

# RED TEAM WORKSHOP PREPARATION GUIDE “PRIMITIVE BEAR”



## **A. Install Office 2013 in Windows**

### **Step 1: Prepare for Installation**

1. **Check System Requirements:** Ensure that your system meets the minimum requirements for Office 2013. Generally, Windows 7, Windows 8, Windows 8.1, and Windows 10 are compatible with Office 2013.
2. **Sign in to Your Microsoft Account:** If you purchased Office online, sign in to your Microsoft account where you can find your Office 2013 product key.

### **Step 2: Download or Insert Installation Media**

1. **If Downloading from the Web:**
  - Go to <https://www.microsoft.com/software-download/office> and sign in with your Microsoft account.
  - Locate Office 2013 in your account and click **Download**.
2. **If Using a DVD or USB Installation Media:**
  - Insert the Office 2013 DVD or connect the USB to your computer.
  - Open the DVD/USB drive from **File Explorer**.

### **Step 3: Start the Installation**

1. Locate the **Setup.exe** file in the Office folder. Double-click on it to begin the installation.
2. **Enter Your Product Key:** When prompted, enter your 25-character product key. This key is usually found in your email if purchased online or inside the DVD case.
3. **Agree to the License Agreement:** Review and accept the terms by checking the **I accept the terms of this agreement** box.

### **Step 4: Choose Installation Options**

1. **Choose Install Location (Optional):** If you want to install Office 2013 in a location other than the default folder, click **Customize** and select the desired location. Otherwise, click **Install Now**.
2. **Select Programs to Install:** In the Customize options, you can choose which Office applications to install (e.g., Word, Excel, PowerPoint). This can save disk space if you don't need the full suite.

### **Step 5: Complete the Installation**

1. Once the installation begins, it will take several minutes to complete. Do not turn off your computer or interrupt the process.
2. When the installation completes, you'll see a message that says **Office is installed** or similar. Click **Close**.

### **Step 6: Activate Office 2013**

1. Open any Office application, like Word or Excel.

2. You'll be prompted to activate Office. Choose **Activate over the Internet** (recommended) or **Activate by phone** if necessary.
3. Follow the on-screen instructions to complete activation.

#### **Step 7: Update Office 2013**

1. Go to **File > Account > Update Options**.
2. Click **Update Now** to install any available updates, ensuring you have the latest security patches and performance improvements.

#### **Step 8: Set Office Preferences (Optional)**

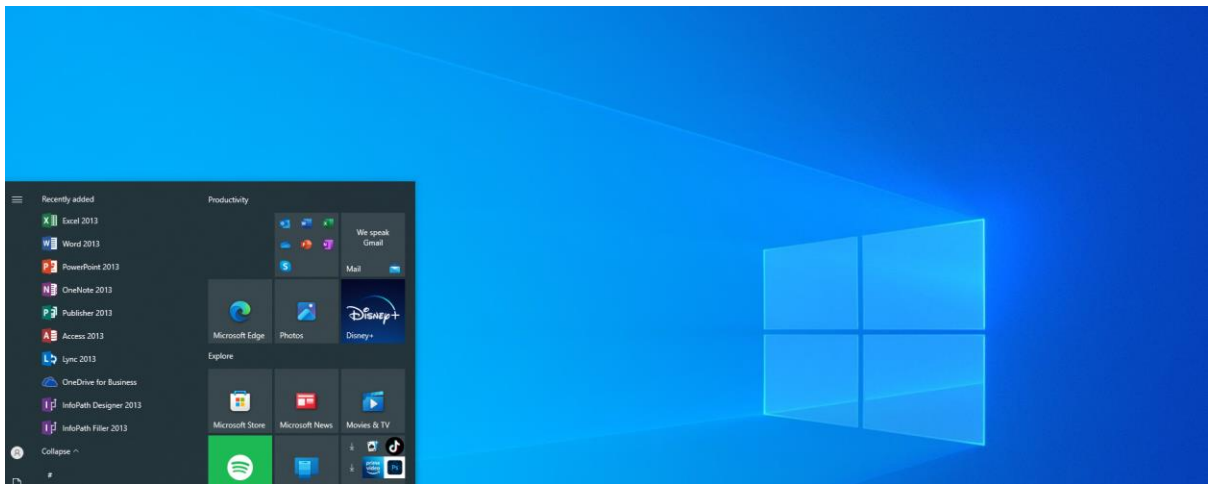
1. Open any Office application and go to **File > Options** to customize settings like the theme, default font, and auto-save options.

After following these steps, Office 2013 should be fully installed, activated, and ready to use!

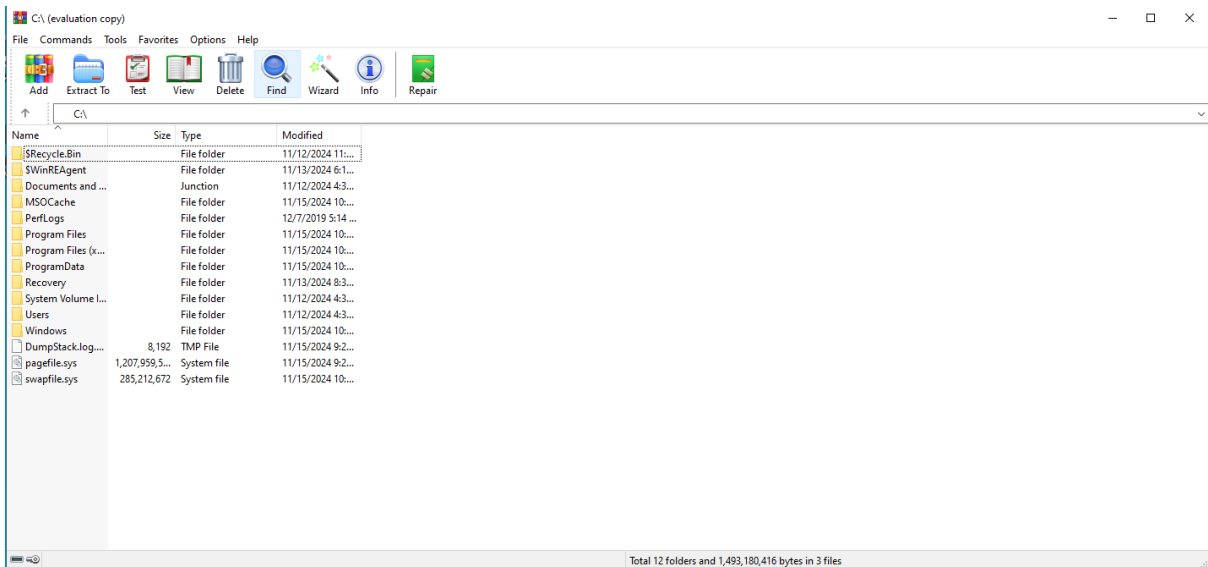
#### **B. Install WinRAR on Windows**

1. Download and install WinRAR from <https://www.win-rar.com/download.html>

## Appendix



### Fresh install of Office 2013 in Windows 10



### Fresh install of WinRAR in Windows