

Worksheet – Downloading and Using Files

Practice Task 1 – Why Do We Download Work?

Why might you need to download files at college or at work?

1. _____ 2. _____

Practice Task 2 – Download and Check Your Files

Step 1: Go to the Session 7 page on the website.

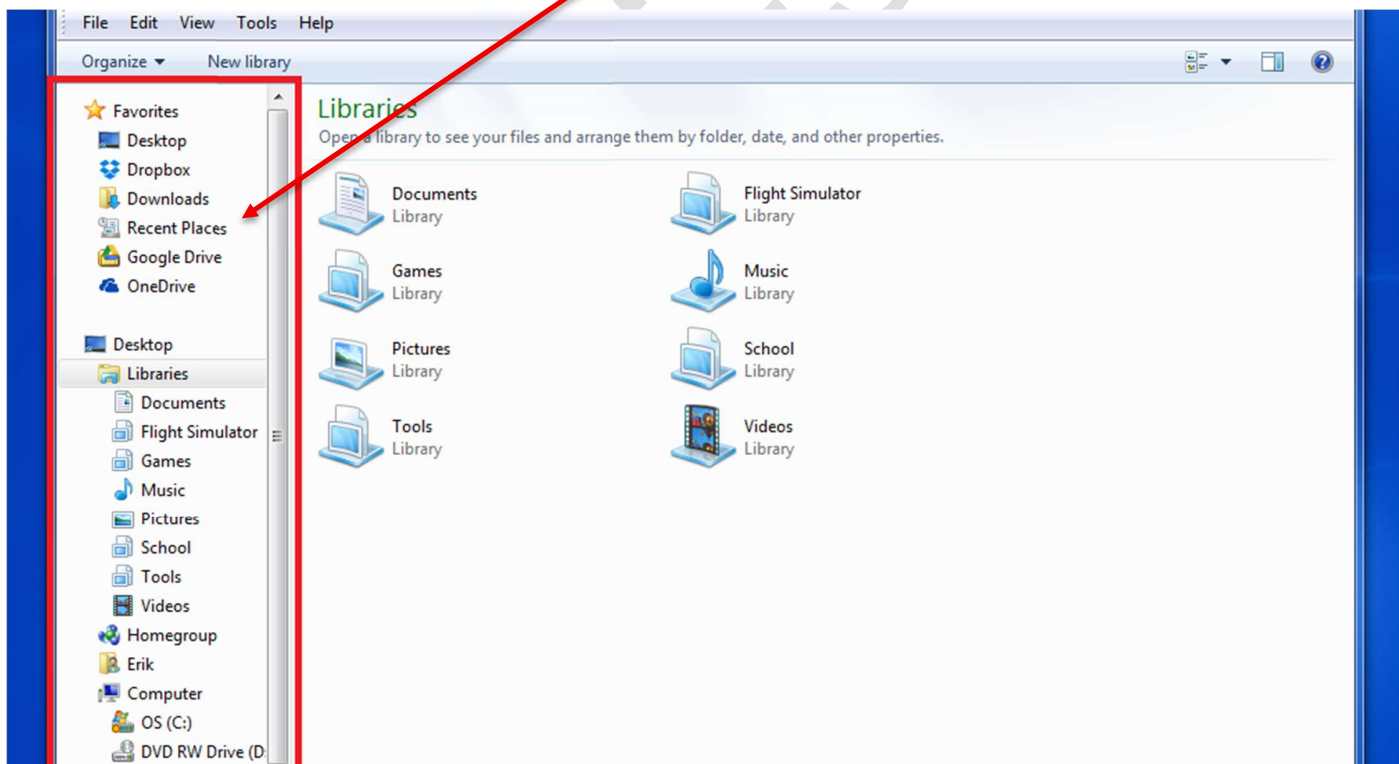
Step 2: Download the two files:

- PracticeText.txt
- OnlineLearning.jpg



Step 3: Open File Explorer (yellow folder icon).

Step 4: Click Downloads on the left-hand side.



Step 5: Check both files are there.

Write the file names:



Practice Task 3 – Copying and Formatting in Word

Step 1: Open PracticeText.txt

Step 2: **Copy** all the text (**Ctrl + C**)

Step 3: Open Word → **Paste** (**Ctrl + V**)

Step 4: Add title "**Downloading Work**" (bold, centre, size 18–20)

Step 5: **Insert** image OnlineLearning.jpg

Step 6: **Resize** image below text

Step 7: Add bullet points

Step 8: Save as **Week7_DownloadPractice_YourName.docx**

Practice Task 4 – Check Your Understanding

- I opened the Session 7 webpage
 - I downloaded both files
- I checked the Downloads folder
- I copied and pasted text into Word
 - I inserted an image
- I formatted my document neatly
 - I saved my file correctly

Tip

After downloading, check your Downloads folder to find your files.

