

NIELIT Gorakhpur

Course Name: O Level (2nd Sem)

Subject: ICT

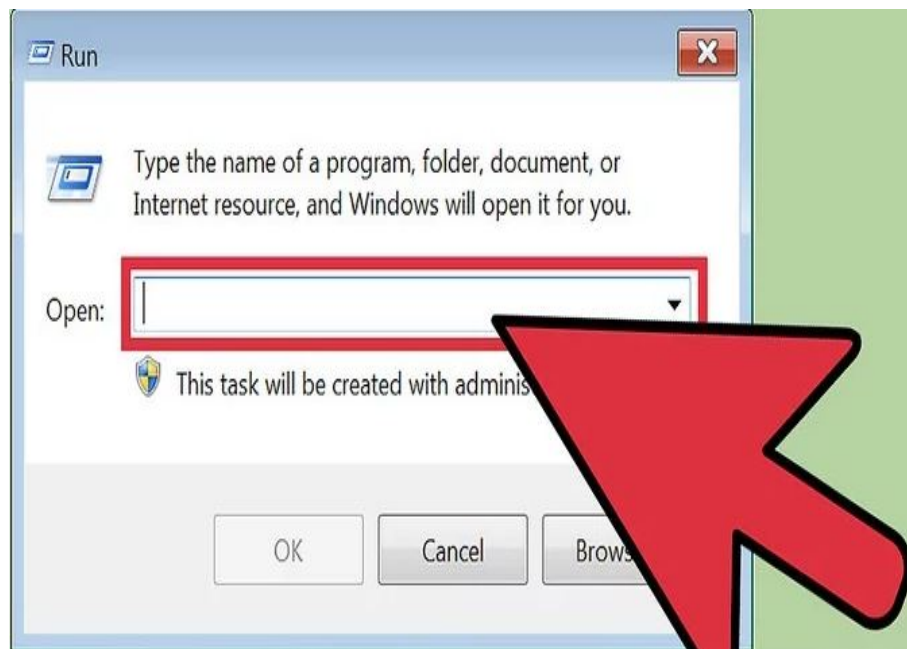
Topic: How to Install Microsoft Office 2007

Date: 31-03-20

Install Microsoft office 2007:-

Step1:- Insert the Microsoft Office 2007 setup disk into the disk drive on your computer. The Setup Wizard will automatically display on-screen after a few moments.

- Click on “Start,” select “Run,” then type “D:\setup.exe” to launch the setup wizard if it fails to automatically display on-screen.



Step2- Enter your 25-character Product Key, then click “Continue.” Your Office 2007 Product Key can be found inside your product package or in your purchase



Step3:- Read and accept the Microsoft Software License Terms, then click “Continue.”

Choose the installation you want

Install Now This option appears if you do not have an earlier version of Microsoft Office installed on your computer. This option allows you to run a complete installation with the exception of a few specialized files.

Upgrade This option appears if you have an earlier version of Microsoft Office installed on your computer. This option allows you to run a complete installation with the exception of a few specialized files. The earlier version of Microsoft Office detected on your computer is automatically removed.

Customize This option allows you to make specific choices about each aspect of your installation, including which programs are installed, and where they are installed. For example, you might want to install only one program instead of several.

If you receive an error message or encounter a problem, visit the [2007 Microsoft Office suites Setup Resource Center](#) for troubleshooting information or to contact Microsoft Product Support.



Step4:- Select either “Upgrade” or “Custom,” depending on your preferred type of installation. If you want Office 2007 to replace an earlier version of Office, select “Upgrade.” If you want to keep your existing version of Office installed on your computer, select “Custom.”

- If you select “Custom,” click the radio button next to “Keep all previous versions,” then click on the “Installation Options” tab and select “Run all from My Computer.” The setup wizard will then proceed with installation.



Step5:- Wait for Office 2007 to install on your computer. The installation process takes between 15 and 30 minutes to complete.



Step6:- Click on “Close” when the setup wizard informs you Office 2007 was successfully installed.



Step7:- Launch an Office 2007 product from your desktop or its saved location. The Microsoft Office Activation Wizard will display on-screen so you can activate your new software.

