

Download the worksheet and locate it on your computer.

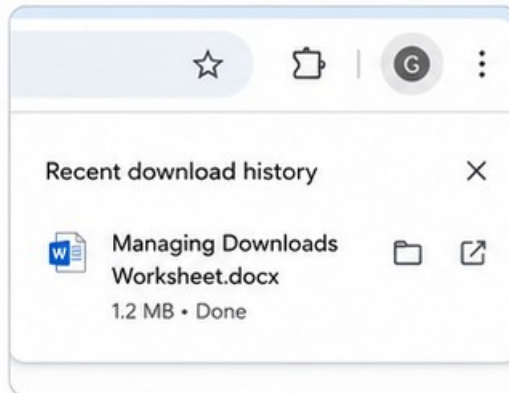
Knowing how to find your downloads helps you open, save and organise your work.

### 1 Click the Download Worksheet button.



Click the green **Download Worksheet** button to start downloading the file.

### 2 Wait for the file to download.



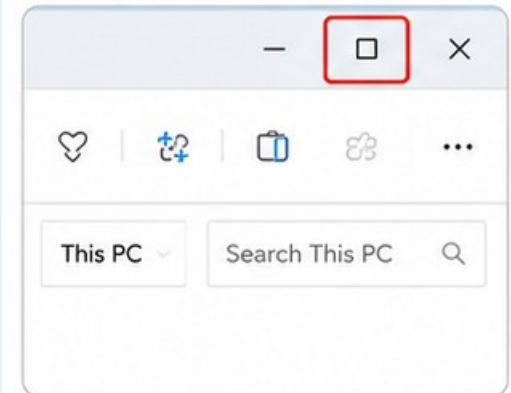
The file will download. You will see it at the bottom of the screen or in your browser.

### 3 Open File Explorer.



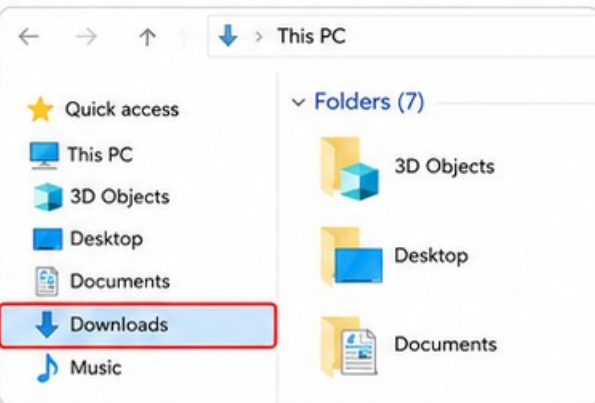
Click the **File Explorer** icon on the taskbar. (It looks like a folder.)

### 4 Maximise the window.



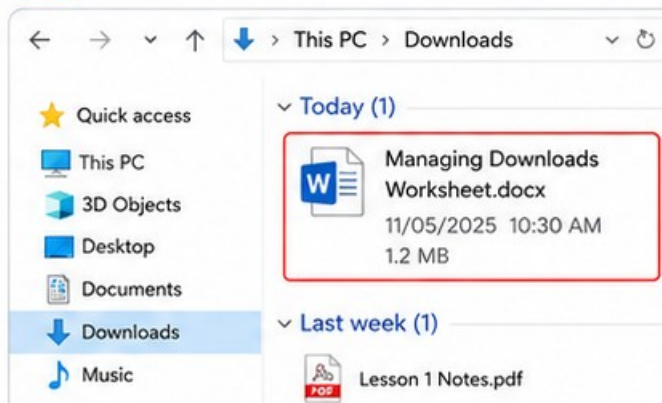
Click the **Maximise** button to make the window full screen.

### 5 Click Downloads.



Click **Downloads** on the left side of the window.

### 6 Find the downloaded file.



Your newest download is usually at the top of the list.

### 7 Double click to open the file.



Double click the file to open your worksheet.

## Remember

✓ Downloads go to the

✓ Your newest file is

✓ You can open the file

✓ Keep your files

