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Editing with Microsoft Word 2013

“Skills and Drills” Learning

Jennie Ruby

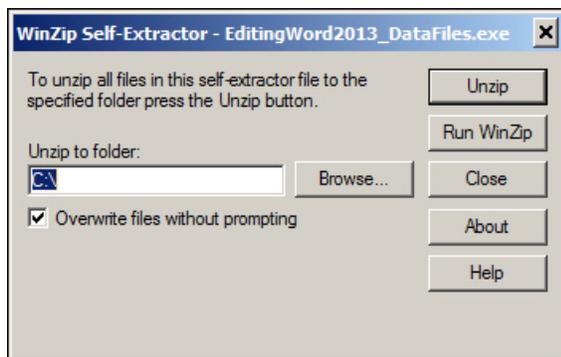
- click the **PC** link
- from the **Microsoft Word Data Files** section, click the **Editing with Microsoft Word 2013** link
- save the file to your computer (make a note of where you save the file since you'll be working with it next)



2. After the file downloads, you can close the web browser.

3. Extract the data files.

- locate the **EditingWord2013_DataFiles.exe** file you just downloaded and then double-click the file to execute it
- click **Run** (if prompted)
- ensure **C:** appears in the Unzip to folder area



- click the **Unzip**
- after the files are unzipped, click the **OK** button
- click the **Close** button

The data files are copied to your hard drive inside a folder called **EditingWord2013_DataFiles**. As you move through the lessons in this book, you will be opening files from and saving to the data folder located on the hard drive. If you run into trouble and want to use fresh data files, you can go back and execute the **EditingWord2013_DataFiles.exe** file you downloaded.

System Requirements

You will need Microsoft Word 2013 installed on your PC to complete the lessons in this book. Microsoft Word 2013 does not come with this book; the software can be purchased directly from **office.microsoft.com** and from other software retailers.

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