

# How to Install Microsoft Office

Office Home and Student 2010 generally comes with the ability to install on 3 PCs, and includes the four foundation programs of the Microsoft Office Suite: Word, Excel, PowerPoint and OneNote. This is an excellent all-around version for those who are not using the suite for business purposes.

## **Hardware and Software Requirements**

*Microsoft Office 2010 is available in both 32 and 64-bit versions and will install on the following minimum hardware requirements:*

- \* 500 MHz or faster processor
- \* 256 MB or more RAM memory
- \* 3 GB or larger available hard disk space
- \* 1024x578 display resolution
- \* Windows XP SP3 (32-bit), Windows Vista SP1 (32 or 64-bit), Windows Server 2003 R2 (32 or 64-bit) with MSXML 6.0, Windows Server 2008 or later (32 or 64-bit), Windows 7 (32 or 64-bit), Windows Terminal Server and Windows on Windows applications are supported as well.

## **Installation Steps**

- 1) Before you do anything else, make sure that no program is running. Otherwise, it might cause some malfunctions and cause damage to your computer. Insert the DVD in the DVD-ROM. Wait for a new window to appear. You can even click on the executable file for Office by browsing to CD in My Computer and run the program.
- 2) Wait for the installation window to appear. When the next window appears, click on Install after selecting Microsoft Office 2010
- 3) Select the features you want to install from the Installation Options tab. Then select the drive
- 4) Enter the Product Key. This consists of 25 characters. You may have to click Continue
- 5) Then a window will appear with agreement terms. Please read and accept the agreement terms.
- 6) On the window that appears next choose Upgrade to Install or Custom (if you want modified settings). If you already have Office installed you may want to upgrade or customize, otherwise click install
- 7) Your program will automatically install once you click on Upgrade. This may take a few minutes
- 8) If you chose Custom, modify your settings by clicking on Configure Preferences
- 9) The installation will start and a bar will appear. Wait for it to go up to 100 then proceed.
- 10) Click on close and run Microsoft Office from the Programs in the Start Menu.