

How to access the courseware files for your course

The easiest way to find your courseware files is to use the part number on the back of the book.

Before starting this process, it is a good idea to create a folder for the files. This folder can be on the desktop or anywhere else. If this is not done, there is the potential that the files will download but will not be in their own unique folder.

Steps

1. Create a folder on the desktop or somewhere else to place downloaded files.
2. Click this link or enter the web address in a browser: <http://www.elementk.com/courseware-file-downloads>.
3. On the back of the book, find the **Part Number**. Above the **bar code**, find the 5 or 6 digit number following the **BMK** and preceding the **S3**.



4. Enter the **Part Number** in the search box provided on the website you have open. Click **Search**.

84896 Search

5. Click on the link for the appropriate course title. Pay attention that you are choosing the English language for the Student audience (listed on the right).

84896 Search

You searched for: 84896

Part Number	Title	Language	Audience
084896S3	Microsoft Office Outlook 2007: Level 1 (Second Edition) (Media Available Separately)	English	Student
084896IES	Microsoft Office Outlook 2007: Level 1 (Second Edition) Instructor Mixed Media Kit	English	Student
084896-S	Microsoft Office Outlook 2007: Level 1 (Second Edition) Standard e-Kit	English	Student
084896-E	Microsoft Office Outlook 2007: Level 1 (Second Edition) Essential e-Kit	English	Student
084896IE	Microsoft Office Outlook 2007: Level 1 (Second Edition) (Media Available Separately)	English	Instructor
084896FRFRS3	Microsoft Office Outlook 2007: Niveau 1 (Deuxieme Edition) (Francais)	French	Student
084896DEDEIE	Microsoft Office Outlook 2007: Stufe 1 (Zweite Ausgabe) (Deutsch)	German	Instructor
084896DEDES3	Microsoft Office Outlook 2007: Stufe 1 (Zweite Ausgabe) (Deutsch)	German	Student
084896ESMXIE	Microsoft Office Outlook 2007: Nivel 1 (Segunda Edicion) (Espanol)	Spanish	Instructor
084896ESMXS3	Microsoft Office Outlook 2007: Nivel 1 (Segunda Edicion) (Espanol)	Spanish	Student
084896ESUSIE	Microsoft Office Outlook 2007: Nivel 1 (Segunda Edicion) (Espanol/Ingles)	Spanish	Instructor
084896ESUS3	Microsoft Office Outlook 2007: Nivel 1 (Segunda Edicion) (Espanol/Ingles)	Spanish	Student

Couse title



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6. Click on the link for the .exe file download

The screenshot shows a web page with a left sidebar and a main content area. The sidebar contains a navigation menu with items like 'g Products', 'ning', 'Catalog', 'tor-Led Training', 'e', 'ers', 'ent K Authored', 'are', 'ourseware File', 'ds', 'd Learning', 'ation and Accreditation', and 'edgehub [LMS]'. At the bottom of the sidebar is a 'CONTACT US' button with a photo of a woman. The main content area has a breadcrumb trail: 'Home > Learning Products > Instructor-Led Training Courseware > ILT Courseware File'. Below this is a search bar with a 'Search' button. The main heading is '084892IE - Microsoft Office Excel 2007: Level 3 (Second Edition) Instructor Edition, 1 Day(s) of Training'. A red-bordered box contains the text: 'To download the files below, please right click and select: Internet Explorer: "Save Target As" Firefox: "Save Link As"'. A red arrow points from this box to the first file link in the 'Student Course Files' section: '084892dd.exe'. Another red-bordered box contains the text: 'Click here for the .exe download', with a red arrow pointing to the same '084892dd.exe' link. A third red-bordered box on the right contains the text: 'Ignore these directions from the website', with a red arrow pointing to the red-bordered box containing the download instructions.

g Products

Home > Learning Products > Instructor-Led Training Courseware > ILT Courseware File

Search

084892IE - Microsoft Office Excel 2007: Level 3 (Second Edition)
Instructor Edition, 1 Day(s) of Training

To download the files below, please right click and select:
Internet Explorer: "Save Target As"
Firefox: "Save Link As"

Student Course Files

[084892dd.exe](#)

[084892s3.doc](#)

[Excel2007ExamMapping.doc](#)

[Allan.zip](#)

Instructor Support Files

[084892ie.doc](#)

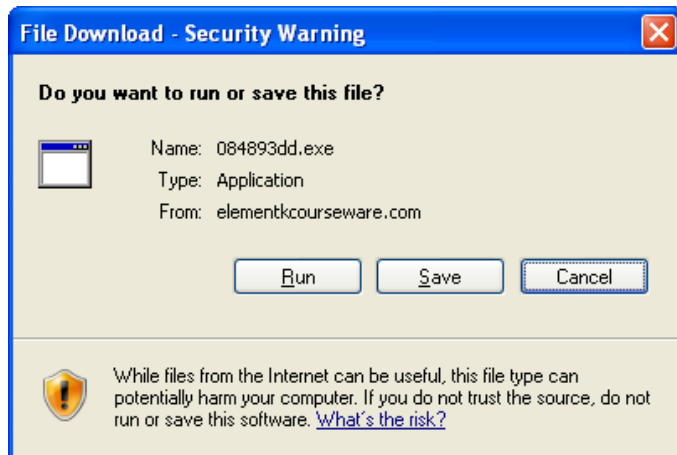
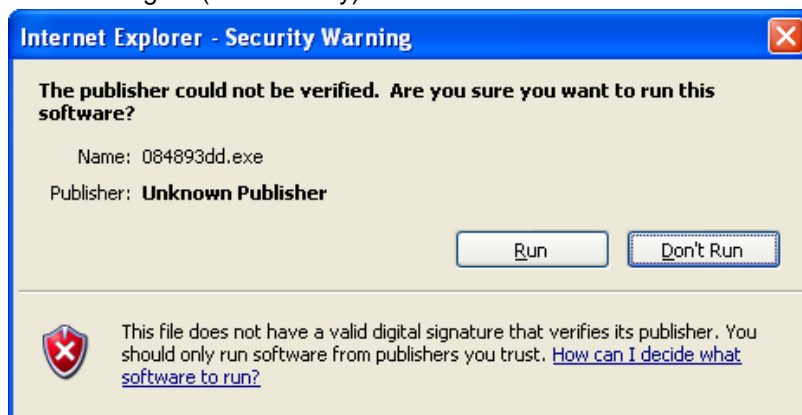
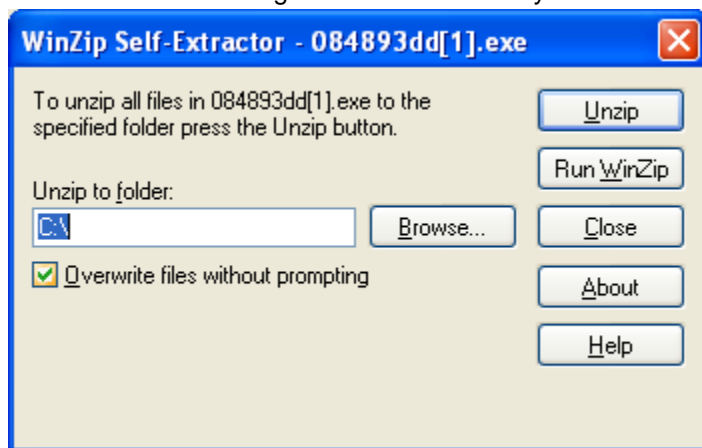
[084892ov.zip](#)

RTF Outline

[ol84-892.rtf](#)

Click here for the .exe download

Ignore these directions from the website

7. Click **Run**8. Click **Run** again (if necessary)9. Click **Browse** and navigate to the folder that you created for the files.10. Click **Unzip** and then it posts that the files were successfully downloaded.

11. You're done! Close all remaining open windows and find the files located in the folder you created in step one.