

Setting Up Required Class Data Files (PC)

Our class assignments involve significant hands-on work in Access and require you to work with data files. During the semester your data files will be stored on your PC's hard drive and, for safety, you'll also make backup copies on your USB flash drive. Perform the following to obtain the required data files.

Steps:

1. Launch a web browser and go to <http://wwwi.scottsdalecc.edu/trollen/cis117/downloads>.
2. Click on **CIS117 Data Files.exe** to start a download of the required data files.
3. Click **Run** to enable the program to run.
4. Click **Extract** to have the program set up the files on your own computer.
5. By default, the files will be placed in a folder on your local hard disk named **C:\CIS117 Data Files**. (If you specify an alternate location, make a note of it.)
6. Launch Windows Explorer and verify that the **C:\CIS117 Data Files** folder has been created.
7. Expand the branches to view the subfolders contained in your C:\CIS117 Data Files folder, as illustrated.
8. In your **C:\CIS117 Data Files\Issue25** folder, rename the file **Issue25.accdb** to include your name (eg: Issue25 – Joe Student.accdb)
9. Select the **CIS117 Data Files** folder and copy it to your USB flash drive.



You now have a folder named **CIS117 Data Files** in two locations: one on your local hard disk, and the other on your USB flash drive. As you work on an assignment, you'll work with a file on your local hard disk. After you complete the assignment, you should backup your modified file by using *Windows Explorer* to copy it to your USB flash drive.

To succeed in this course, it is important that you allocate sufficient time to work through every assignment. Although assignments can be submitted late (with penalty), the textbook-based assignments are very linear-- the file you have at the end of one chapter is then used as the starting point in the following chapter. Thus, it is important that you stay on schedule and that you backup the file after each assignment by copying it to another device, such as a USB flash drive.