Excel Ignite

Instructions for **Google Sheets** Users

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.

1. Sign in to your Google account.

2. Go to https://excelshir.com/jewish-ed-project-excel-ignite and click on "Shared Google Drive Folder".

3. Right-Click on the file "Excel Ignite Session X All Exercises - SHARED" (where "X" is the number of the current session) and choose "Make a Copy".

4. 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 Ignite Session X All Exercises - SHARED").

5. Press SHIFT + F to create a New Folder, and rename the folder: "Excel Ignite Training Exercises".

6. Move the file "Copy of Excel Ignite Session X All Exercises - SHARED" to the "Excel Ignite Training Exercises" folder.

7. Open the "Excel Ignite 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 Ignite Session 01 All Exercises - SHARED" should be changed into "Excel Ignite Session 01 All Exercises - Shir".

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