

## Verify Office Version

Select a method to verify the Microsoft Office version installed on your computer or in the computer lab.

### Method 1: Watch the Splash Screen

You can examine the Office splash screen as your version of office launches. Start any of your office programs and watch as the program loads. A splash screen will appear indicating the version office you have installed.

### Method 2: Use the Program Help Menu

1. Launch Microsoft Office Word.
2. When the program is open, look for the Menu bar, it will be at the top of the window and will contain text options such as File, Edit, and View.
3. If you have a Menu bar, this suggests Office 2000, XP, or 2003. To find out:
  - a. Click the *Help* menu.
  - b. Click *About Microsoft Word*. The office version will be displayed.
4. If you do not have a Menu bar, you most likely have a Ribbon, which is a band of tabs along the top of the window. The Ribbon, suggests you have Office 2007, but to be sure:
  - a. Click the *Office Button* (top left corner).
  - b. Click *Word Options* and then click *Resources*.
  - c. Look for *About Microsoft Office* located near the bottom of the window. The version is displayed here.

### Method 3: Study the Program List

Often the Office version will be listed beside the program name in the Program list.

1. Click START.
2. Click All Programs.
3. Click Microsoft Office. Look for a version identifier listed after the program name.

### Method 4: Use the Add or Remove Programs Dialog Box

You can examine the version information of the installed Office program or of the individual Office products by checking the list of installed products.

#### WINDOWS VISTA USERS:

1. Open the *Control Panel*.
2. Click *Programs*.
3. Click *Programs and Features*.
4. Scroll through the list of installed programs to locate Microsoft Office.
5. Read the Office version.

#### WINDOWS XP USERS:

1. Open the *Control Panel*.
2. Double click *Add or Remove Programs*.
3. Scroll through the list of installed programs to locate Microsoft Office.
4. Read the Office version.