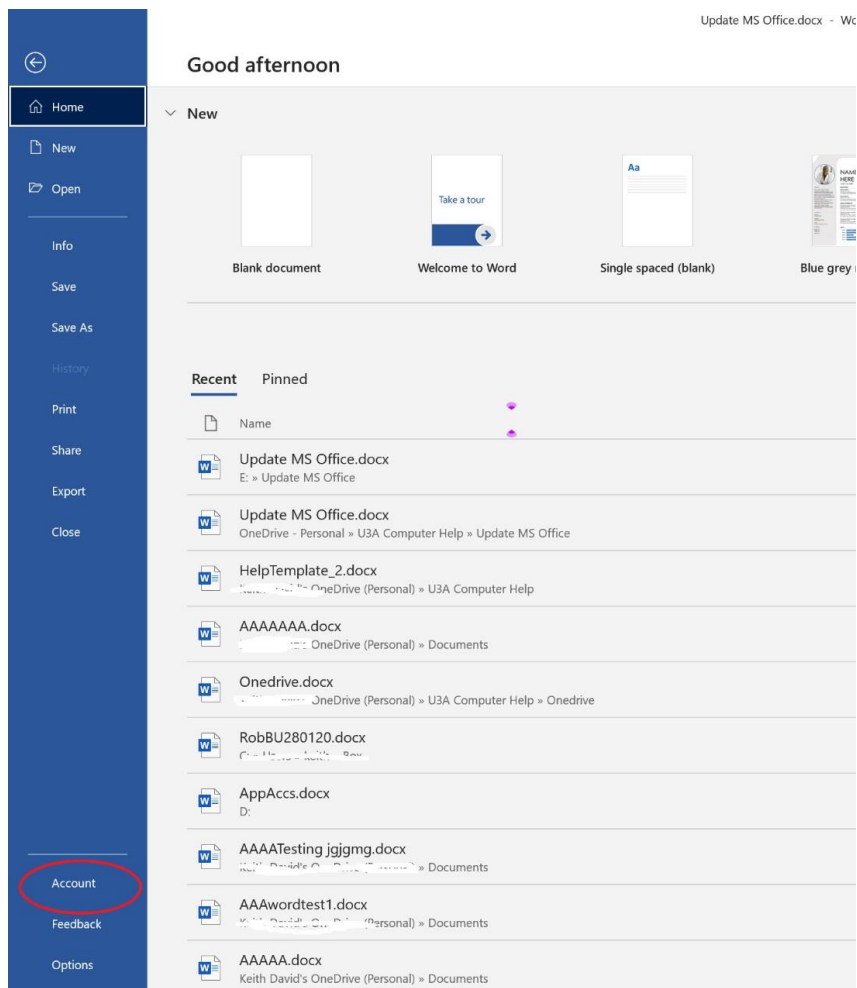


If your MS Office program (e.g. Office 19 or individual Office programs like Word or Excel) is able to be updated, i.e. it is not too old, this is how to update it.

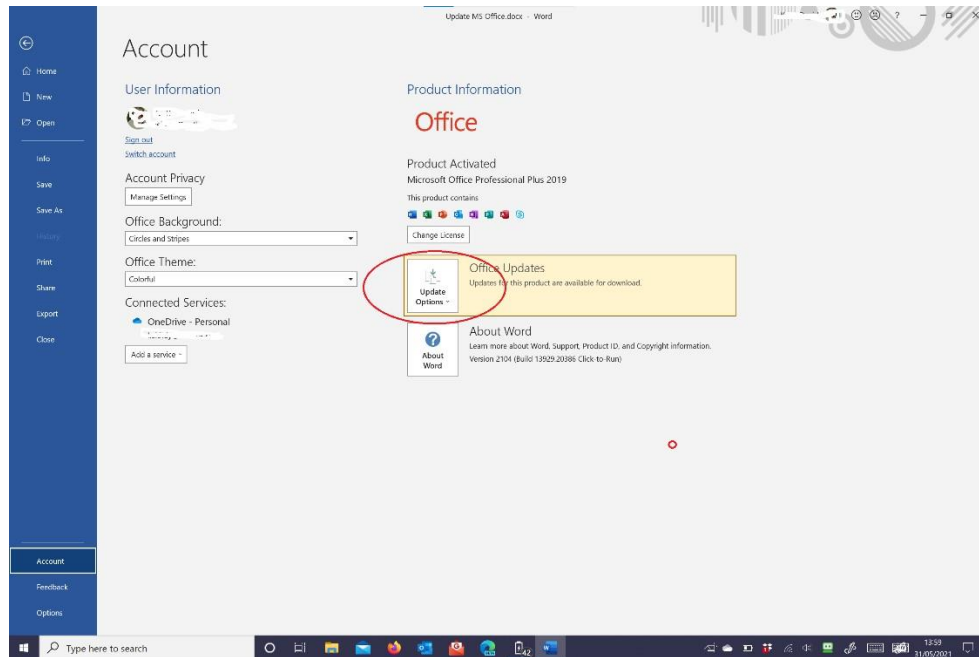
[This, of course, does not apply if you have bought Office 365 which is automatically kept up to date by Microsoft.]

Open one of the Apps, for example Word.

Click on “File”, then “Account”,



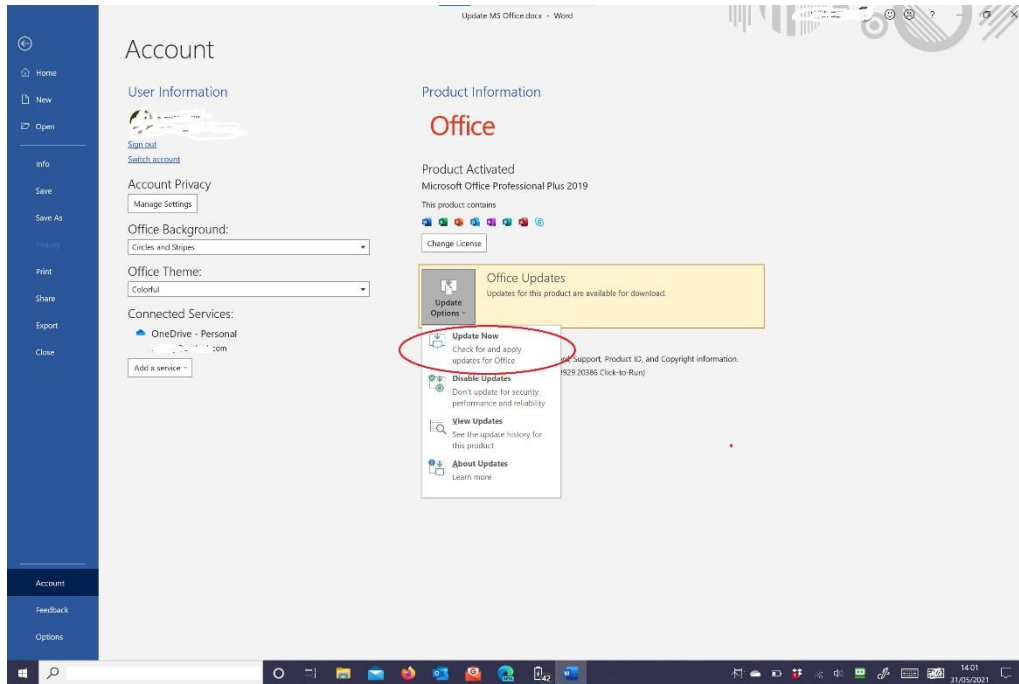
then “Update Options”,



and then “Update
Now”.

Windows 10 and 11

Islington U3A



If there are any updates available, Office will update itself.