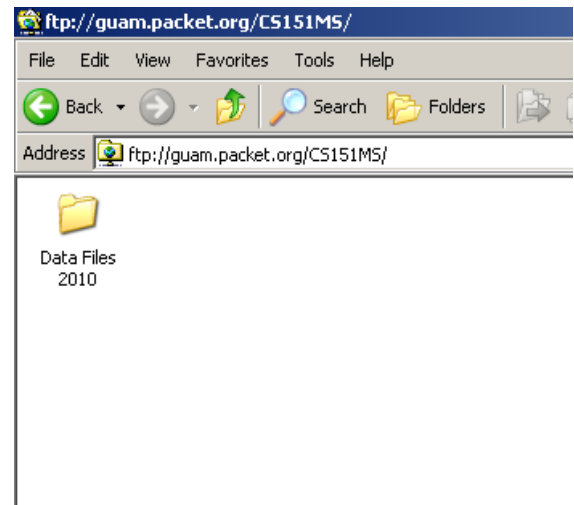
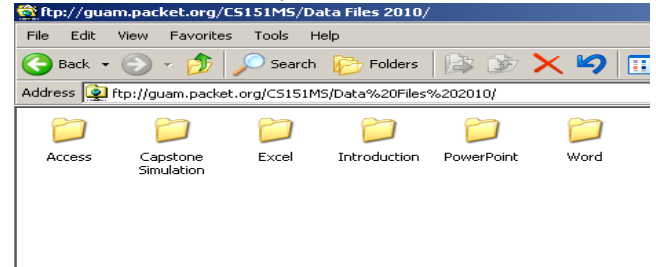


Downloading Student Data Files 2010

1. Close ALL open windows on the Desktop.
2. Open a **My Computer** window.
3. Reduce the size of the window and drag it to the **left-side** of your screen.
4. Enter the following in the Address Bar (**exactly as shown**):
ftp://guam.packet.org/cs151ms <Press Enter>
 - i. (It might take anywhere from a few seconds to a couple of minutes to connect to the server).
 - ii. You will see the **Data Files 2010** folder.



5. Double-click on the **Data Files 2010** folder. (You will see 6 folders.)



6. Open the **Word**, **Excel**, **Access** or **PowerPoint** folder.
7. Drag the folder you need to the Desktop.