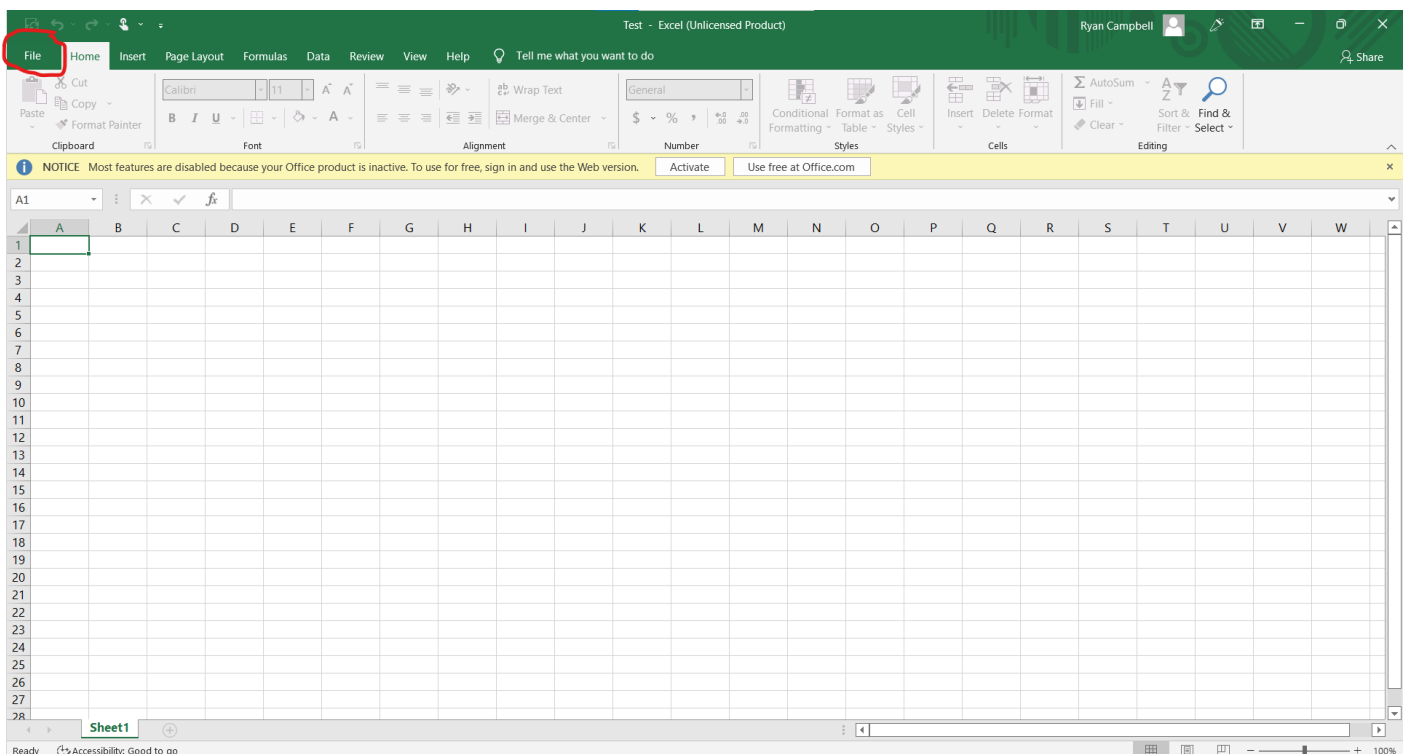


# How to Update Office for Windows 10

## How to update Microsoft Office on Windows 10

- Open any Microsoft Office document (Word, Excel, etc). **Make sure any important documents are saved before proceeding.**
- Click on File at the top left corner of the document.



- Click on Account.

Home

New

Open

Info

Save

Save As

History

Print

Share

Export

Publish

Close

Account

Feedback

Options

Test - Excel (Unlicensed Product)

Ryan Campbell

?

—

×

Good morning

New

Blank workbook

Personal monthly budget

Loan amortization schedule

Weekly chore schedule

Any year custom calendar

College expense estimator

Milestone infographic timeline

More templates →

Recent

Pinned

Name

Date modified

Test

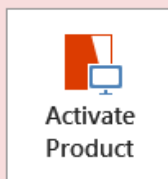
Ryan Campbell's OneDrive - Grace Church » Documents » Desktop

3m ago

More workbooks →

- Click on the Update Options box, left of Office Updates.

## Product Information



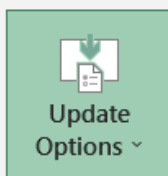
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Microsoft 365 Apps for enterprise

This product contains

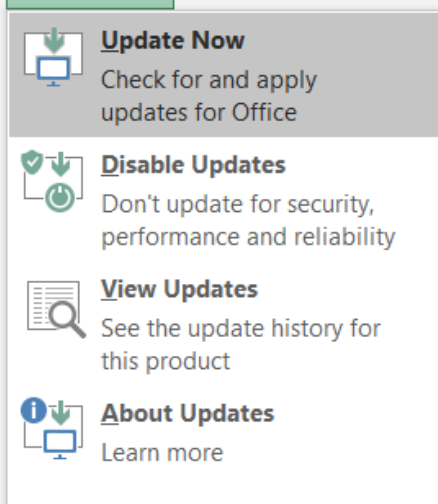


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### Office Updates

Updates are automatically downloaded and installed.



Model, Support, Product ID, and Copyright information.  
(028.20160 Click-to-Run)

- Click Update Now.

Revision #1

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