

User Guide to View/Download Excel Study Guide

Step 1. Login

Enter your username and password and click on the "Login" button.

Data Quality Matters 

Username

 * [I forgot](#)

Password

 * [I forgot](#)

Remember me on this computer

Login

or [Create account](#) or [View course catalog](#)

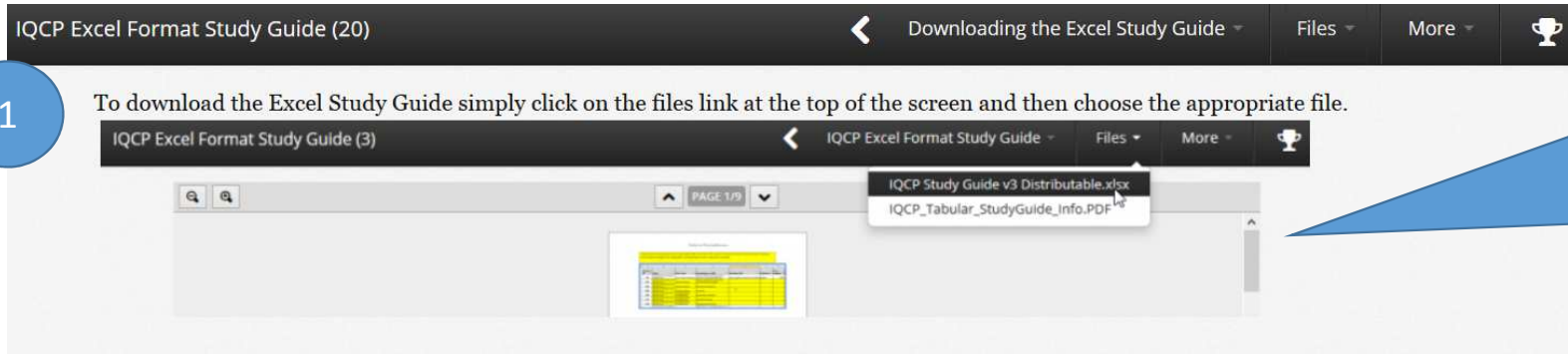
Step 2. View and Validate Course

The screenshot shows the 'Data Quality Matters' website interface. At the top left is the logo. At the top right are links for 'Sales Sales', 'Messages', and 'Logout'. Below the logo is a blue 'Home' header. Underneath is a search bar labeled 'Search my courses'. To the right of the search bar are buttons for 'Name', a grid icon, and another grid icon. Below the search bar is a blue bar labeled 'Data Quality'. Underneath this bar is a course listing: 'IQCP Excel Format Study Guide (20)' with a red 'EXPIRES AT 11/17/2015' tag and green 'COMPLETED' and 'INFO' buttons. A blue callout box points to the course title with the text: 'Validate that you have a course here that is titled, "IQCP Excel Format Study Guide (20)". Click on that course.' On the right side of the page is a sidebar with four sections: 'Course catalog' (Find new courses), 'Progress' (Find out how you are doing with your training), 'Join group' (Join a group to communicate with its members and get its courses), and 'Discussions' (Hold conversations with fellow users).

Step 3. View Instructions for Download & Choose to Download

1

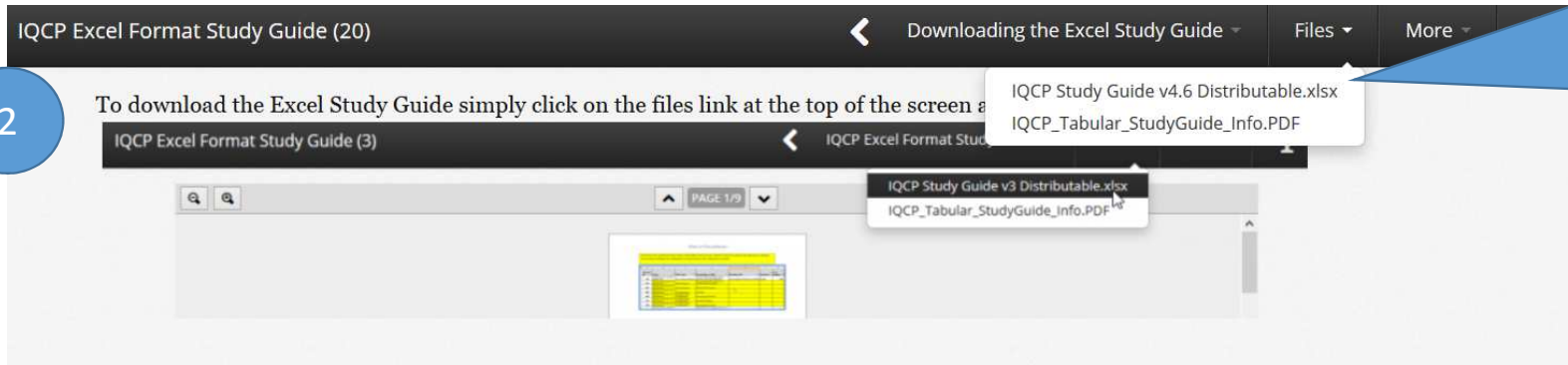
To download the Excel Study Guide simply click on the files link at the top of the screen and then choose the appropriate file.



When first entering this page you should see instructions to download the Excel file.

2

To download the Excel Study Guide simply click on the files link at the top of the screen



When clicking on the "Files" menu item you choose the Excel Study Guide File (.xlsx)

Step 4. Opening/Viewing Excel File

IQCP Excel Format Study Guide (20) < Downloading the Excel Study Guide > Files > More >

To download the Excel Study Guide simply click on the files link at the top of the screen and then choose the appropriate file.

IQCP Excel Format Study Guide (3) < IQCP Excel Format Study Guide > Files > More >

IQCP Study Guide v3 Distributable.xlsx
IQCP_Tabular_StudyGuide_Info.PDF

Opening 1421459988_IQCP Study Guide v4.6 Dist...

You have chosen to open:

1421459988_IQCP Study Guide v4.6 Distributable.xlsx
which is: Microsoft Excel Worksheet (113 KB)
from: <https://dvrr2y3n5h8wd.cloudfront.net>

What should Firefox do with this file?

Open with Microsoft Excel (default) v

Save File

Do this automatically for files like this from now on.

OK Cancel

You should see a browser pop-up prompting you to open or download the file.

Step 5. In case of failure

If you are still unable to access the file please email [DQMatters.com](mailto:support@DQMatters.com) to schedule a time to troubleshoot the issue.

Regards,

DQMatters Team
support@DQMatters.com