How to Obtain and Install ExcelNow! Tutorial Software

1. Go to the ExcelNow! web address: http://excelnowtutorial.com/

2. From the banner at the top of the ExcelNow! web page, click the BUY NOW! Link.

3. Go through the regular purchase process online but when prompted for a purchase code, enter: FUQUA2013 You’ll see that this makes your Grand Total cost $0.00 instead of the regular $49.00.

4. An email will be sent to the email address you provided. The subject line of the email will read: [ExcelNow!] Order Complete
Open the email and click the link inside.
5. An archived (zip) file named ExcelNow!.zip is made available to you. Save the file to your PC.

6. Unzip (unpack) the file using WinZip or a similar utility.

   If you don’t have a copy of WinZip, you can download it for free from Duke’s Office of Information Technology website at this address:

   http://oit.duke.edu/comp-print/software/

   Choose the **Browse and order software** option on that page. WinZip will prompt you to extract to this default folder: C:\ExcelNow\n
   *The WinZip dialog and a view of the unpacked file with this name: ExcelNow!.exe*
7. Double-click the **ExcelNow!.exe** file name to start installation.

8. An “ExcelNow! 6.0 License Agreement” dialog displays. Click **Accept**.

An “Installing ExcelNow! 6.0” dialog displays, letting you know that the software is being extracted to a folder on your computer.
9. The installation ends with Excel open to a new workbook and on an orientation worksheet for **ExcelNow!** An **Excel Now!** Tab appears in your Excel Ribbon.

If you open your Excel “Add-Ins” dialog, **ExcelNow!** Appears as one of the available Add-Ins.

*End of ExcelNow! Download and Installation Instructions*