MH17

WINDOWS APPLICATIONS

Windows 7 is a powerful graphic user interface OS. Users need to be able to execute applications and basic file operations in order to configure, store, retrieve, and convey information. Most of these operations are provided by the Windows OS. Third party software vendors also create very useful Windows applications that offer unique or enhanced functionality to a PC. The Widows Application Program Interface (API) permits an application to seamlessly integrate into the OS. Many of these applications are available from the open source community and can be downloaded from the Internet at no cost.

MICROSOFT OFFICE SUITE APPLICATIONS INSTALLATION

1. Boot the computer to your Win 7 desktop.2. Load the DVD into the drive; wait. Run Setup.exe. <YES>.

3. Read and commit to memory the license agreement. Just kidding. Check the accept box. <Continue>.

4. Select the “Install Now” installation type. The installation process will commence.

5. At “Complete your Office experience”, <CLOSE>.

6. Remove the DVD.

7. Launch Microsoft Word.

8. At “Help Protect and Improve Microsoft Office”, select “Install Updates Only”. <OK>, <YES>.

9. Go to File tab > Help > click “Change Product Key”.

10. At “Enter your Product Key, type the product key. Wait for validation. <Continue>.

11. At “Choose the installation you want, select <Install Now>. A progress bar is seen. <YES>, <CLOSE>.

12. Restart. Launch Microsoft Word. Go to File tab > Help. Check that Office is now registered.

13. Instructor check point. \_\_\_\_\_\_\_\_

DOWNLOAD and INSTALL APACHE OPENOFFICE

1. Go to the openoffice.org website. Download the latest version; about 135 MB.

2. Install the program. Accept all installation defaults.

3. Delete the downloaded installation file and the desktop installation file folder.

4. Instructor check point. \_\_\_\_\_\_\_\_

COMPATIBILITY TESTING

1. Create a document in Microsoft Word and save it to the desktop as a Word document (\*.docx).

2. Save it again to the desktop as an Open Document text (\*.odt).

3. Open the documents in OpenOffice Writer. Are they OK?

4. Create a document in OpenOffice Writer and save it to the desktop as an ODF Text Document (.odt).

5. Save it again to the desktop as a Microsoft Word 97/2000/XP (.doc).

6. Open the documents in Microsoft Word. Are they OK?

UNINSTALLING WINDOWS MEDIA

1. Go to Control Panel > Programs > Turn Windows features on or off.

2. Uncheck “Media Features” and uncheck “Tablet PC Components”. <OK>, <RESTART NOW>.

DOWNLOAD and INSTALL VLC MEDIA PLAYER

1. Download the latest version of VLC Media Player from videolan.org

2. Install with all defaults.

3. Delete the installation file.

DOWNLOAD and INSTALL FOXIT READER

1. Download the latest version of Foxit Reader from foxitsoftware.com

2. Install with all the defaults EXCEPT don’t install a 30 day trial of Foxit Phantom PDF Standard.

3. Delete the installation file.

4. Launch Foxit Reader, <Not Now> to registration.

5. Go to > File tab > Preferences > General. Uncheck “Show Start Page” and “Show Advertisement” <OK>.

6. Close the program.

FINAL STEPS

1. Launch OpenOffice Writer and open any of the saved documents. Print the document while selecting the

 printer as Foxit Reader PDF Printer. Print to the desktop.

2. After conversion, the document will open in Foxit Reader. Print out a copy of the document to the

 classroom network printer.

3. Instructor check point. \_\_\_\_\_\_\_\_

4. If time permits, download and install any important updates.