

Installation Guide

Installing RapidTyping Tutor

RapidTyping tutor is very popular software to learn and enhance typing skills. It provides the facility to use the technique of touch typing. Touch typing is a technique to enhance your typing speed with minimum typographical errors. RapidTyping tutor is a very simple and easy-to-use application software application. It provides you a series of lessons, which can be used to improve your typing skills without looking at the keyboard. You can use your fingers in a proper way to type the text from the keyboard.

RapidTyping tutor is a freeware; therefore, you can download it from the Internet without paying any charges. RapidTyping tutor is available in two versions, i.e., Setup version and Portable version. The Setup version is installed and used in a local computer, while the Portable version can be installed and used from a flash drive or any external hard drive. Here, we will discuss the installation of the Setup version of the RapidTyping tutor software in a computer.

System Requirement

The minimum system requirements to install the RapidTyping software are as follows:

COMPONENT	MINIMUM SYSTEM REQUIREMENT
Processor	500-megahertz (MHz) processor or later versions
Memory	128 MB RAM
Hard disk	35 MB free hard drive space
Display	1028x720
Operating system	Windows XP, 2003, Vista, 2008, 7 8 and Windows 10 (including 32/64-bit versions)

Install RapidTyping 5.2

Perform the following steps to install the Setup version of the RapidTyping software:

- 1 Go to the hyperlink: <http://www.rapidtyping.com/en/downloads.html> to download the RapidTyping 5.2 version software.
- 2 Click the Download RapidTyping x32 button under the Setup for Windows headings. Wait until the RapidTyping_Setup_5.2_x32 software gets downloaded. When the RapidTyping_Setup_5.2_x32 file gets downloaded, open the folder.

- 3 Double-click the **RapidTyping_Setup_5.2_x32** file to start the installation. The **Welcome to RapidTyping 5.2 (x32) Setup** screen appears, as shown in Figure 1:



Figure 1: The Welcome to RapidTyping 5.2 (x32) Setup screen

- 4 The **License Agreement** screen appears (Figure 2).
- 5 Click the **I Agree** button to accept the license agreement, as shown in Figure 2:

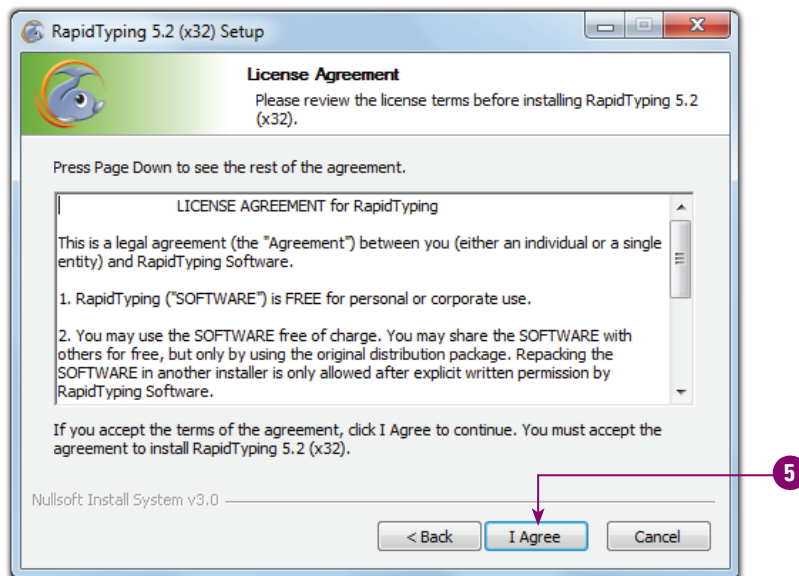


Figure 2: Accepting the License Agreement

The **Choose Install Location** screen appears (Figure 3).

- 6 Select the **Personal installation** radio button (Figure 3). You can also select the **Multi-user Installation** radio button to install the RapidTyping software in a network computer.

- 7 Select the folder in which you want to install the RapidTyping software by *clicking* the **Browse** button. In this case, we have selected the default destination folder (Figure 3).
- 8 Click the **Next** button, as shown in Figure 3:

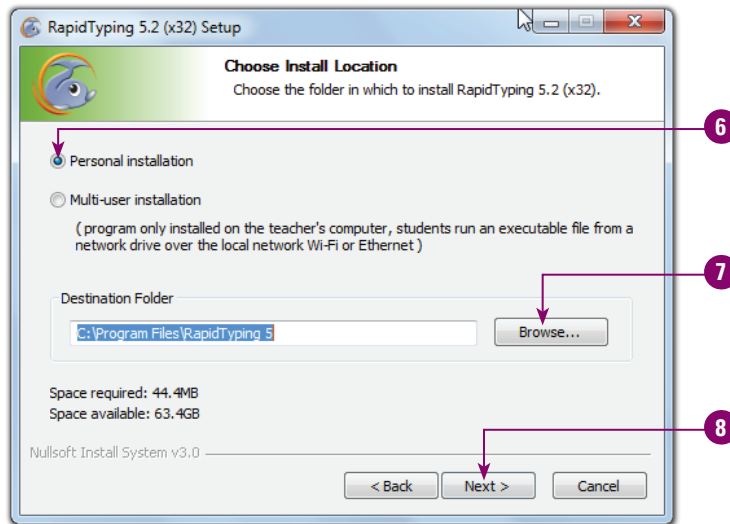


Figure 3: Choosing the Installation Location

The **Select Additional Tasks** screen appears (Figure 4).

- 9 Select the **Create a Desktop icon** check box to create a RapidTyping desktop icon in your computer or Select the **Create a Quick Launch icon** check box to create a shortcut icon in **All Programs** menu in the computer. You can also select both the options. In this case, both the options are selected (Figure 4).
- 10 Click the **Install** button to start the installation process of the software, as shown in Figure 4:

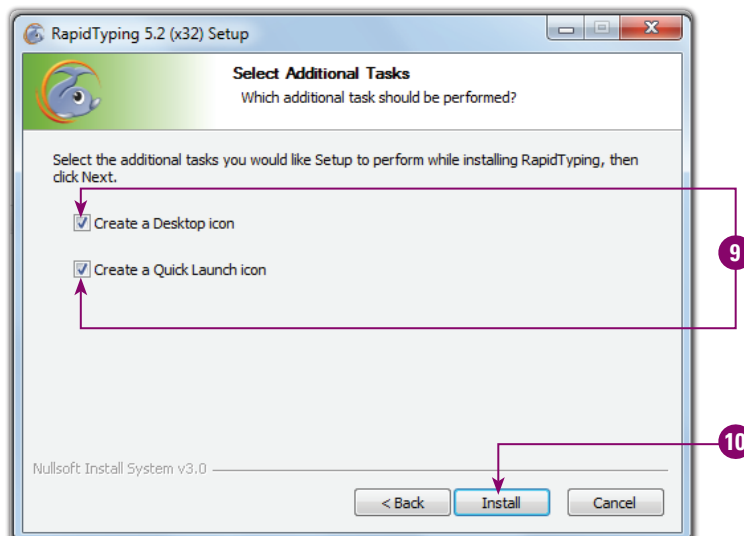


Figure 4: Creating a Shortcut Icon

After the installation process completes, the **Completing RapidTyping 5.2 (x32) Setup** screen appears (Figure 5).

- 11 Select the **Run RapidTyping** check box to launch the RapidTyping application (Figure 5).
- 12 Click the **Finish** button to complete the installation Setup process, as shown in Figure 5:

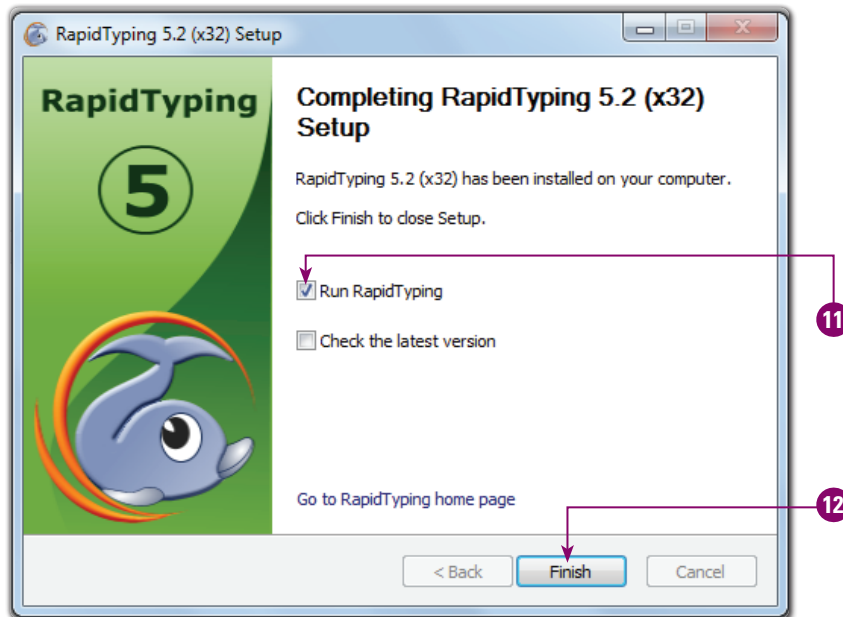


Figure 5: The Completing RapidTyping 5.2 (x32) Setup Screen

Now, the **RapidTyping** software gets installed in your computer and the interface of **RapidTyping** application appears, as shown in Figure 6:

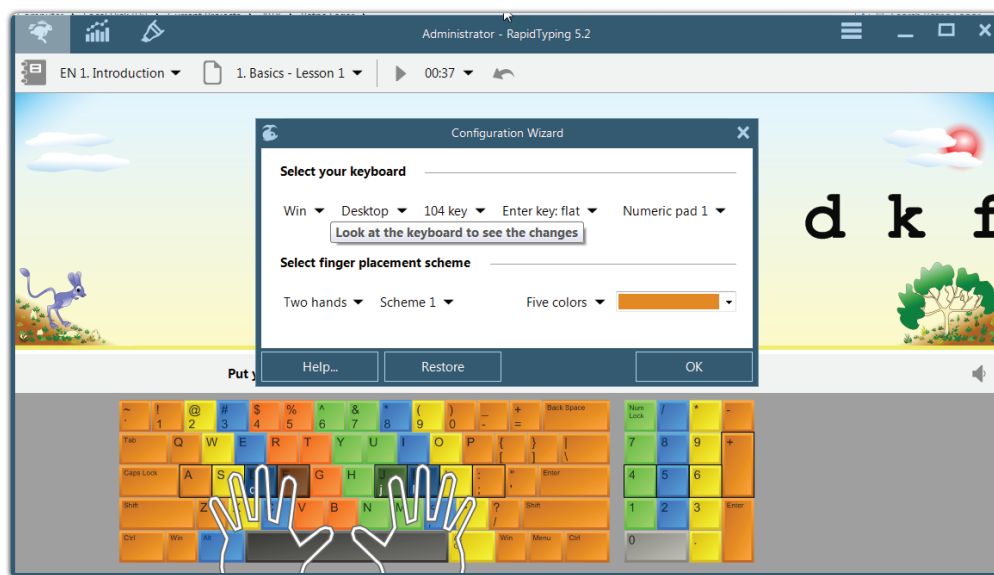


Figure 6: Interface of RapidTyping Application

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:

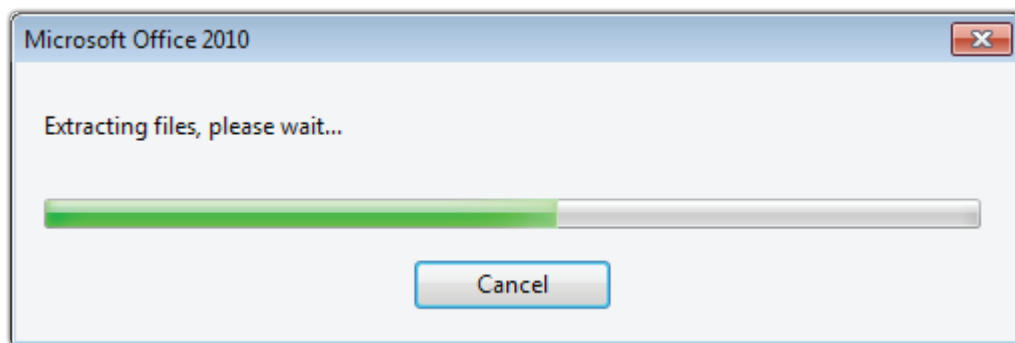


Figure 1: Extracting File

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:

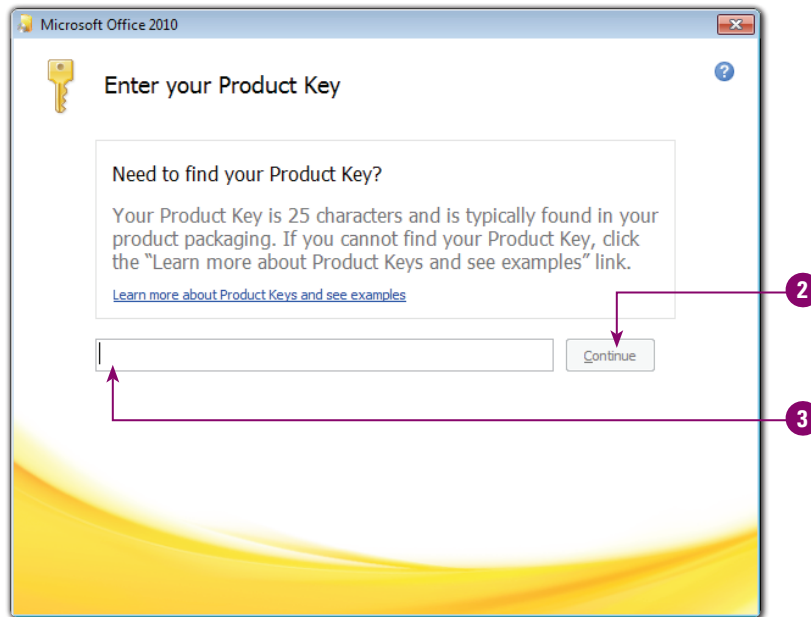


Figure 2: Entering the Product Key

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:

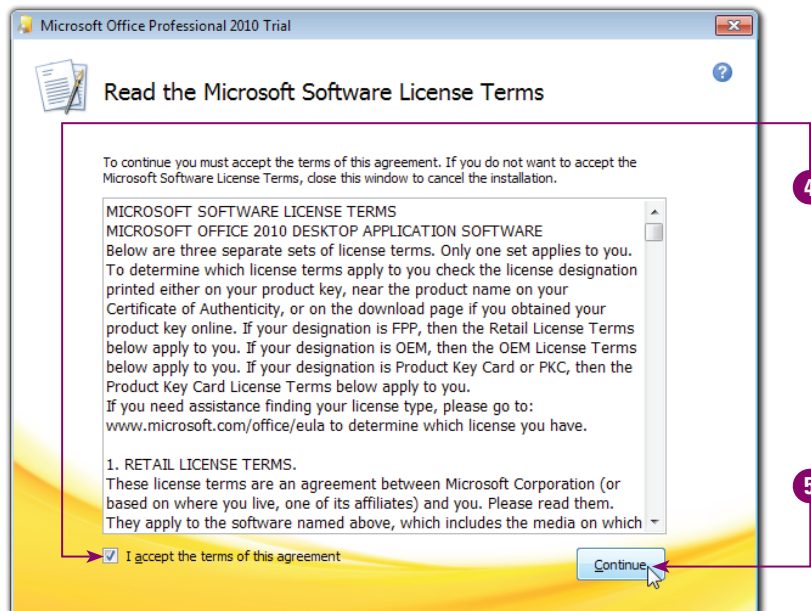


Figure 3: Accepting the License Agreement

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:

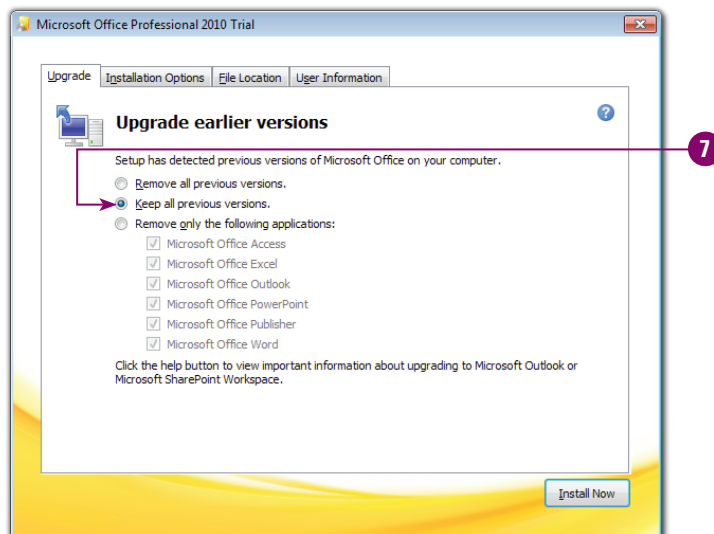


Figure 5: Selecting the Keep all previous versions. Radio Button

- 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:

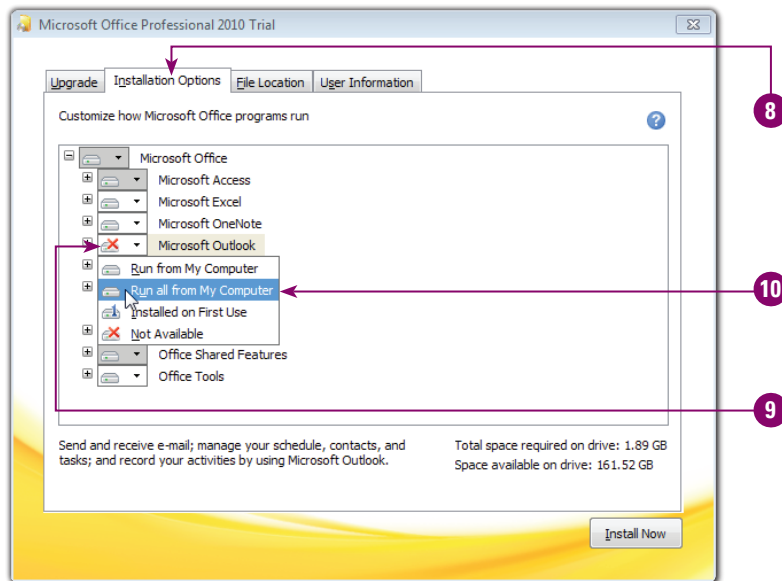


Figure 6: Selecting the Run all from My Computer Options

- 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:

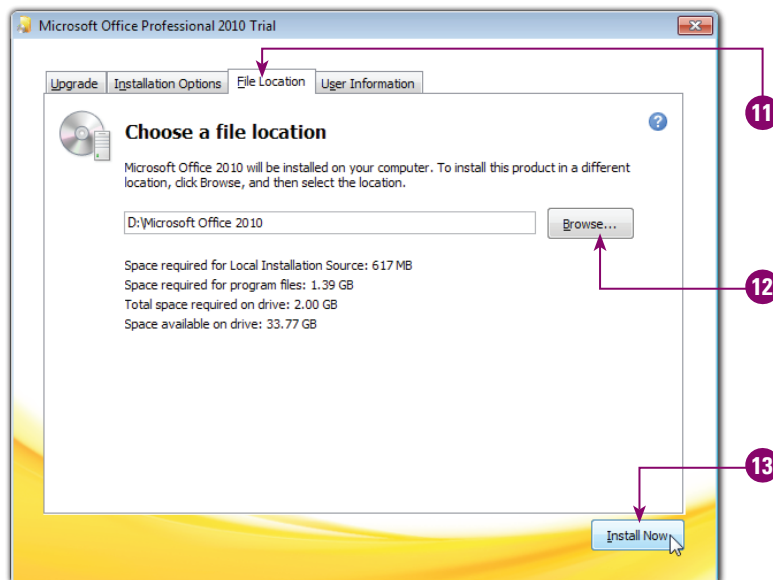


Figure 7: Clicking the Install Now Button

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

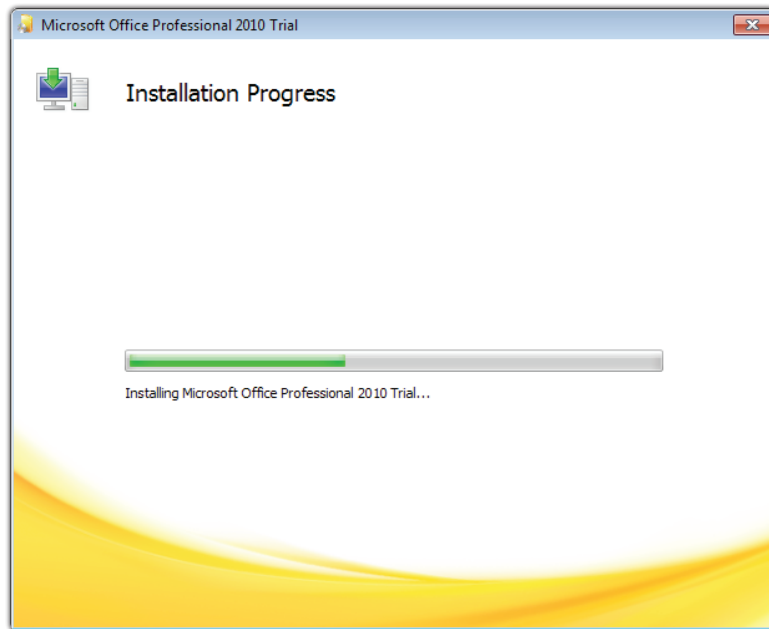


Figure 8: The Installation Process Begins

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:

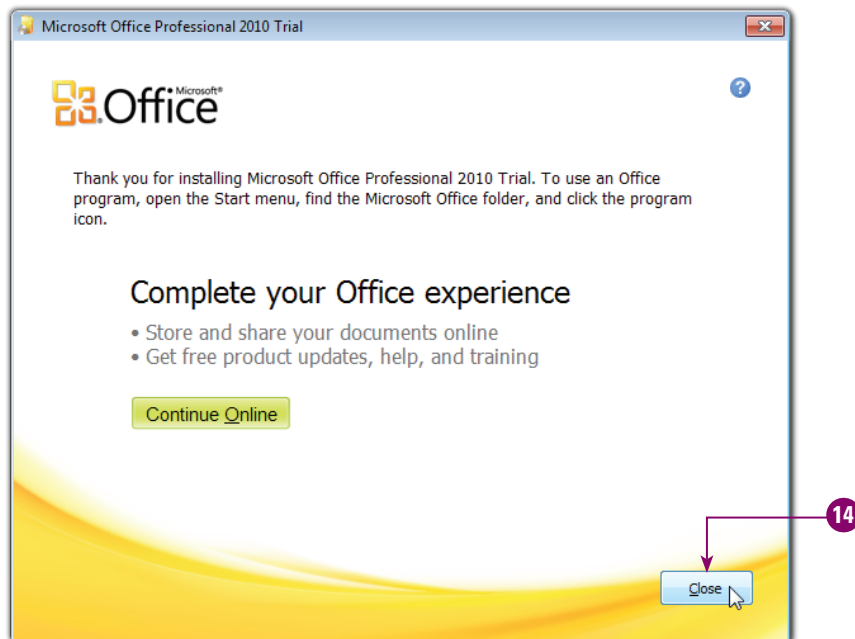


Figure 9: The Installation of MS Office 2010 completed

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:

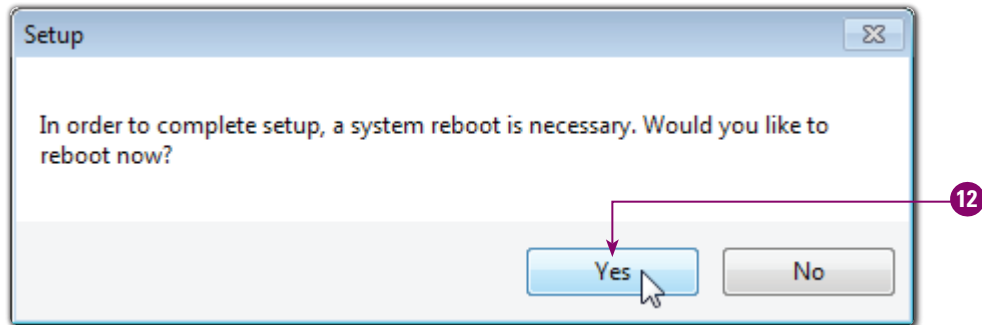


Figure 10: Finishing the Setup

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