Step-by-Step: Installing Excel

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**Document Overview**

**Documentation Goals**

This documentation is intended to provide step by step instructions for ***installing, using, and uninstalling an Excel Program****.*

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# **Instructions**

## To Install this Download

### Download Installation Program

Download the file by clicking the “***Download”*** button and saving the file to your hard disk.

### Run Executable

Double-click the **xlviewer.exe** program file on your hard disk to start the Setup program.

### Run Installation

Follow the instructions on the screen to complete the installation.

## Instructions for Use

After you install this download, open a file in Excel Viewer 2003:

### Open Program

On the ***File*** menu, click “***Open”***.

### Open File Location

In the ***Look in*** list, click the drive, folder, or Internet location that contains the file you want to open.

### Locate Desired File

In the folder list, locate the file, or locate and open the folder that contains the file.

### Open File

Click the file, and then click “***Open”***.

## To Remove this Download

To remove the download file, delete the file **xlviewer.exe**.

### Open Control Panel

On the ***Start*** menu, point to ***Settings*** and then click “***Control Panel”***.

### Open Program Removal

Double-click *“****Add/Remove Programs”***.

### Select Program

In the list of currently installed programs, select ***Microsoft Office Excel Viewer 2003*** and then click “***Remove”*** or “***Add/Remove”***. If a dialog box appears, follow the instructions to remove the program.

### Confirm Removal

Click “***Yes”*** or “***OK”*** to confirm that you want to remove the program.