



Practice File Location

Student Files folder on desktop – Shortcut to following:

<\\academicserver\Net Apps\Student Files CCE\Student Files>

Each software application is listed within this folder.

Click on the appropriate file folder for your application. The Basic, Intermediate and Advanced folders should appear.

Copy the appropriate folder to the students PC.

- Have each student create a new folder in Documents and name it using their first name.
- The student can copy the units into their personal folder
- Each practice exercise asks students to save the file as "My #####". That will not be necessary with the practice files copied for their individual use.

At the end of each class, please delete the student's personal folder from the PC and empty the recycle bin.

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