Information Services
Repairing a Microsoft Office Installation
Occasionally Microsoft office needs to have a repair function run on it. This document will walk you through the necessary steps to run the Microsoft Office Repair wizard.

Contents
Steps to Run a Microsoft Office Repair – Text Version ..................... 3
Step by Step instructions with pictures ........................................ 4
Steps to run a Microsoft Office repair.

To repair a Microsoft Office (MS Office) installation, follow the steps below:

- Click the following:
  - Start Button
  - Control Panel
  - Add or Remove Programs
- Scroll down the list until you find Microsoft Office Enterprise 2007 and click on it
  - Click Change
  - Select Repair
  - Click Continue

You may need to click close, finish, or continue.

Reboot your PC

Step by step instructions with pictures start on the next page.
• Click “Start” button
• Click “Control Panel”

(Your screens might look slightly different depending on how your computer is setup)

• Double click “Add or Remove Programs”
• Select “Microsoft Office Enterprise 2007”
• Click “Change”

• Select “Repair”
• Click “Continue”

• The Repair wizard will make necessary changes to Microsoft Office.
• When the process completes you may need to click close, finish, or continue.
• Then you will need to reboot your computer.