

## **INSTALL A FREE FULL-FEATURED OFFICE APPLICATION THAT WILL COMPETE SUCCESSFULLY WITH MICROSOFT OFFICE**

Sooner or later, nearly everyone whose work involves computers will need basic office tools such as a word processor or spreadsheet program. Since Microsoft's powerful Office suite sets the standard, alternatives need to demonstrate their compatibility with the latest versions of Office. WPS Free is the freeware version of WPS Professional. It's a fraction of the size of some similar programs and it's **free**.

From its start menu to its individual tools, Kingsoft is enough like Office in features and options to be familiar to many users. You will be able to create, save, edit, open, and re-edit documents from both Microsoft Office 2010 and Kingsoft Office in each of the comparable tools.

To download and install it, go to your browser and type *kingsoft office* at the Address bar. Your search engine will locate the Kingsoft website (<http://www.kingsoftstore.com>) where you will be able to download and install the product.