

Re: Word on Office 2003

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- *From:* Stephen Harris <cyberguard-1048@xxxxxxxxxx>
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Pip60 wrote:

"soraya" wrote:

Sorry to be so ignorant, but I have a computer with Windows XP and Office 2003. I have Wordpad but I don't think I have Word on my computer even though apparently Office 2003 comes with Word. I'm thinking maybe I have it and just can't find it. I would really like to use it. Could someone please help me???

Go to Start which is on the lower left-hand corner of your screen.
Left-click with mouse, which will pop open a window.
Left-click on All Programs -> another window pops open.

Microsoft Office, will show up on your list of programs if it is installed. Look around for it.

If it is there, move your mouse pointer so that it is focused on Microsoft Office. This will open up another popup window, which should list Word, Access, Excel etc. Slide your mouse pointer over and left-click on the program you want to use.

If you want to make this more convenient, then right-click on Word rather than left-clicking. This pops up another window. Focus your mouse pointer on Send to -> pops up another window. Slide your mouse pointer over and select Desktop (create shortcut) and then left-click on it. This will put the Word icon on your desktop where you can start Word by double-clicking on the Word icon. You can delete this icon if you want by right-clicking on the icon, which pops up a window, select delete, and left-click.

You can also check to see if Microsoft Office is installed by using Windows Explorer (not Internet Explorer) to navigate to C:\program files and see if MS Office is listed.

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Regards,
Stephen