

# WHY WE DOWNLOAD FILES

## downloading files from websites

people download files from websites every day. sometimes they download worksheets photos music or documents. downloading allows us to keep a copy on our computer so we can open it later even without internet.

## downloading attachments from emails

many emails contain attachments like forms letters or homework files. before opening a file it is important to check who sent the email. this helps keep your computer safe from dangerous files and scams

## different ways to download

there are many ways to download files. some websites have a download button while others use links or icons. files can also be downloaded from cloud storage websites like google drive or onedrive students should always save files inside the correct folder so they can find them again later

## Final Checklist

- I corrected spelling mistakes
- I fixed punctuation
- I formatted the title
- I formatted the headings
- I inserted an image
- I saved my work correctly

## **Formatting Tasks**

- Title: Arial, Size 26, Bold, Dark Blue, Centre aligned
- Headings: Calibri, Size 18, Bold, Light Blue
- Paragraphs: Aptos or Calibri, Size 12, Black text, Line spacing 1.5
- Highlight one sentence in yellow
- Change one important word to red
- Insert an image about downloading files
- Add a page border
- Save inside the Week 3 folder

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