Installing Microsoft Office 2013

You can install Office 2013 from Software Center. Software Center is installed on all University owned computers. See below for instructions on locating Software Center.

Note:

- if you had shortcuts on your desktop for an old version they will no longer work. You must delete the shortcuts and create new ones (see below for instructions on creating desktop shortcuts)

To Locate Software Center:

1. Click on the Start button on the bottom left side of your screen and click All Programs
2. Click on the Microsoft System Center folder, and then click on the Configuration Manager folder

3. Click on Software Center to launch the program

OR

1. Click on the Start button on the bottom left side of your screen and in the search bar type Software Center
2. Click on Software Center to launch the program

To Install Office 2013:

1. Open Software Center and locate Microsoft Office Professional Plus 2013 under the Available Software tab

2. Select Microsoft Office Professional Plus 2013 and click the Install Selected button in the bottom right hand corner
3. You can view the status of the install under the Installation Status tab

<table>
<thead>
<tr>
<th>NAME</th>
<th>TYPE</th>
<th>PUBLISHER</th>
<th>AVAILABLE AFTER</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Office Pro</td>
<td>Application</td>
<td>Microsoft</td>
<td>4/2/2013</td>
<td>Installing</td>
</tr>
</tbody>
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4. Once the install is complete it will require you to restart your computer

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5. After your computer restarts Office 2013 will be completely installed and you can access it by going to Start > All Programs > Microsoft Office 2013

Creating Desktop Shortcuts:

1. Go to the Start menu and locate the program you’d like to create a shortcut for
2. Right-click on the program
3. Select Send to > Desktop (create shortcut)
4. The shortcut will now be on your desktop. Repeat for all desired programs