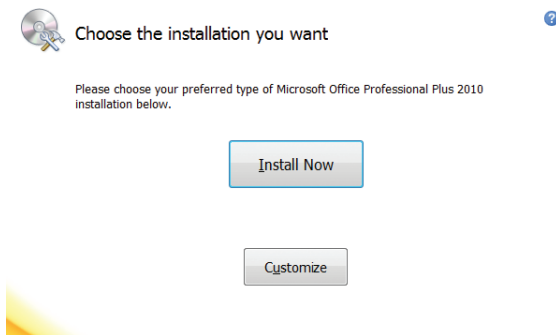


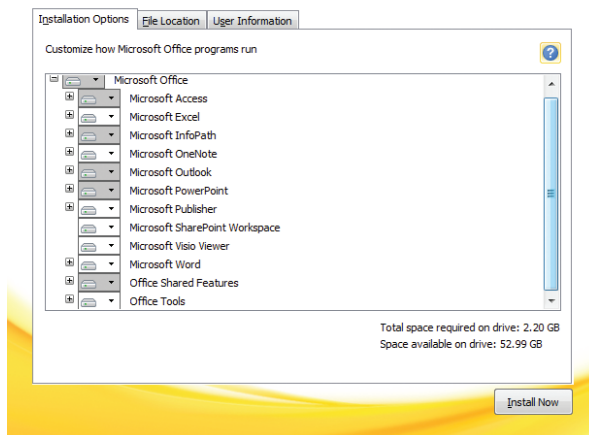
Installing PowerPoint 2010

If you have not yet installed PowerPoint 2010 then now is the time to do so.

- 1 Insert the Microsoft Office 2010 CD into your computer
- 2 If the setup program does not start automatically, double-click on setup.exe on the CD to start it
- 3 Click Install Now to perform a standard installation, or click Customize to select what you want to install



- 4 If you clicked on Customize, work through the available programs and select whether or not to install each one



Hot tip



You can check out all of the new features of PowerPoint 2010, and other Office 2010 applications, by downloading a trial version from <http://www.microsoft.com/office>.

Hot tip



If you already have a version of Office installed on your computer, you may be offered the option to Upgrade your existing installation. By upgrading, you will keep all your existing settings.

Hot tip



Even if you are running a 64-bit version of either Windows Vista or Windows 7, the default version of Office 2010 installed is the 32-bit version, so make sure you install the 64-bit version.

Hot tip

If you want to install all of the available programs, just select Run all from My Computer when clicking on Microsoft Office.

Don't forget

Make sure you have enough available free disk space, in order to install all of the Microsoft Office programs that you have selected.

Don't forget

You will need a valid Product Key to complete the installation of Microsoft Office 2010.

...cont'd**5**

Click on the File Location tab to select where on your computer to install the chosen Office 2010 programs

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Click on the User Information tab and enter your details in the Full Name, Initials, and Organization boxes, then click the Install Now button