Digital Literacy I: Fundamentals
Unit 3 Software Installation
LAB 1 Installing and Uninstalling Software

Objectives

- Safely install software from local disc or the Internet
- Uninstall programs manually

Equipment Required

- Notebook computer
- Internet connection

Introduction

Installing and un-installing software is a common task that all computer users should be able to perform for work-related and personal use. In this lab, you will demonstrate how to safely download and install applications from the Internet, and uninstall software applications manually.

In order to perform the lab Procedure, you should know how to:

- Connect to the Internet and use a web browser to download files
- Access your PC's file system and Downloads folder
- Use anti-virus software to scan files
- Access and navigate the Control Panel

Procedure

1. Open a web browser and go to: https://www.libreoffice.org/
2. At the top of the page, click the "Download" button and select "LibreOffice Still"
3. Download the installation file from the "Main Installer"
4. Locate the installation program in your computer's file system. NOTE: typically files are automatically saved in the Downloads folder; if the file is not there, ask the instructor for assistance
5. Verify that the installation file will not infect your PC with malware
6. Create a system restore point
7. Return to the location of the downloaded file, and launch the installation program
8. Follow the steps to install the software
9. Launch the software to ensure it was successfully installed, then close the program
10. Use the Control Panel to uninstall LibreOffice

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PAGE 2 of 2

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