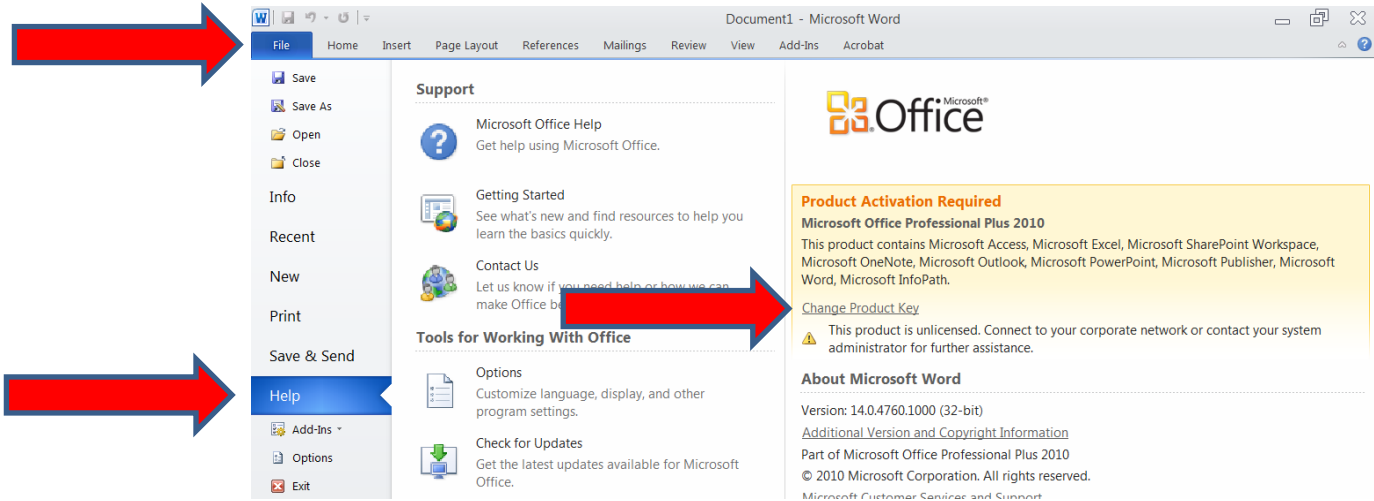


Office 2010 Activation Tips

Important: before installing Microsoft Office 2010, it is recommended that at your control panel uninstall any previous versions (Office 2007) or trial versions (Word 2010, etc.).

After installing Office 2010, you must activate it. To activate, open Word

- click *File, Help*
- click *Change Product Key*
- enter product key (include the dashes)
- click *continue*



Also, remember that Microsoft defaults are loaded so at the *Page Layout* tab, you will have to change:

- line spacing to single,
- no spacing after paragraphs,
- and tell it set as default.

