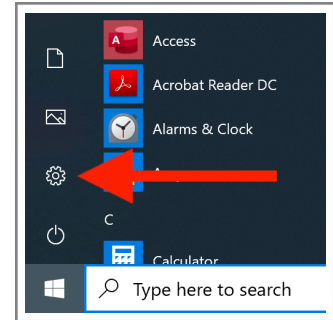
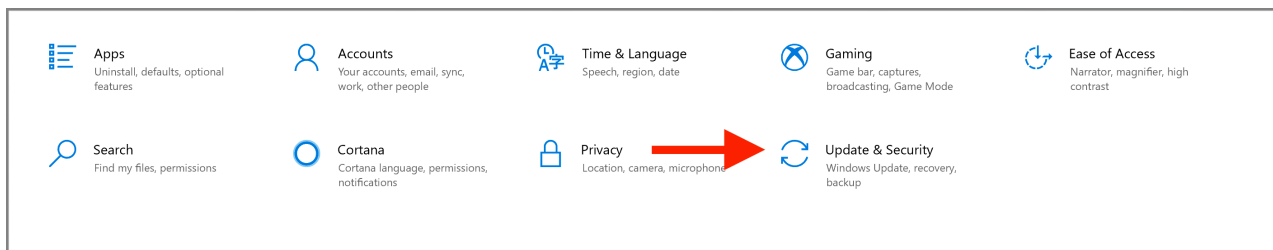


Updating Microsoft Windows 10

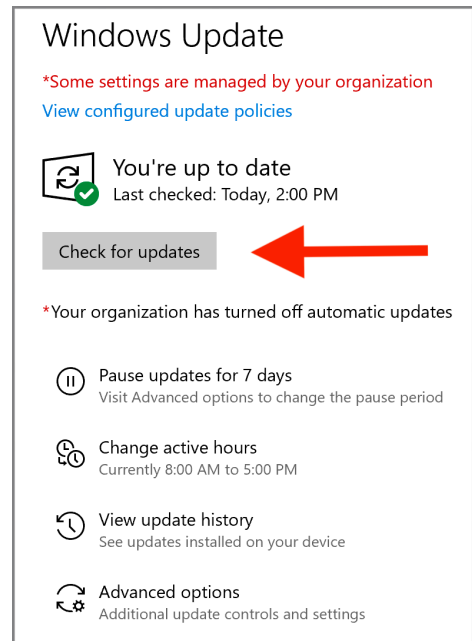
1. Plug the charging cord into the laptop. Do this at the end of your day because it may take awhile to complete updates.
2. Go to the **Windows logo**, then click on the **Gear icon**.



3. This will bring up the **Setting** window, click on **Update and Security**.

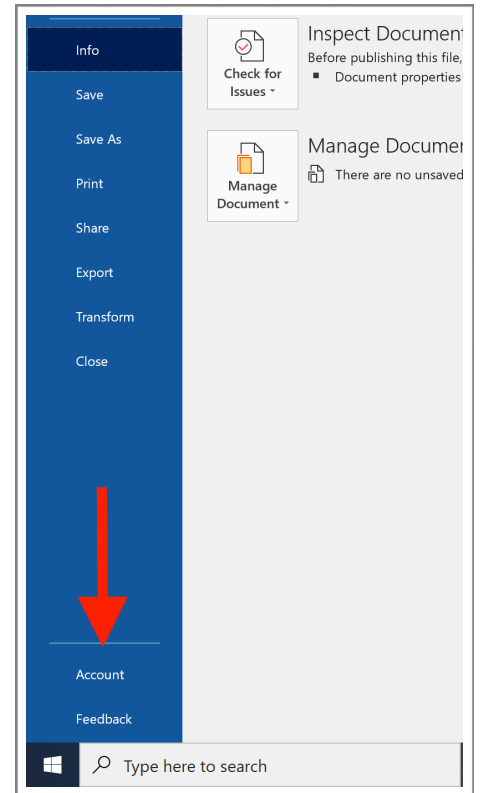
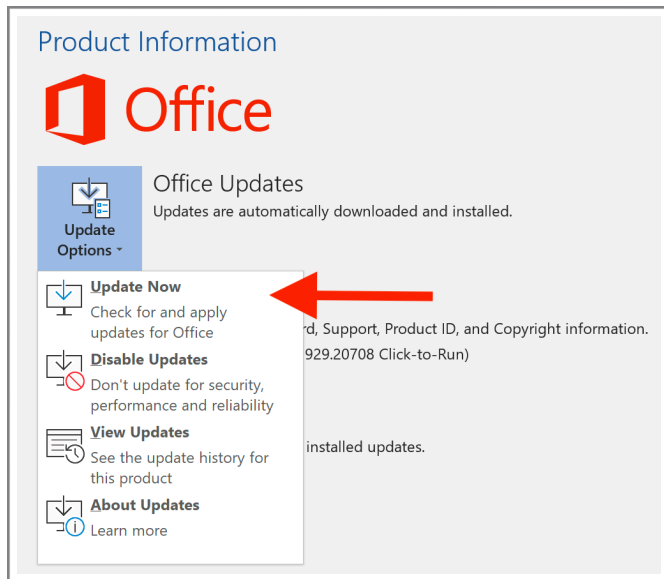


4. On the next window, click on **Check for updates** and **install updates**. When all updates are installed it may ask you to restart.
5. Do not shut down the computer during the update process or when it is in the process of restarting while updates are installing. The computer might restart multiple times during the installation process. Log back in and repeat this process until no updates are available.



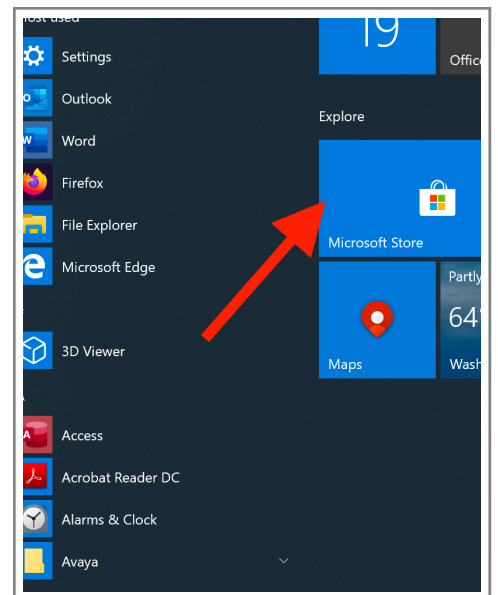
Updating Microsoft Office

1. Open Word, go to **File** at the top of the screen, and click on **Account**.
2. Click on the arrow under **Update Options** and select **Update Now**. Close Word once the updates start loading. Once completed, reopen Word and repeat the process until all updates are completed.



Updating Windows Store Apps

1. Open the **Microsoft Store**.



2. Click on the **3 dots** at the top right side of the window and click on **Downloads and updates**.
3. Click on **Get Updates** and **Update all**.

