1. Quit OneDrive by right clicking it on Taskbar: **Left click Settings then Quit OneDrive:**



If icon is not on Task Bar, right click it/Task Bar Settings/Taskbar corner…/Select which icons appear: Microsoft OneDrive

1. Create folder on desktop: **FIN 4331** & make it a Trusted Location
2. Open FIN 4331 folder and create new folder: **Test**
3. Open blank workbook. File/Options/Save: Uncheck AutoSave box.
4. Close Excel – ALL workbooks.
5. Download test file from web: rritchey.ba.ttu.edu
6. Open the Test folder and **Drag** test file into it
7. Turn **Off** Wireless
8. With the Test folder open, left-double click test file to open it
* Enter password
* Enable content/macros and enter 3-digit class number (###)
* “Yes” if asked to make it a Trusted Document
* In Excel: File/Save As/Browse – OK: **###LastName**
* Close workbook, reopen it, answer questions on each sheet

The first 5 steps should be done before you come to room 105!