



# Downloading Activities – Microsoft

## Location of Activities

You'll find the Case Study Activity Worksheets under either:

**Initial Activities**

OR

**More Activities**

These are found on the submenu under Initial Activities within each case study. Both Exchange List Templates and Ready Reckoner templates are provided here for easy access.

## Optional Activities

Optional Activities are also provided should your educator decide to assign them. These can be found exclusively online under either:

**Initial Activities**

OR

**More Activities**

The forms are usually fillable PDF forms to make completion easy.

## Steps to Download Activities for Microsoft

### 1. You will view a Preview Icon and a Download Icon in front each activity

For a fast download click on the **Download Icon** for the activity you wish to complete. If you wish to preview the activity first select the **Preview Icon**. From this page you'll have the option to download and print the activity if you wish.

### 2. Go to your Downloads on your computer and open the file.

Open the PDF in your preferred PDF reader. We would recommend Adobe Acrobat or similar. Select **File Save As** and save the file to your preferred location.

**Note:** Avoid opening the Activity worksheet on your browser. If you do it may save to your desktop as a blank and will not recognise the answers you have entered. It is best to work directly from your desktop and NOT in the internet browser.

### 3. Important information about saving your completed activities

When completing your activities it is recommended that you save them to a location in your Documents Section for easy access.

## Information

For further information regarding Downloading Case Study Activity Worksheets please address your inquiries to [Esther.Myers@nutritioncarepro.com](mailto:Esther.Myers@nutritioncarepro.com)