

Installation Guide

Installing Microsoft Office 2010

If you are currently using an older version of Office, for example, Office 2007, you can directly upgrade it to Office 2010 instead of uninstalling the older version and then installing the new version. Upgrading to Office 2010 from an older version takes less time and effort. Note that you can also have both an older version of Office and Microsoft Office 2010 installed on the same computer. However, you must install Microsoft Office 2010 in a different location and directory on the hard disk. In case you do not have any version of Microsoft Office already installed on your system, you can install Office 2010 as a fresh installation. However, before installing MS Office 2010 in your system, you need to check the minimum system requirement to install Office 2010 in your computer.

System Requirement

The minimum system requirements to install the Microsoft Office 2010 software are as follows:

COMPONENT	MINIMUM SYSTEM REQUIREMENT
Processor	500-megahertz (MHz) processor or higher versions
Memory	256 MB RAM or higher , 512 MB recommended for graphics features
Hard disk	3.5 GB free hard drive space
Display	1024 × 768 or higher-resolution monitor
Operating System	Windows Vista (SP1), 7, 8 and Windows 10 (including 32/64-bit versions), etc.

Now, perform the following steps to install Microsoft Office 2010:

- 1 Insert a CD/DVD of Office 2010 in the CD-ROM/DVD-ROM drive. The **Microsoft Office 2010** setup starts, as shown in Figure 1:

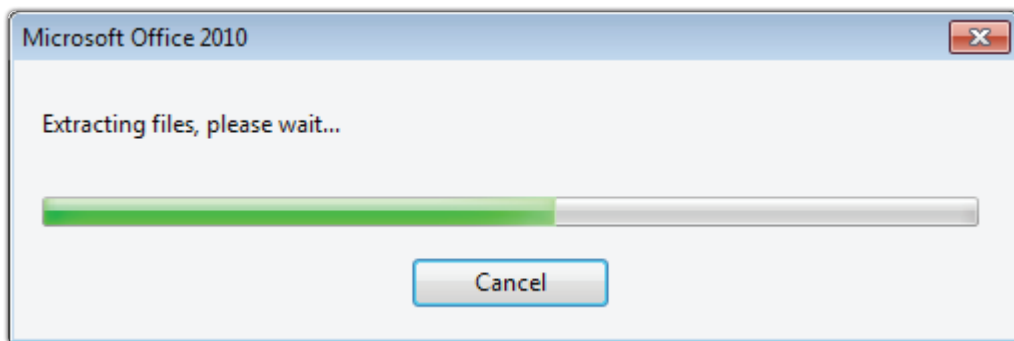


Figure 1: Extracting File

After a few seconds, the **Enter your Product Key** page appears, prompting you to enter the product key, as shown in Figure 2.

- 2 Enter the product key in the text box displayed to the left of the **Continue** button (Figure 2). You can find the product key at the top of the back cover of the CD.

- 3 Click the **Continue** button after entering the product key, as shown in Figure 2:

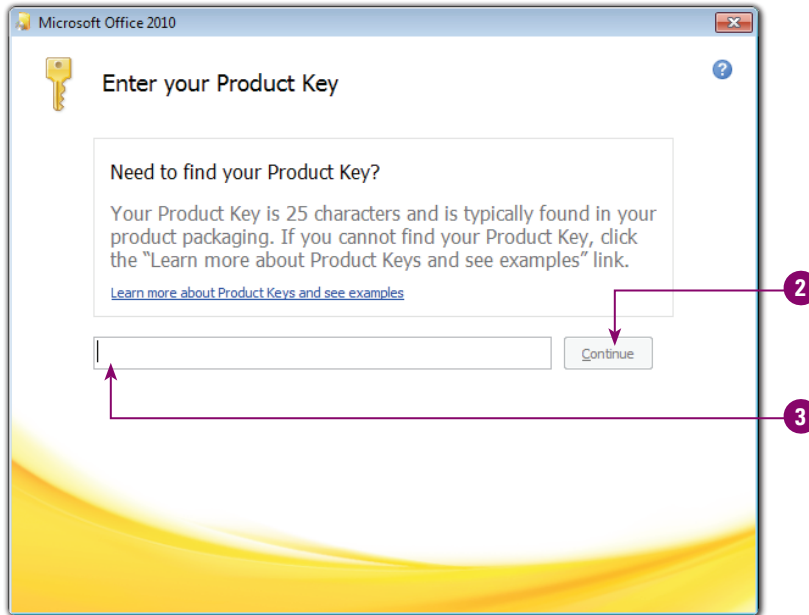


Figure 2: Entering the Product Key

The **Read the Microsoft Software License Terms** page appears (Figure 3), which displays the Microsoft Software License Terms.

- 4 Select **I accept the terms of this agreement** check box (Figure 3).
- 5 Click the **Continue** button, as shown in Figure 3:

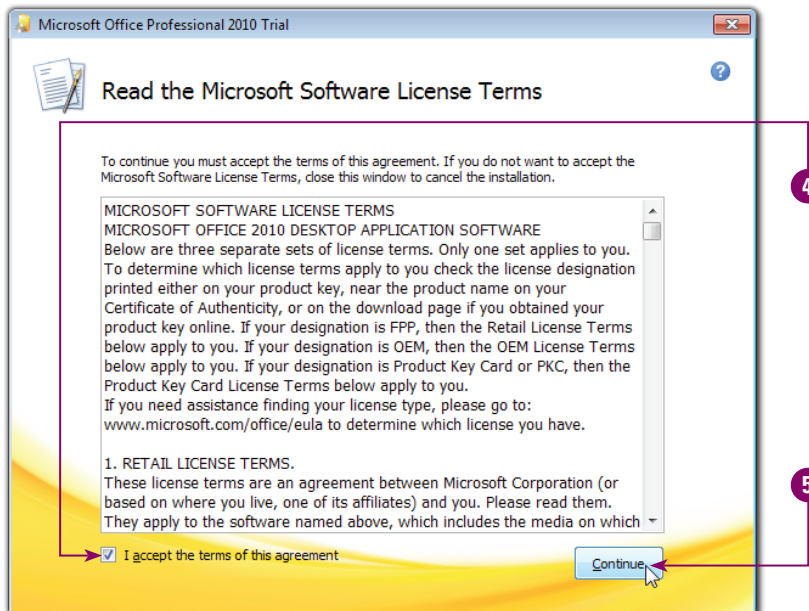


Figure 3: Accepting the License Agreement

The **Choose the installation you want** page appears (Figure 4), prompting you to select the type of installation that you want.

- 6 Click the **Customize** button to customize the installation of Office 2010, as shown in Figure 4:



Figure 4: Clicking the Customize Button

The **Upgrade** tab of the **Microsoft Office Professional 2010 Trial** setup opens (Figure 5).

- 7 Select the **Keep all previous versions.** radio button from the list of radio buttons displayed under the **Upgrade** tab, as shown in Figure 5:

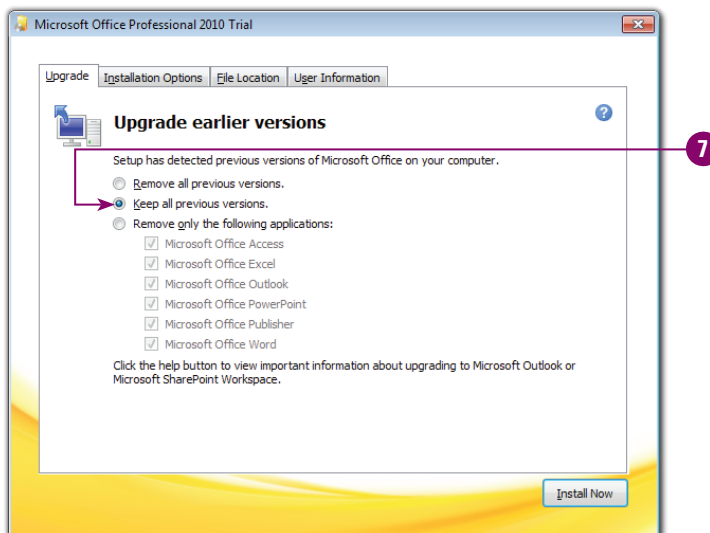


Figure 5: Selecting the Keep all previous versions. Radio Button

- 8 Click the **Installation Options** tab (Figure 6).

- 9 Select the **Microsoft Outlook** option from the list of options. A drop-down list appears (Figure 6).
- 10 Select the **Run all from My Computer** option from the drop-down list, as shown in Figure 6:

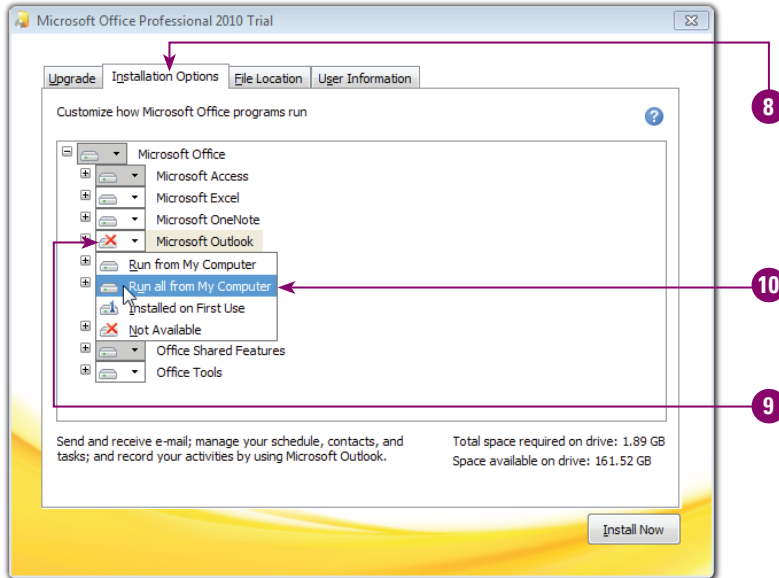


Figure 6: Selecting the Run all from My Computer Options

- 11 Click the **File Location** tab (Figure 7).
- 12 Specify an appropriate location in the text box besides the **Browse** button to save the Microsoft Office Professional 2010 Trial edition (Figure 7).
- 13 Click the **Install Now** button to start the installation, as shown in Figure 7:

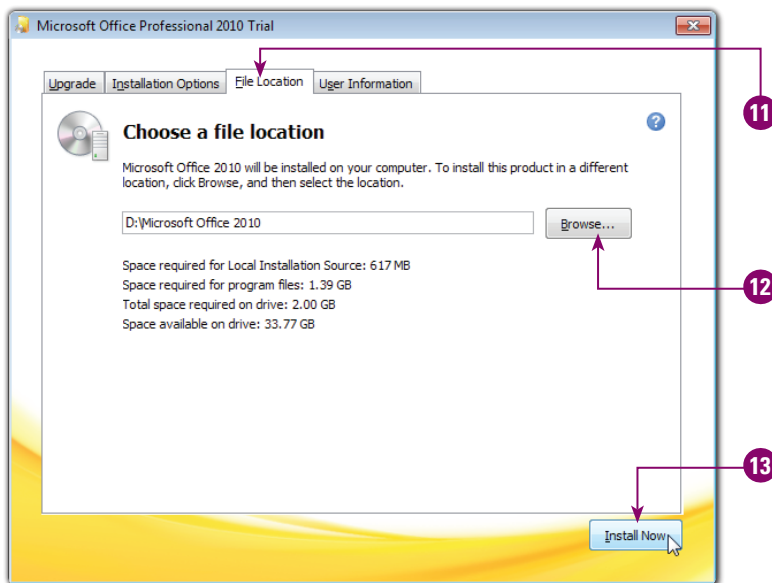


Figure 7: Clicking the Install Now Button

The installation of Microsoft Office 2010 begins, as shown in Figure 8:

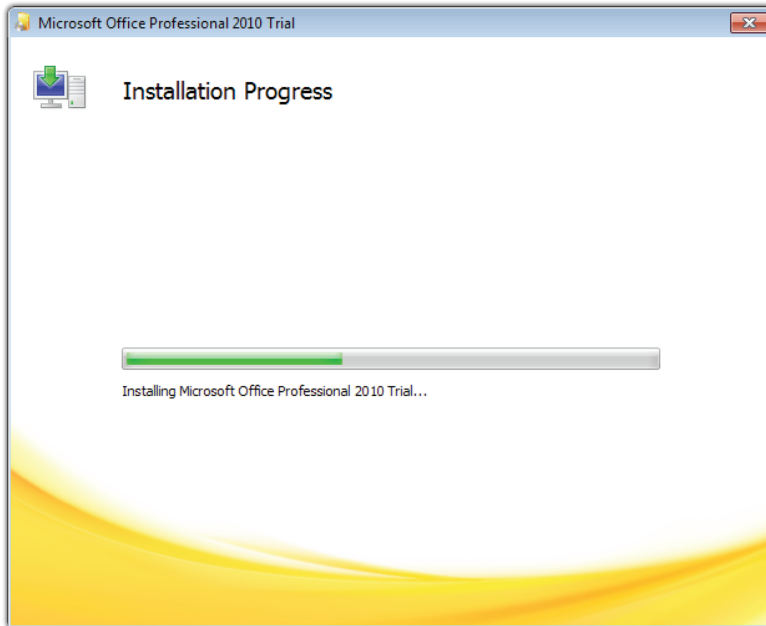


Figure 8: The Installation Process Begins

After the installation process is completed, the next page appears, displaying a message that the installation of Microsoft Office 2010 is complete (Figure 9).

- 14** Click the **Close** button, as shown in Figure 9:

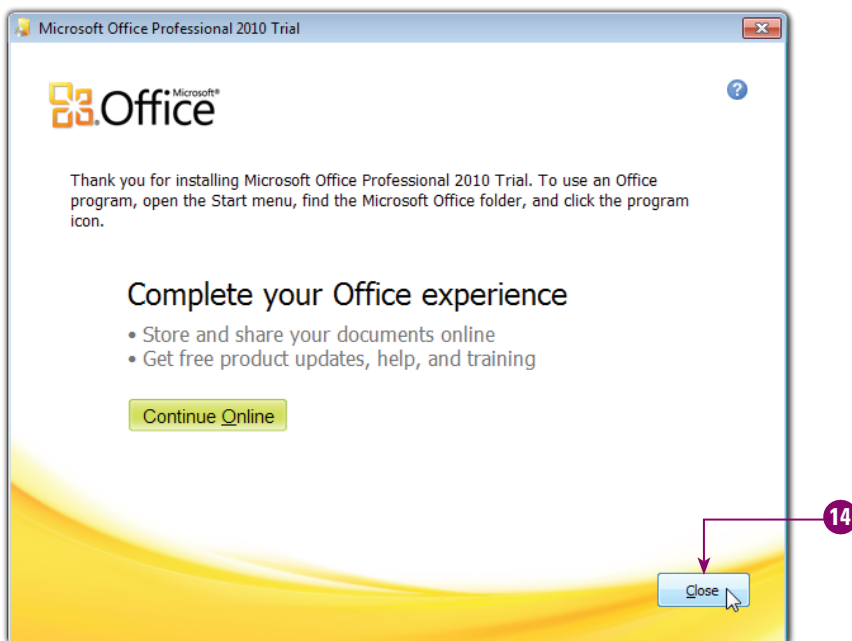


Figure 9: The Installation of MS Office 2010 completed

A confirmation message box called **Setup** appears (Figure 10), prompting you to reboot the system.

- 15** Click the **Yes** button to complete the setup, as shown in Figure 10:

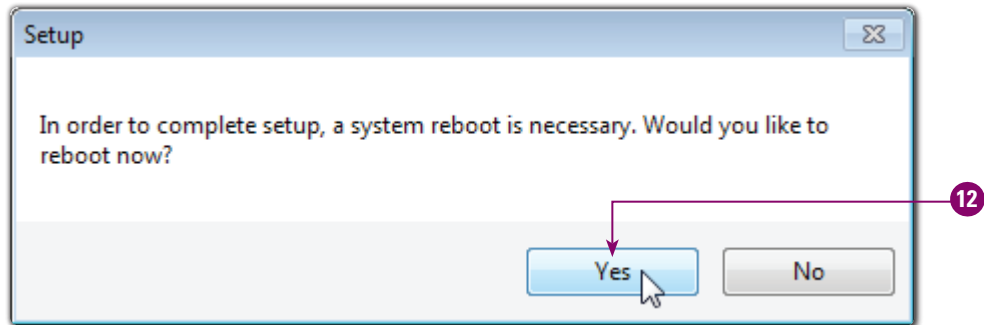


Figure 10: Finishing the Setup

Now, you can use the various applications of MS office 2010 suite installed in your computer.