

# JPRO Excel Cornerstones Training Instructions

## Instructions to copy exercise files to your Google Drive:

1. Open Google Chrome. Do NOT use Safari, Firefox, Internet Explorer, or any other web browser.
2. Sign in to a valid Google account (can be personal or work).
3. Go to <https://excelshir.com/jpro-excel-cornerstones> and click on “Shared Google Drive Folder”.
4. Right-Click on the file “Excel Cornerstones Session X All Exercises - SHARED” (where “X” is the number of the current session) and choose “Make a Copy”.
5. Click on “My Drive” at the top of the left panel and locate the copy of the file (Hint: It is called “Copy of Excel Cornerstones Session X All Exercises - SHARED”).
6. Create a New Folder (Shortcut: CTRL + C then F), and rename the folder: “Excel Cornerstones Training Exercises”.
7. Move the file “Copy of Excel Cornerstones Session X All Exercises - SHARED” to the “Excel Cornerstones Training Exercises” folder.
8. Open the “Excel Cornerstones Training Exercises” folder, and rename the current session file by removing the “Copy of” and replacing the word “SHARED” with your first name.
  - a. For example: “Copy of Excel Cornerstones Session 01 All Exercises - SHARED” should be changed into “Excel Cornerstones Session 01 All Exercises - Shir”.

*That's it, you're done! Go ahead, eat a banana to celebrate :)*