

Installing Office 2007 for Windows

Installing and Configuring Microsoft Office 2007

Overview

Office 2007 is available for self-installation by faculty and staff on college-owned Windows computers. The installation will take between 30 and 60 minutes to complete. The previous version of Office does not need to be removed before installing Office 2007.

→ After installation, be sure to click the **Get Started** tab in Word, Excel and PowerPoint to find tools for learning Office 2007 programs.

Installation Steps

1. A faculty or staff member must be logged into the computer with their personal Novell account (make sure the "Workstation Only" box is **not** checked on the login screen).
2. Go to the **Start** button and select **Run...**
3. In the **Open:** field enter `\\orion2\install\office_2007` and click OK.
4. Double-click the **setup.exe** (or setup) file. An **Installation Progress** window will appear indicating that the installation has begun.
5. Please be patient – at times there will appear to be no progress or activity occurring. To confirm that installation is complete, wait for the following message to appear (may take up to 60 minutes):
Congratulations! You have successfully installed Office 2007.
6. Click OK.
7. Close the Office 2007 window.

Microsoft Office programs are now ready to use. Upon first launch of any Office program a **Privacy Options** window will appear. The "Get online Help" option is the only one that should be checked. Click OK.

Configuring Word 2007 Line Spacing (optional, but recommended)

By default, Word 2007 is configured for double-spaced lines, which is different from Word 2003's single-line spacing. To change to the familiar line and paragraph spacing used in Word 2003, follow these steps:

1. Launch Word 2007
2. Click the **Home** tab
3. Click on **Change Styles** (far right on the toolbar)
4. Choose **Style Set**
5. Choose **Word 2003**
6. Click on **Change Styles** again
7. Click **Set as Default**
8. Exit Word by clicking the round Office button in the top left corner then clicking the **Exit Word** button. Click **No** if prompted to save changes to Document1.

Office 2007 installation and configuration is now complete.

For additional help, contact the ITS Helpdesk at helpdesk@ithaca.edu or 4-3282.

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