

Computer Systems Fundamentals

(H175 34)

Outcome 3, Task 2

“Installing then configuring Microsoft© Word XP”

An electronic record of your activities

Your name: Chris Dworczyk

Date: 08/03/2017

Your class: HNC3 group

Logon to your workstation with hccomp credentials

Navigate to the

C:\ Program Files\Microsoft Learning\CompSysFun\Outcome3\HNC3 folder

Launch the “HNC3\_Windows7” Virtual PC image to provide the Windows 7 desktop using the user account you created during install for Outcome 3, Task 1

Insert the CD provided and referring throughout to the “Outcome 3 Task 2 Instructions” sheet, describe in detail in the response area below, the steps you take to install then configure Microsoft© Word XP

1. Accept the prompt when launching the installation

2.Fill out your name, initials and product key if one is provided.

3.Read and check agree box to the license

4.Select install now

5.Check the applications you want to install are correctly selected and press install.

6.Select ok

7.Check the program has been installed correctly

Once installed, remember to provide a screenshot of your

Start | All Programs pop-up menu

When completed, save this document and provide your lecturer with an electronic copy together with any separate screenshots etc.

And finally, you will be required to demonstrate your installation and customisation to your lecturer