



pmp PROJECT

Spring 2025



Workshop

**How to Set up
MS Project or
Project Libre**

Rosemary Obi | Fall/Spring



MS Project download



- **Search for Office customization tool on Google**

Microsoft 365
<https://config.office.com/deploymentsettings> :

Office Customization Tool - Microsoft 365 Apps admin center

Office Customization Tool ... Office Suites. Select Office Suites product . Visio. Select Visio product . Project. Select Project product .





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- It brings you here and then you click on the size of your laptop architecture

The screenshot shows a web interface for the Microsoft 365 Apps admin center. At the top, there's a header with the Microsoft logo and the text "Microsoft 365 Apps admin center". Below the header, the title "Office Customization Tool" is displayed, along with a link "Learn more about the Office Customization Tool". Underneath the title, the section "Deployment settings" is visible. A dropdown menu titled "Products and releases" is open. Within this menu, the "Architecture" section is expanded, showing a question "Which architecture do you want to deploy? *". There are two options: "32-bit" and "64-bit", with "64-bit" being selected and indicated by a blue circle. A cursor arrow is positioned over the "64-bit" option. At the bottom of the dropdown menu, there's a section labeled "Products *".



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- Select office Suite Product and click on Ms 365 for entreprise



The screenshot shows the Microsoft 365 Apps admin center interface. At the top, there's a navigation bar with the Microsoft logo and the text "Microsoft 365 Apps admin center". Below this is a section titled "Office Customization Tool" with a link "Learn more about the Office Customization Tool". A dropdown menu is open under the "Deployment" heading, listing various Microsoft 365 products. The option "Microsoft 365 Apps for enterprise" is highlighted with a cursor icon pointing at it. Other options listed include "None", "Microsoft 365 Apps for business", "Office LTSC Professional Plus 2021 - Volume License", "Office LTSC Professional Plus 2021 (SPLA) - Volume License", "Office LTSC Standard 2021 - Volume License", "Office LTSC Standard 2021 (SPLA) - Volume License", "Office Professional Plus 2019 - Volume License", and "Office Standard 2019 - Volume License". At the bottom of the dropdown menu is a button labeled "Select Office Suites product".

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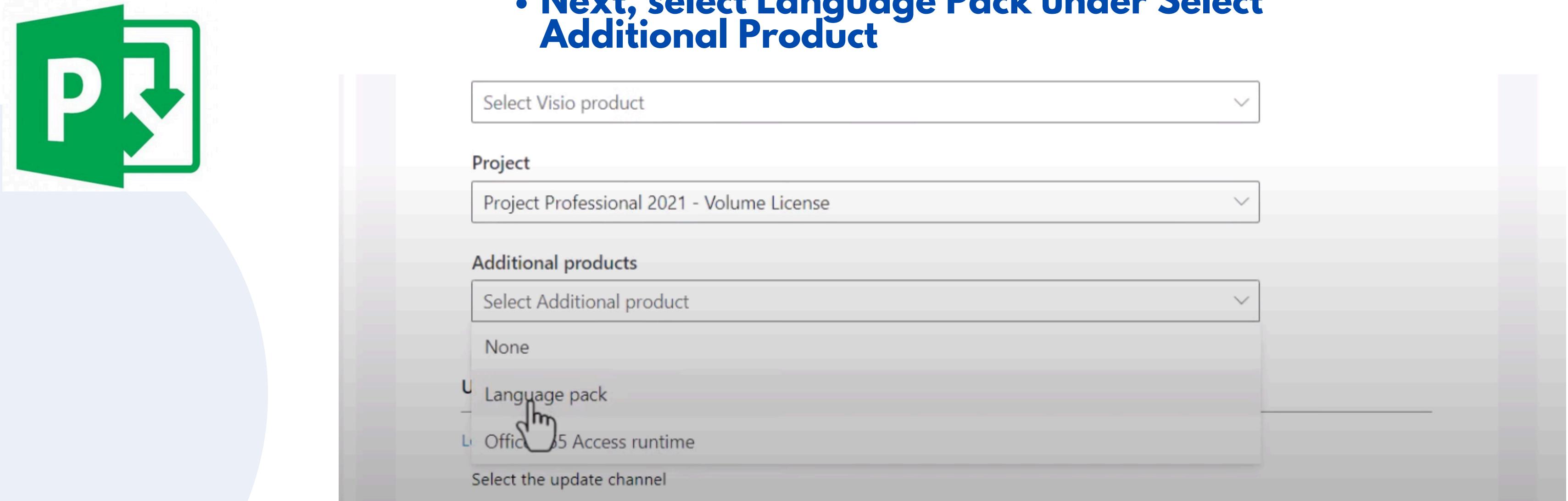


- Next, select Project Professional 2021 Volume License under Select Project Product

A screenshot of a software interface for selecting a Microsoft Project product. On the left, there's a sidebar with a 'Deployment' section showing 'None' and a 'Project Online Desktop Client'. To the right is a large dropdown menu titled 'Select Project product'. The menu lists several options: 'Project Professional 2021 - Volume License' (which is highlighted with a cursor icon), 'Project Standard [cursor icon] - Volume License' (with a cursor icon over the number), 'Project Professional 2019 - Volume License', 'Project Standard 2019 - Volume License', 'Project Professional 2016 - Volume License', and 'Project Standard 2016 - Volume License'. At the bottom of the dropdown is a button labeled 'Select Project product' with a dropdown arrow icon.

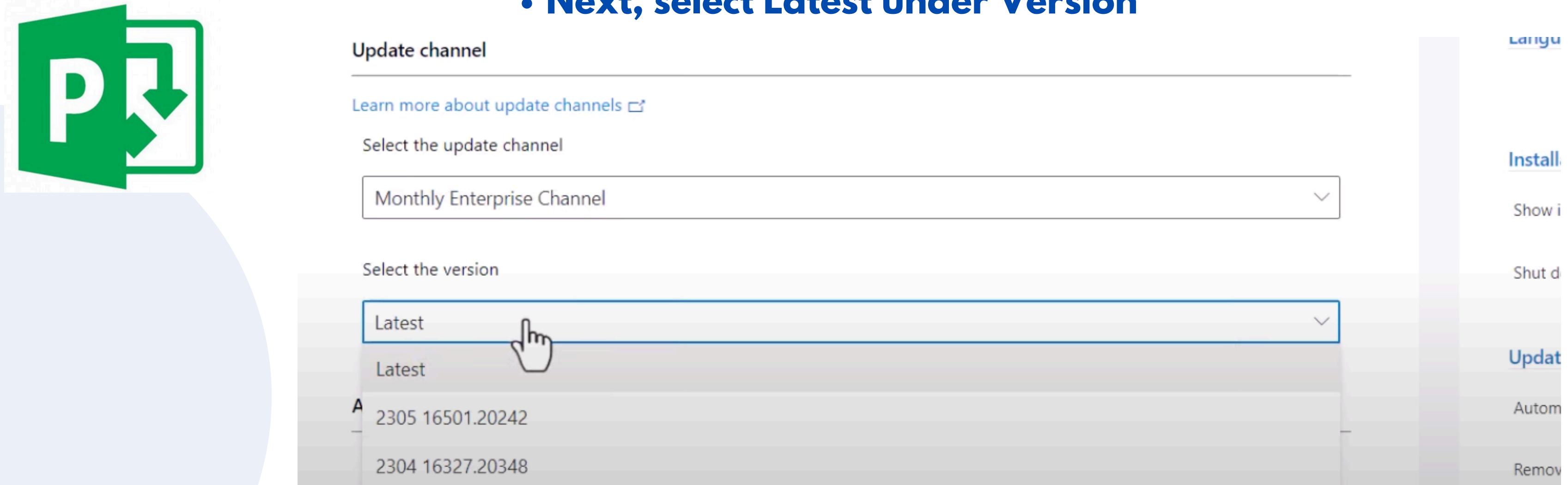
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- Next, select Language Pack under Select Additional Product



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- Next, select Latest under Version



The screenshot shows the Microsoft Project download interface. At the top left is the Microsoft Project logo. Below it, there's a heading "Update channel" with a link "Learn more about update channels". A dropdown menu is open, showing "Monthly Enterprise Channel". Below this, another dropdown menu is open under "Select the version", with "Latest" highlighted and a hand cursor icon pointing at it. Other options in the dropdown include "Latest" (disabled), "2305 16501.20242", and "2304 16327.20348". To the right of the dropdowns, there are sections for "Language", "Install", "Show info", "Shutdown", "Update", "Automation", and "Remove".

Version	Build Number
Latest	16501.20242
Latest	16327.20348



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- Next, align your apps the way you see it in the image below. But it all depends on your preferences too

Apps

Turn apps on or off to include or exclude them from being deployed

Access	<input type="checkbox"/> Off	Excel	<input checked="" type="checkbox"/> On
OneDrive (Groove)	<input type="checkbox"/> Off	Skype for Business	<input type="checkbox"/> Off
OneDrive Desktop	<input type="checkbox"/> Off	OneN	<input checked="" type="checkbox"/> On
Outlook	<input type="checkbox"/> Off	PowerPoint	<input checked="" type="checkbox"/> On
Publisher	<input checked="" type="checkbox"/> On	Teams	<input checked="" type="checkbox"/> On
Word	<input checked="" type="checkbox"/> On		

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- Click next

Background service for Microsoft Search in Bing

[Learn more about Microsoft Search in Bing](#)

On



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- Select language

Languages

Select primary language *

English (United States) ▼

Select additional languages

Select additional languages Add



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- Click Next

A screenshot of the Microsoft Project setup wizard. At the top, there is a 'Shut down running applications' toggle switch set to 'Off'. Below it is a 'Next' button. The main area shows two expandable sections: 'Update and upgrade' and 'Licensing and activation'. A cursor arrow points to the 'Licensing and activation' section.



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- Turn it off

Upgrade options

Uninstall any MSI versions of Office, including Visio and Project

[Learn more about removing MSI versions of Office when you upgrade](#)

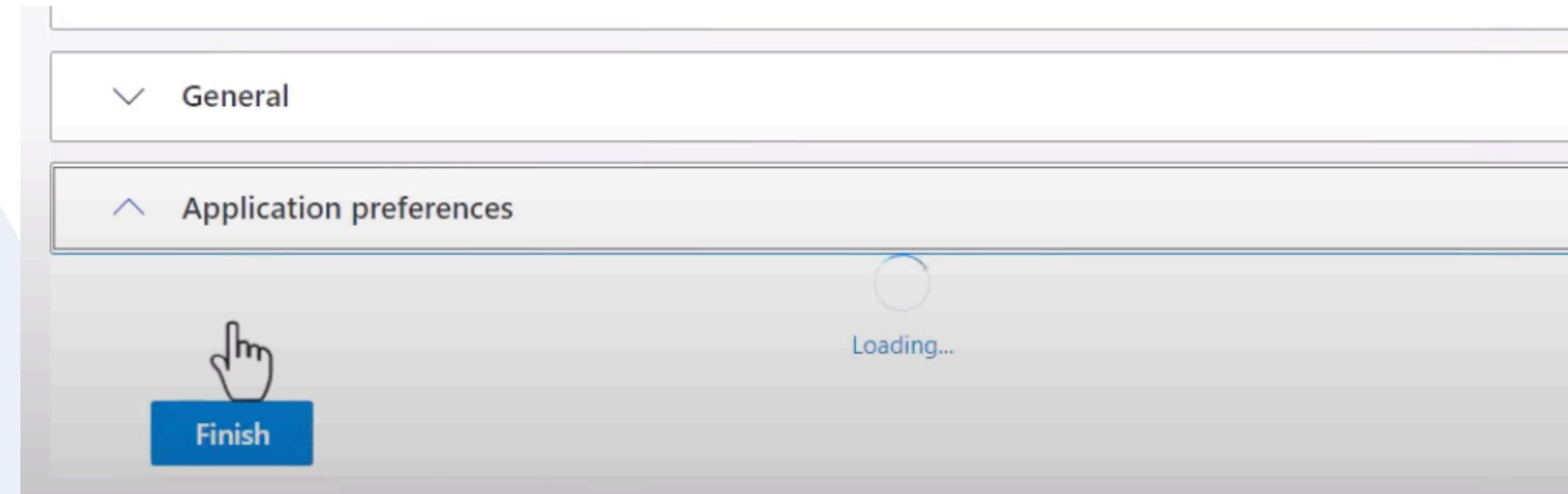
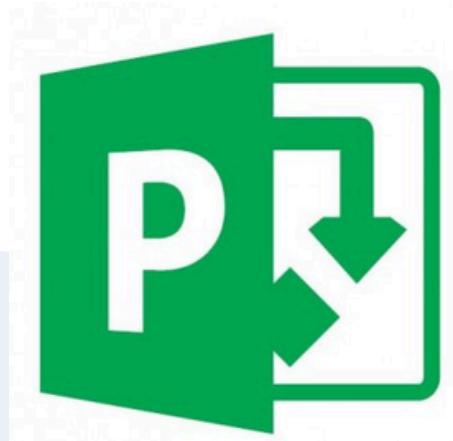


Uninstall Visio On

Uninstall Project On



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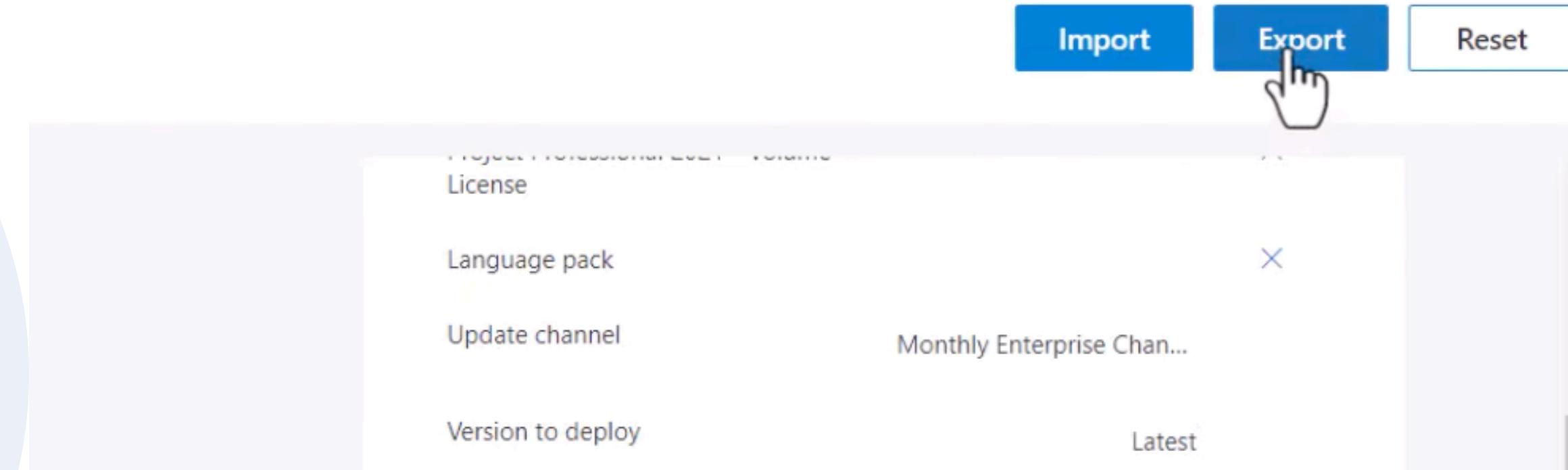
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- Then Click on Export



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- Then click on Office Open XML Formats and click on OK and accept the terms and conditions

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Default File Format X

Since Microsoft Office 2013, support has been added for opening and saving files in the OpenDocument Format (ODF). You can customize the deployment configuration to specify the format you would like as the user's default.

Keep Current Settings
Choose this option to keep the current settings for this deployment configuration.
Word - Not configured
Excel - Not configured
PowerPoint - Not configured

Office Open XML formats
 Choose this option to set the user's defaults for Word, Excel, and PowerPoint to the file format designed to support all the features of Microsoft Office.
[Learn more ↗](#)

OpenDocument formats
Choose this option to set the user's defaults to use the ODF file formats designed to support the features of third-party productivity applications that also implement ODF. Many features of Microsoft Office are supported by ODF but some content or editability may be lost upon save.
[Learn more about the level of support by ODF for Microsoft Office features ↗](#)

Note: You can use Group Policy or the Office Cloud Policy Service [↗](#) to manage this setting for all users.
[Learn more about the differences between formats ↗](#)

MS Project download



- It downloads and then you copy it and create a folder for it on your desktop and name it Office





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- Then search for **Office deployment tool on Google** and click on it



Microsoft

<https://www.microsoft.com/en-us/download/details.aspx>

[Download Office Deployment Tool from Official ...](#)

Jul 14, 2023 — The Office Deployment Tool (ODT) is a command-line tool that you can use to download and deploy Click-to-Run versions of Office, ...





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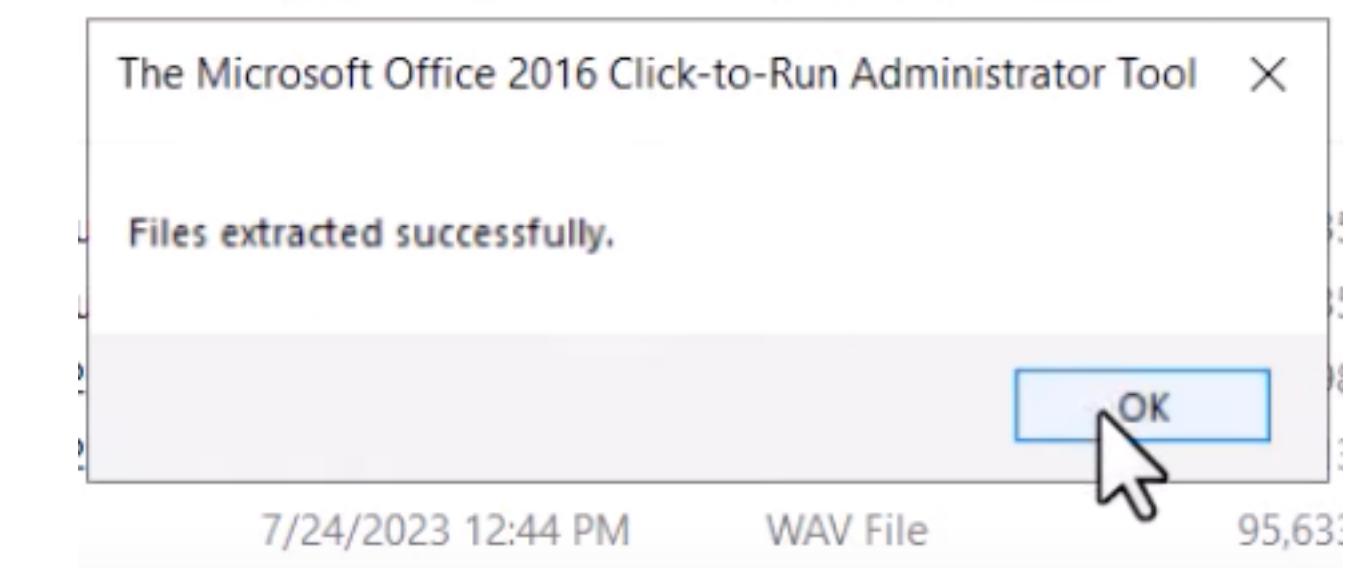
- Then, search for the Office deployment tool on Google, click on it, and download it.
- Look for it under your downloads, right-click, and run as administrator.
- Accept the terms and click continue, then search for your folder, click on it and click OK.

Microsoft
<https://www.microsoft.com/en-us/download/details.aspx?id=52611>

Download Office Deployment Tool from Official ...

Jul 14, 2023 — The Office Deployment Tool (ODT) is a command-line tool that you can use to download and deploy Click-to-Run versions of Office, ...

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- **These would be the content in your folder**

Name

	Configuration
	configuration-Office365-x64
	configuration-Office365-x86
	configuration-Office2019Enterprise
	configuration-Office2021Enterprise
	setup



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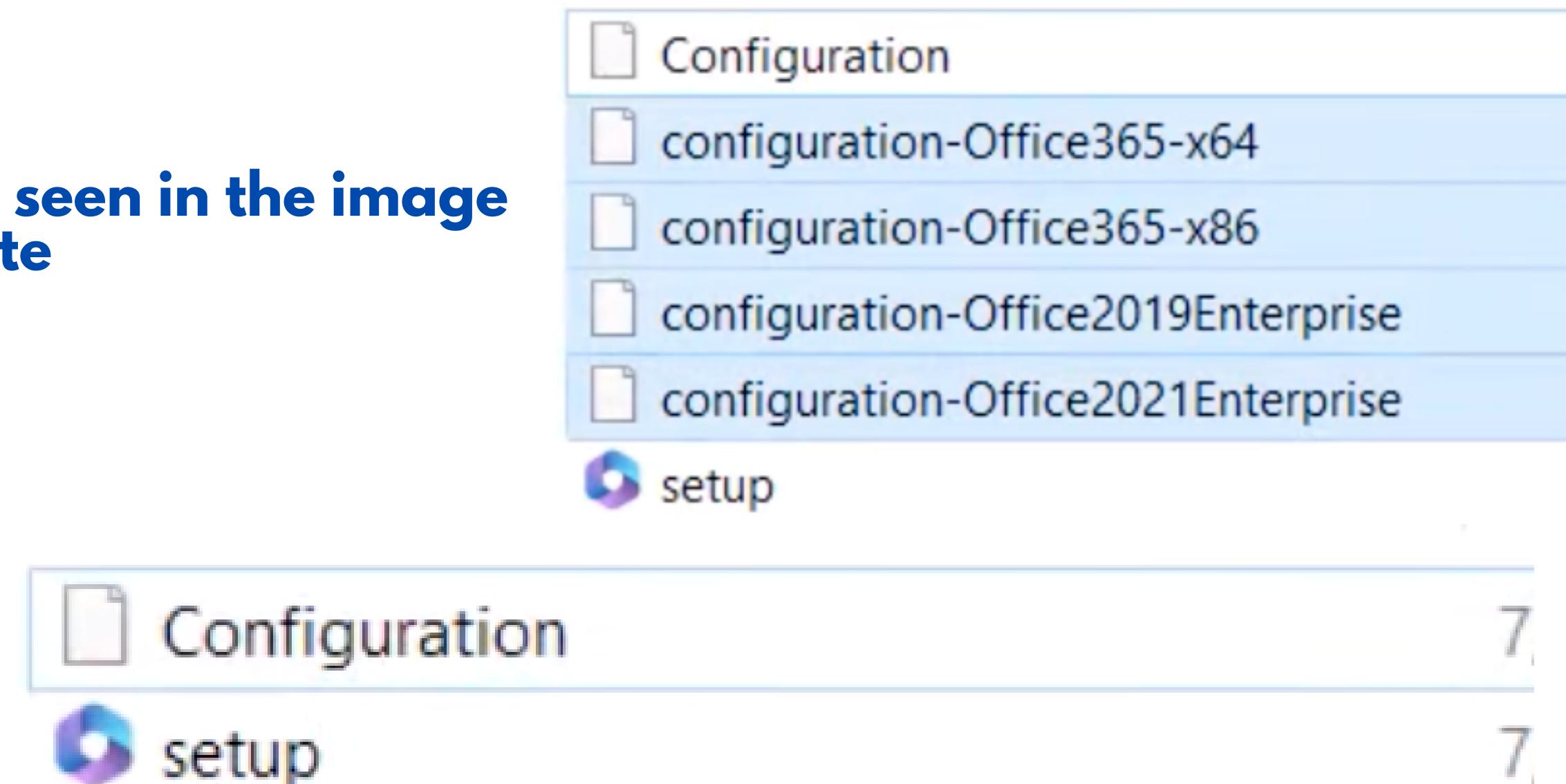
- You only need these two

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7

7





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- Open your command prompt, then run as administrator and

```
Administrator: Command Prompt
Microsoft Windows [Version 10.0.19045.3208]
(c) Microsoft Corporation. All rights reserved.

C:\WINDOWS\system32>
```

- then type cd then give space after that

```
Administrator: Command Prompt
Microsoft Windows [Version 10.0.19045.3208]
(c) Microsoft Corporation. All rights reserved.

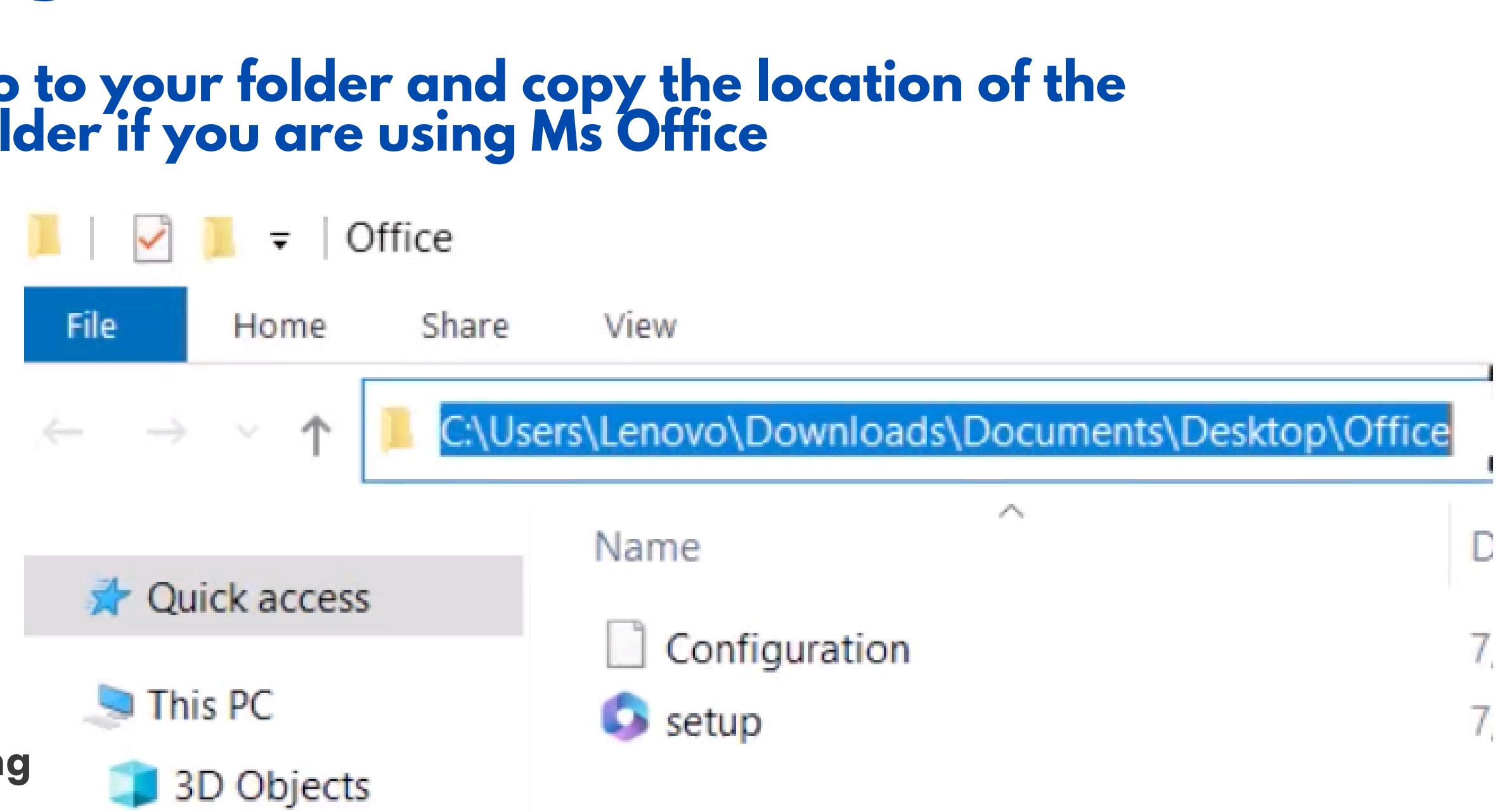
C:\WINDOWS\system32>cd
```



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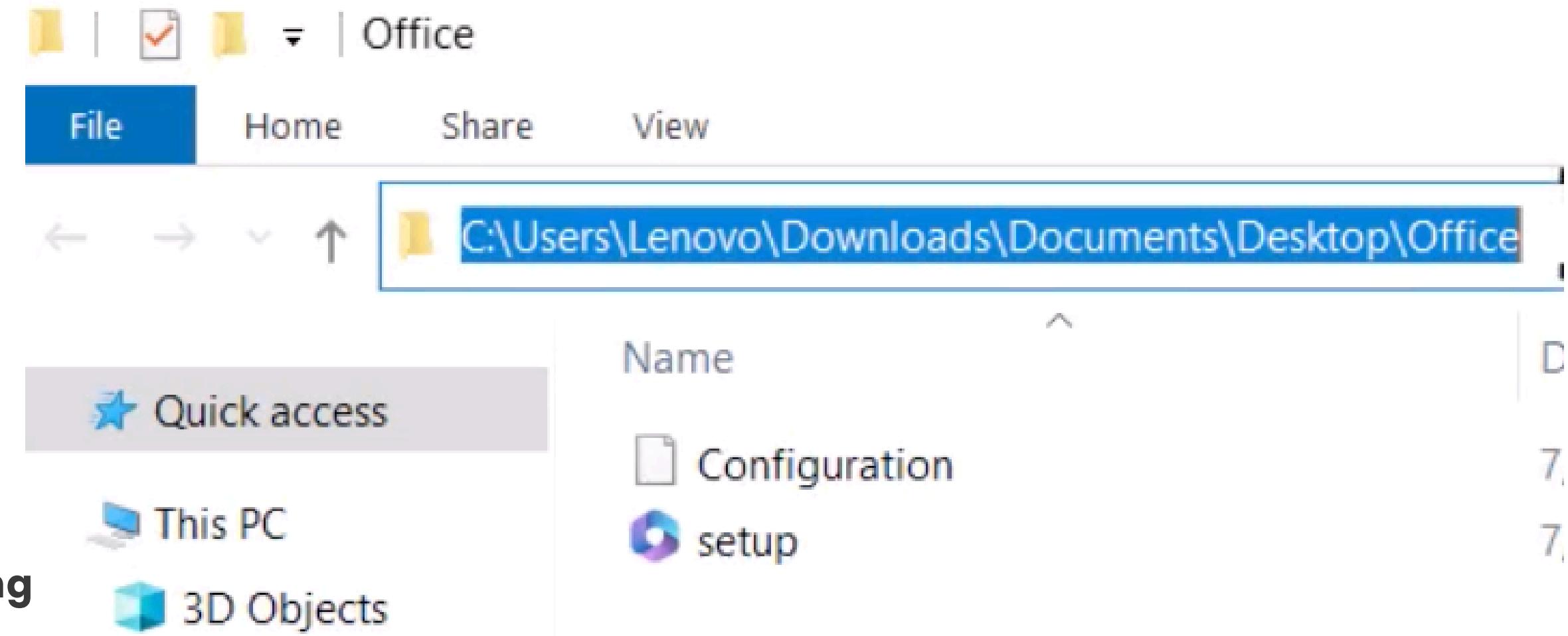
- Go to your folder and copy the location of the folder if you are using Ms Office



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- Then come back to the Command prompt and paste what you copied that is command V





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- Then come back to the Command prompt and paste what you copied that is command V, click enter and type out the command after Office> on the last line

```
Administrator: Command Prompt - setup.exe /configure configuration.xml
Microsoft Windows [Version 10.0.19045.3208]
(c) Microsoft Corporation. All rights reserved.

C:\WINDOWS\system32>cd C:\Users\Lenovo\Downloads\Documents\Desktop\Office

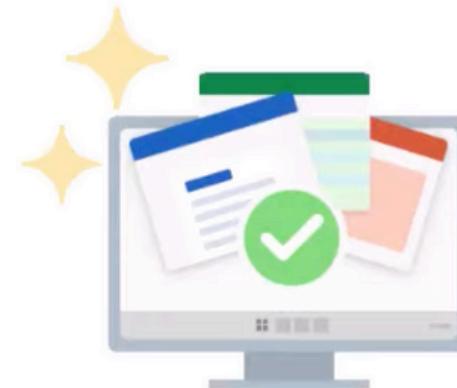
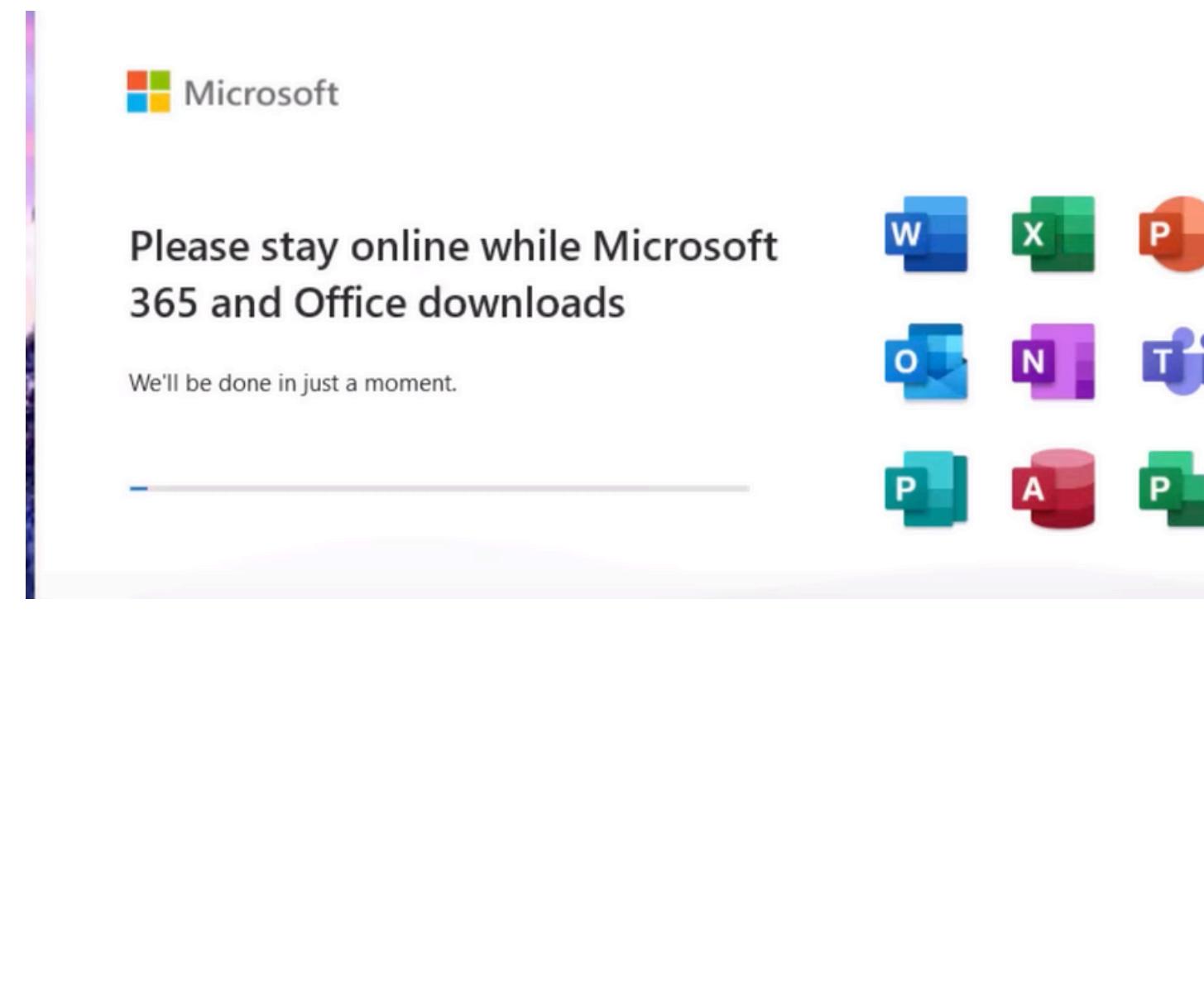
C:\Users\Lenovo\Downloads\Documents\Desktop\Office>setup.exe/configure configuration.xml
```



MS Project download



- Then you wait to get the download completed.



Project Libre



- **For those who are not able to download the Ms Project, now you can download the Project Libre.**
- **Click HERE to visit the page and then click on download, it will then lead you to Sourceforge click download again.**

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ProjectLibre - Project Management

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Project Libre



THE LEADING OPEN SOURCE
PROJECT MANAGEMENT SOLUTION

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