

Installing Microsoft Excel

Microsoft[®] EXCEL

Welcome to Microsoft[®] Excel version 4.0 for the Apple[®] Macintosh[®]. Use the following procedures to install and start Microsoft Excel on your computer.

Important If you use a virus protection program on your computer, override it or turn it off before running the Microsoft Excel Setup program. Microsoft Excel Setup may not run properly with virus protection turned on. After running Setup, be sure to restart your virus protection program.

To install Microsoft Excel

- 1 Insert the disk labeled "Setup" in the disk drive.
- 2 Double-click the Microsoft Excel Setup icon.
- 3 Follow the Setup instructions on the screen.

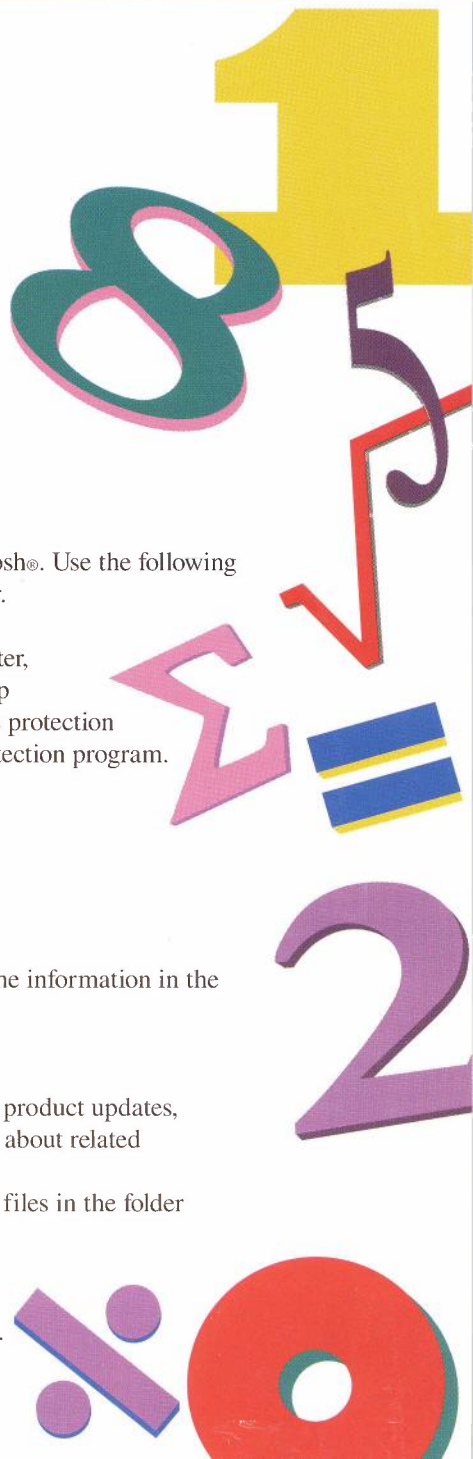
Note If you need to install Microsoft Excel on a network, read the information in the README--NETWORK file on the Setup disk.

Before you start using Microsoft Excel

- Return your registration card so that we can inform you about product updates, offer you customer support, and provide you with information about related Microsoft products.
- For additional information, double-click any of the README files in the folder in which you installed Microsoft Excel.

To start Microsoft Excel

- 1 Double-click the folder in which you installed Microsoft Excel.
- 2 Double-click the Microsoft Excel icon to start Microsoft Excel and create a new worksheet.



Where to Go Next

If you are new to spreadsheets or to Microsoft Excel

- 1 Complete the online tutorials ***Introducing Microsoft Excel*** and ***Learning Microsoft Excel***. These tutorials provide a hands-on introduction to the essential features and concepts of Microsoft Excel. In the folder in which you installed Microsoft Excel, double-click either the HyperCard® stack *Introducing Microsoft Excel* or *Learning Microsoft Excel*. The tutorial requires Hypercard version 1.2 or later.
- 2 Get ***Help*** fast on commands, dialog boxes, basic procedures, and terminology—without disturbing your work on the screen—by pressing COMMAND+SLASH (/). If you have an extended keyboard for the Macintosh, you can also press HELP.
- 3 Consult the ***Microsoft Excel User's Guide*** for topics covering all Microsoft Excel features and procedures.

If you are updating from a previous version of Microsoft Excel

- 1 See Chapter 3, ***What's New in Version 4.0***, in Book 1 of the *Microsoft Excel User's Guide*. This chapter briefly introduces the new features in version 4.0.
- 2 For an online preview of new features in Microsoft Excel version 4.0, complete the ***Whats New?*** tutorial lesson. In the folder in which you installed Microsoft Excel, double-click the HyperCard stack *Introducing Microsoft Excel*. This tutorial requires HyperCard version 1.2 or later.
- 3 Consult the ***Microsoft Excel User's Guide*** for topics covering all Microsoft Excel features and procedures.