

## 1.24: Assignment- Download Files

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At the end of this course, you will submit a capstone assignment that will use everything you have learned and involve creating several documents.

For this portion of the assignment, you will download the files you will use in your final assignment.

### Instructions

1. Create a folder on your desktop called Rowan. This is where you will save all of your assignments. To keep your computer better organized, you may want to move previous assignments into this folder.
2. Download [this Word template](#). Save the file in the Rowan folder.
3. Download [this Excel workbook](#). Save the file in the Rowan folder.
4. Download [this PowerPoint presentation](#). Save the file in the Rowan folder.
5. Take a screenshot of the three files in the Rowan folder on your desktop. Save the snip as **BA132\_LastName\_RecycleBin.png**, replacing “LastName” with your own last name. (Example: BA132\_Hywater\_RecycleBin.png)

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