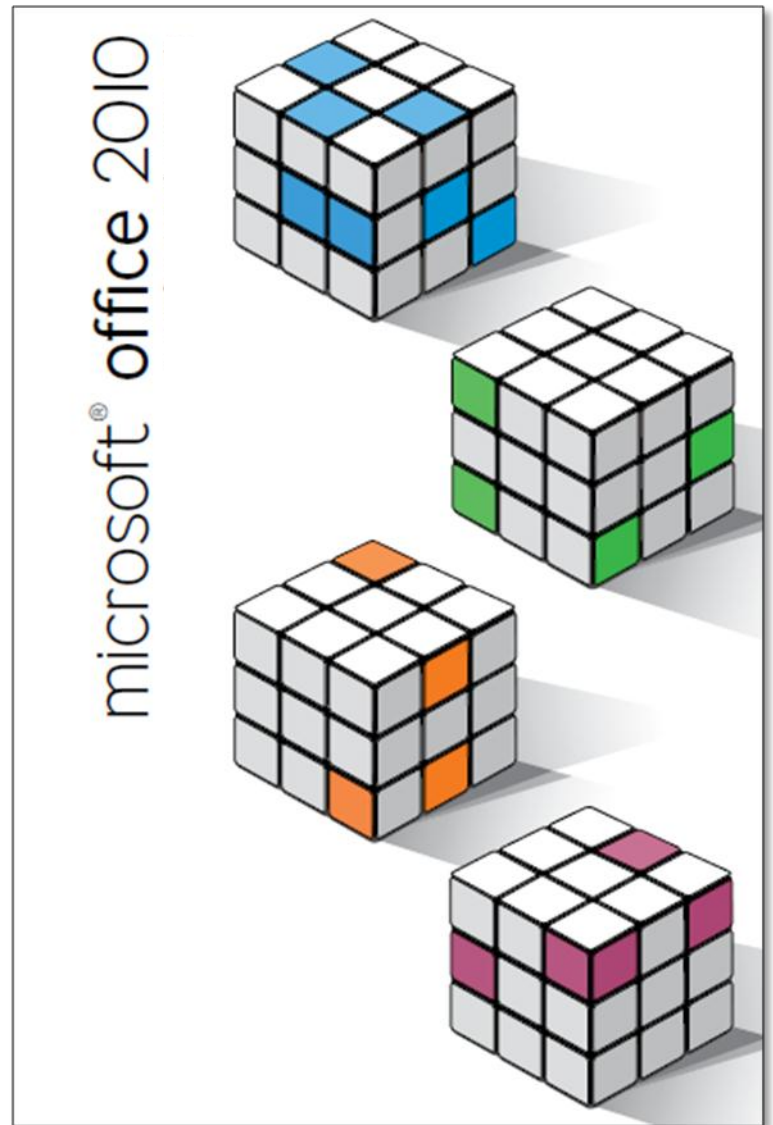
Option 1: Downloading a Zipped Folder from the OLC

When you use this method, you download a zipped (compressed) folder to a storage location on your computer. Then you create another folder for extracted (or unzipped) files for the lesson.

Student data files on the OLC are compressed in ZIP file format so that they are quick to download. When you "save" a file from the OLC, you save a folder with a **.zip** file name extension to a storage location on your computer. This ZIP folder includes all the data files for a lesson in compressed format. The ZIP folder must be "unzipped" (extracted) to place a copy of each individual file in your storage location.

These instructions explain how to download and save a zipped folder and extract (unzip) the files using Windows 7. If your computer has third-party compression software (such as WinZip), your steps may be different.

1. Go to the Online Learning Center.
   www.mhhe.com/lessonapproach2010
2. Click the **Student Edition** link in the Online Learning Center box at the left side of the screen.
3. Locate the **Choose one** box, and click its down arrow. Select one of the Microsoft Office programs in the list.
4. Locate **More Resources** in the list at the left side of the screen, and click **Lesson Data Files**.
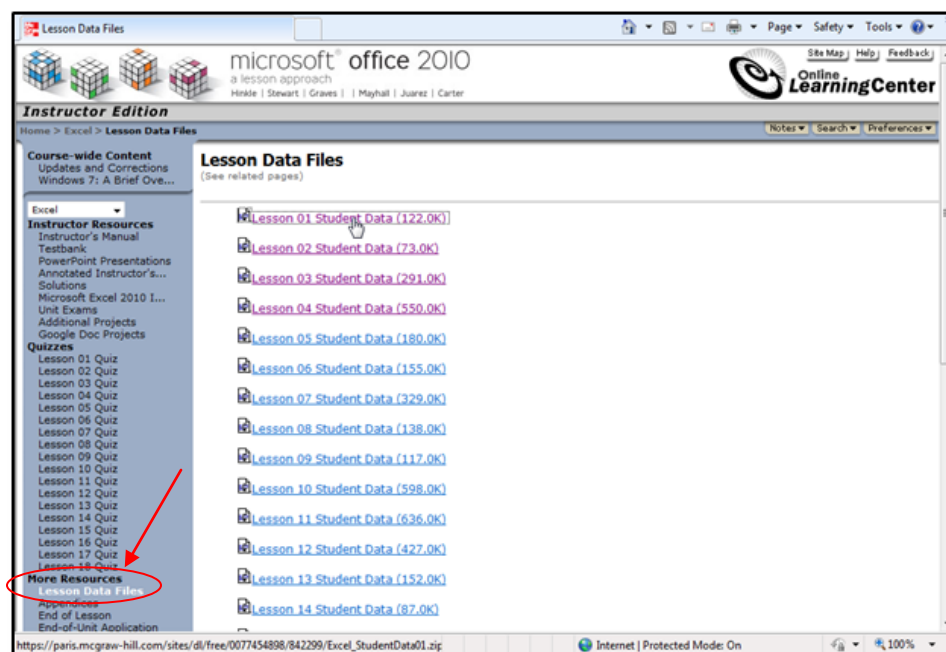
5.   Click the appropriate lesson number. When the File Download dialog box opens, notice that the file name appears with the **.zip** extension. Click **Save.**
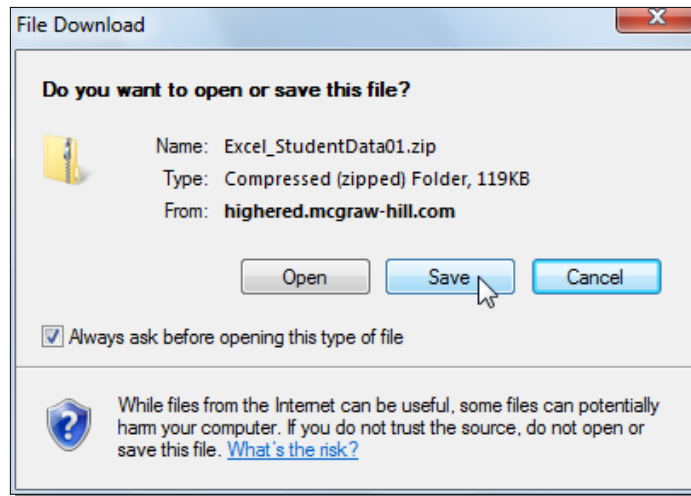
6.   Navigate to a folder on your computer, network, or external storage device. You can also create a new folder on any accessible drive.


7.   In the Save As dialog box, click **Save**. If the *Download complete* dialog box displays, click **Close**.
8.   Close the OLC window.

9. Open a Windows Explorer window, and navigate to the location where you just saved the zipped folder.

**Windows Explorer icon in the status bar**

10. Right-click the name of the zipped folder, and choose **Extract All**. By default, Windows will create a folder with the same name as the ZIP folder in the same storage location.
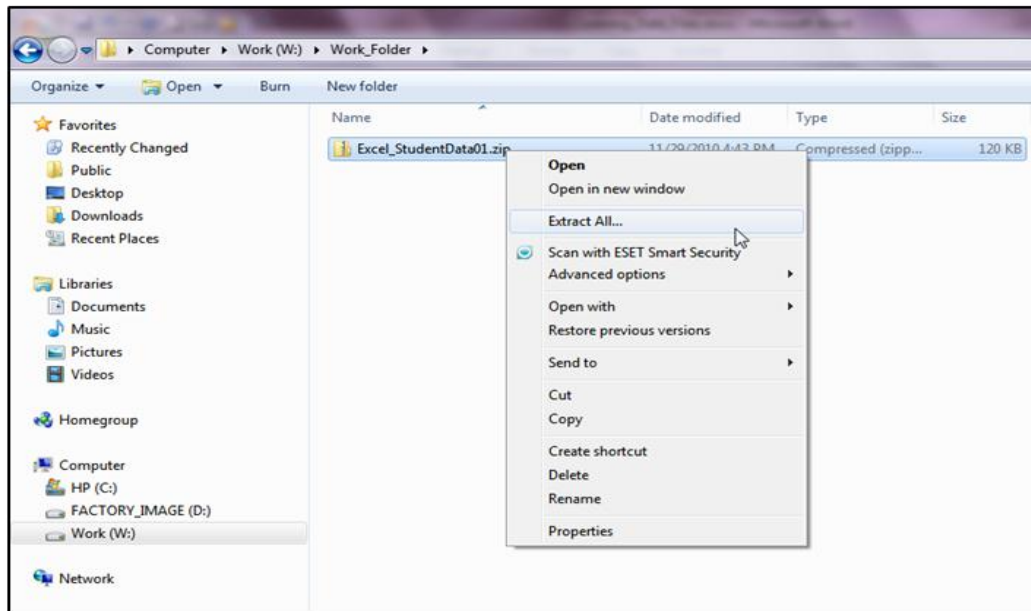
11. When the Extract Compressed (Zipped) Folders dialog box opens, you can navigate to another location, change the folder name, or create another folde . Check the folder name and click **Extract**.
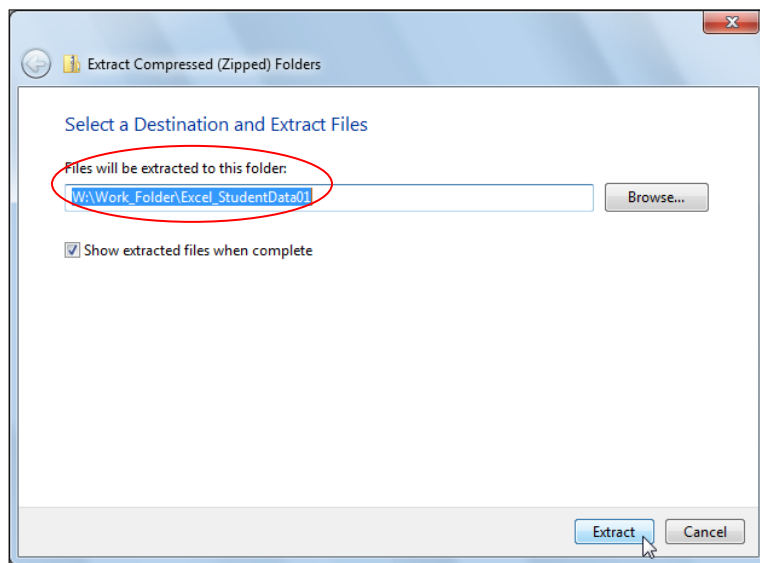
12.   When the Extract command is finished, you can delete the zipped folder, because
        you now have a lesson folder with data files.
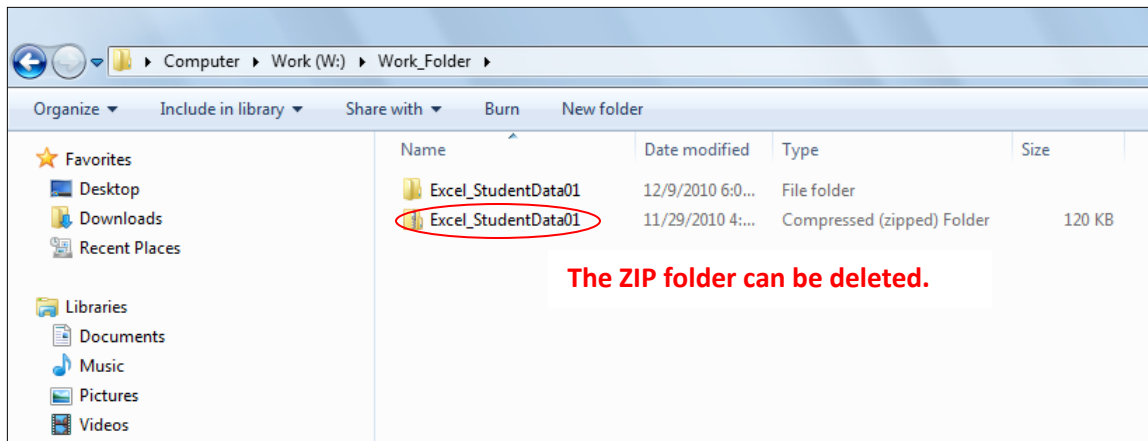
13.   Close the Windows Explorer windows.
14.   Repeat this process each time you need to download lesson files.
15.   Start the Microsoft Office program, and open a data file by navigating to and opening
        the lesson folder. (Access files are "in a folder in a folder;" double-click the
        secondary folder name to open it). Choose the file name and open it. The file will
        open in **Protected View**. To enable editing, click **Enable Editing**.
16.   Save the file according to your usual procedures.

Option 2: Opening a Student File from the OLC

When you use this method, a temporary Internet folder links to the OLC and provides access to the files on the OLC. This folder is available only while you are connected to the OLC. After you open an individual file, you must save it in a storage location on your computer.

As you open a data file from the OLC, you'll see messages based on security settings at your computer. The data file will open in Protected View, and you must enable editing. After that, the file will still be [Read Only] until you save a copy to your storage location.

The following steps assume you are using Windows 7 and that you have permission to allow web content to be opened.

1. Go to the Online Learning Center.
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2. Click **Student Edition** in the Online Learning Center box at the left side of the screen.
3. Locate the **Choose one** box, and click its down arrow. Select one of the Microsoft Office programs in the list.
4. Locate **More Resources** in the list at the left side of the screen, and click **Lesson Data Files**.
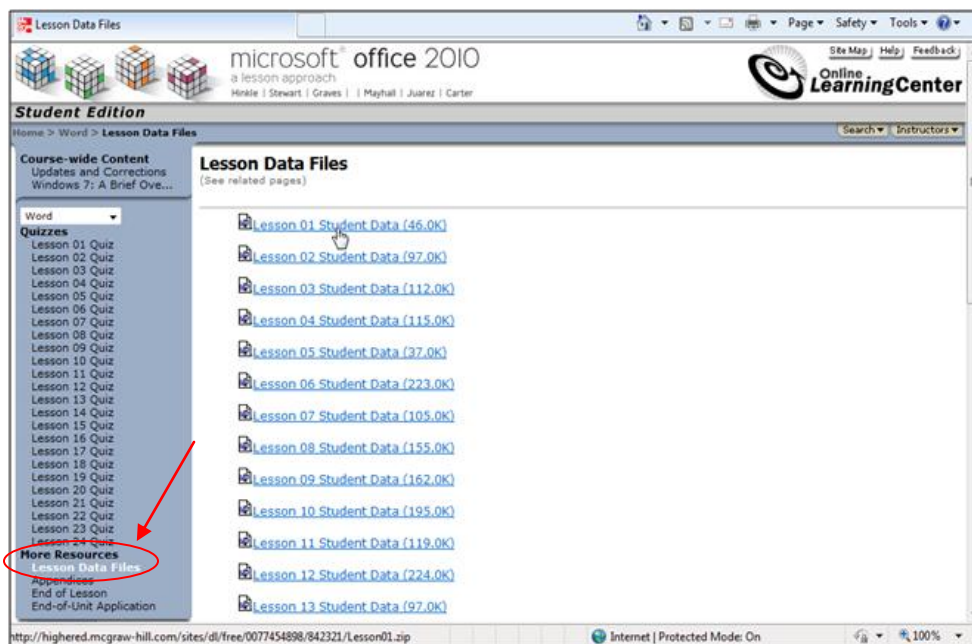
5.   Click the appropriate lesson number, and click **Open**.
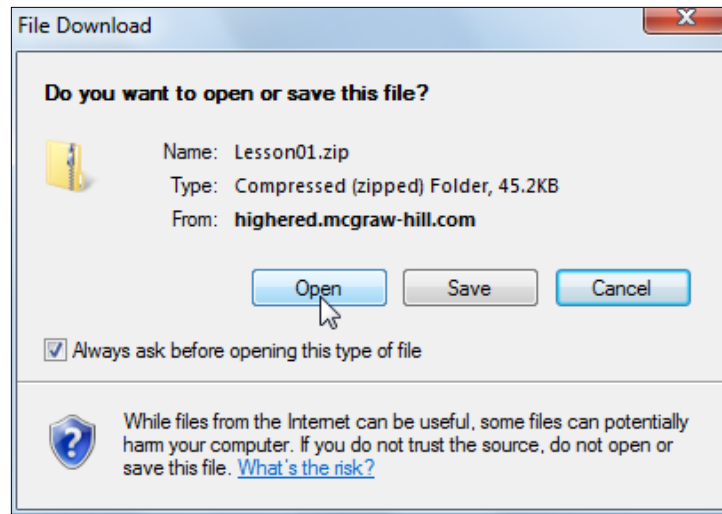
6.   You will see a security window that warns you about web content. Click **Allow**.
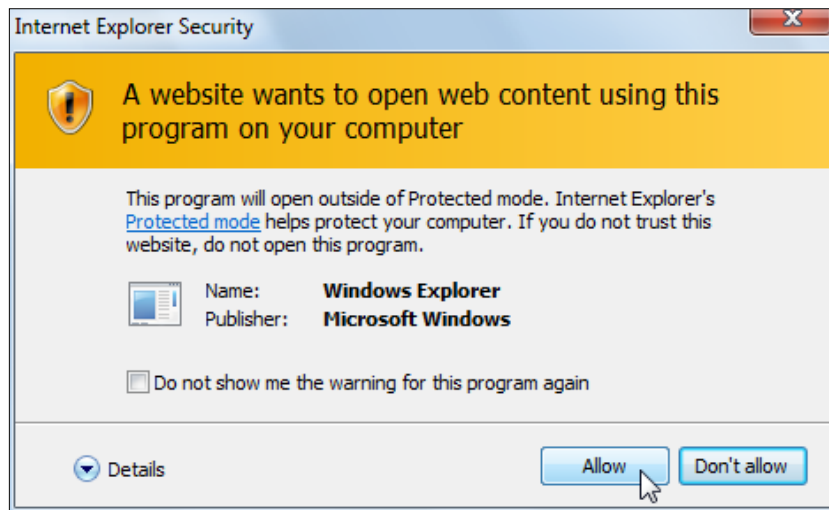
7. A Windows Explorer window opens in a default location on your computer. The name of the temporary folder is shown in the navigation bar, and the window lists the individual files for the lesson (Access files are in a folder; double-click its name to see the individual files).
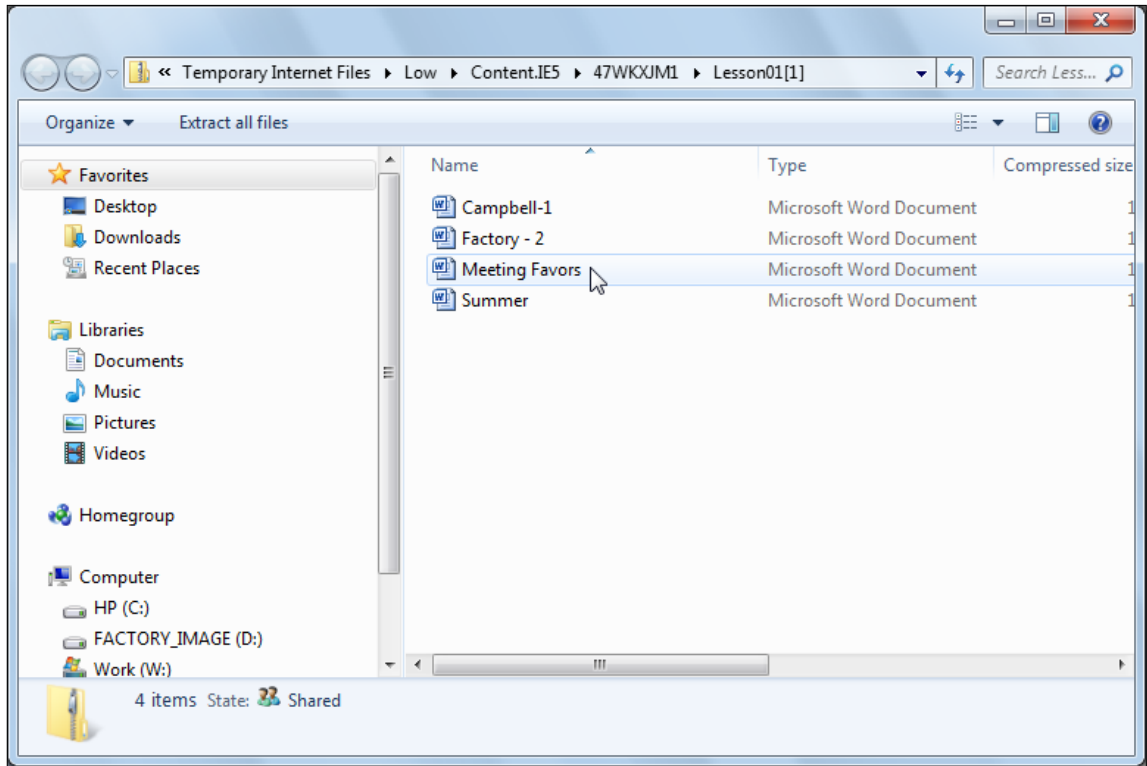
8. Double-click the data file name that you want to open. The related program will start (Word, Excel, PowerPoint, or Access) with the file open. After it is open, notice that the file is in [Protected View].
9. Click **Enable Editing**. Notice now that the file is [Read Only].
10. Click the File command tab and chose **Save As**. (Click **Save As** in the security bar in Access).
11. Navigate to the location for saving your work, and name the file according to your usual procedures. Click **Save**. You can continue working with the file and resave it when needed.

12. If you have not closed the OLC window, you can open another data file by hovering at the Windows Explorer icon in the status bar. Click the thumbnail that represents the OLC file list to return to it and double-click the next file name.
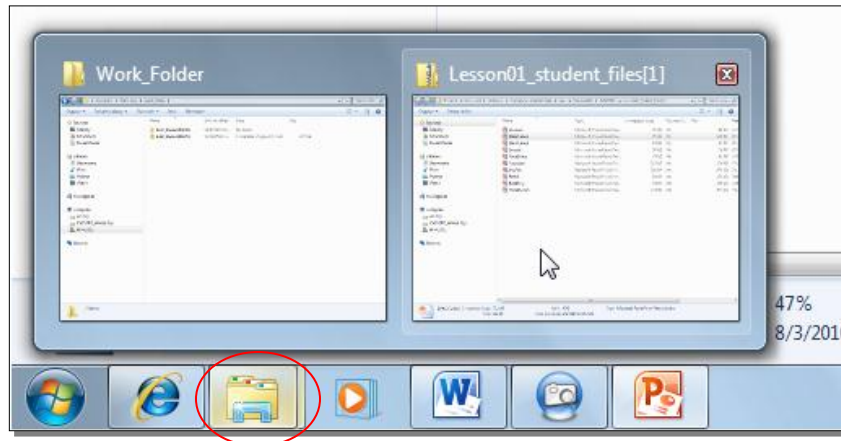
13. Close the Windows Explorer and OLC windows when your work session is finished.