

HOW TO IDENTIFY MICROSOFT WORD VERSIONS

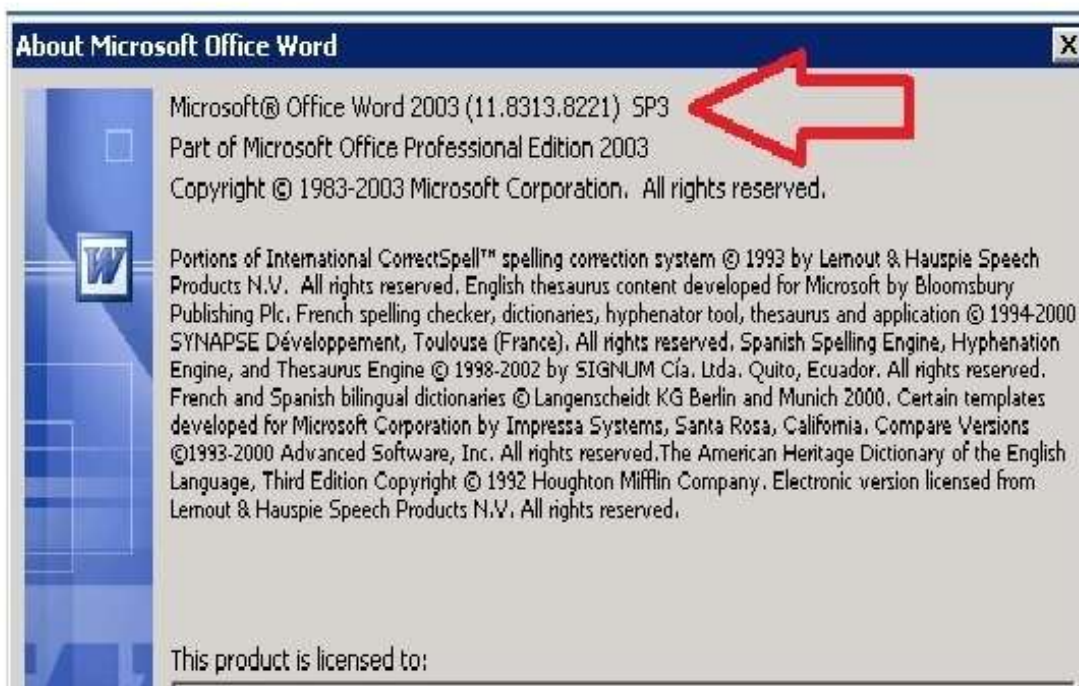
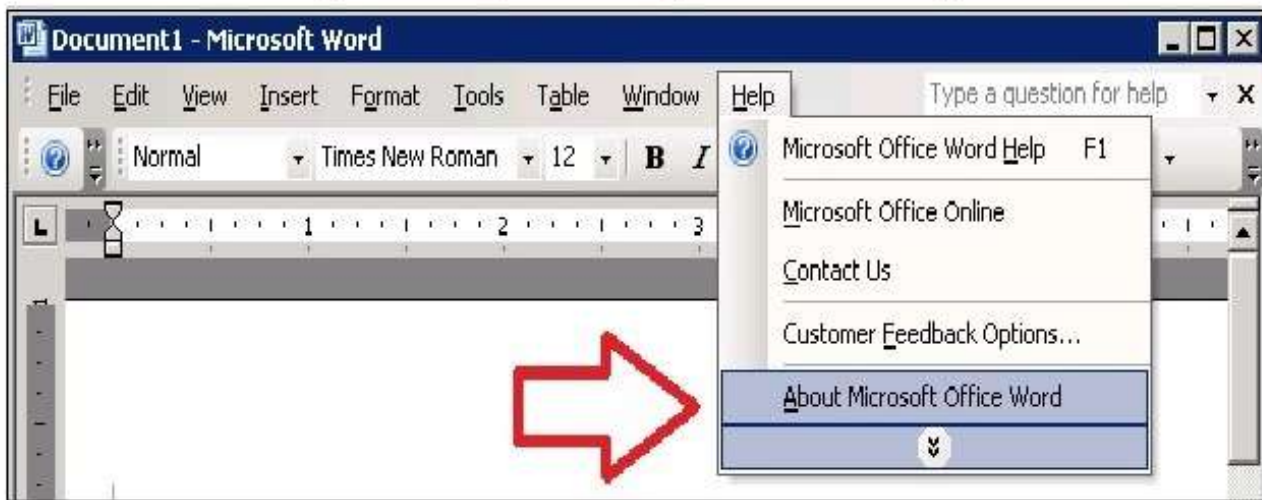
Find the image below that looks most like your computer screen, *when you have a WORD document open*, and follow the instructions to determine which version of Microsoft WORD you use.*

Microsoft Office WORD 2003

Office 2003

Office 2003 has text-based menus on the gray bar: **File, Edit, View, Insert, Format, Tools, Table, Window, and Help.**

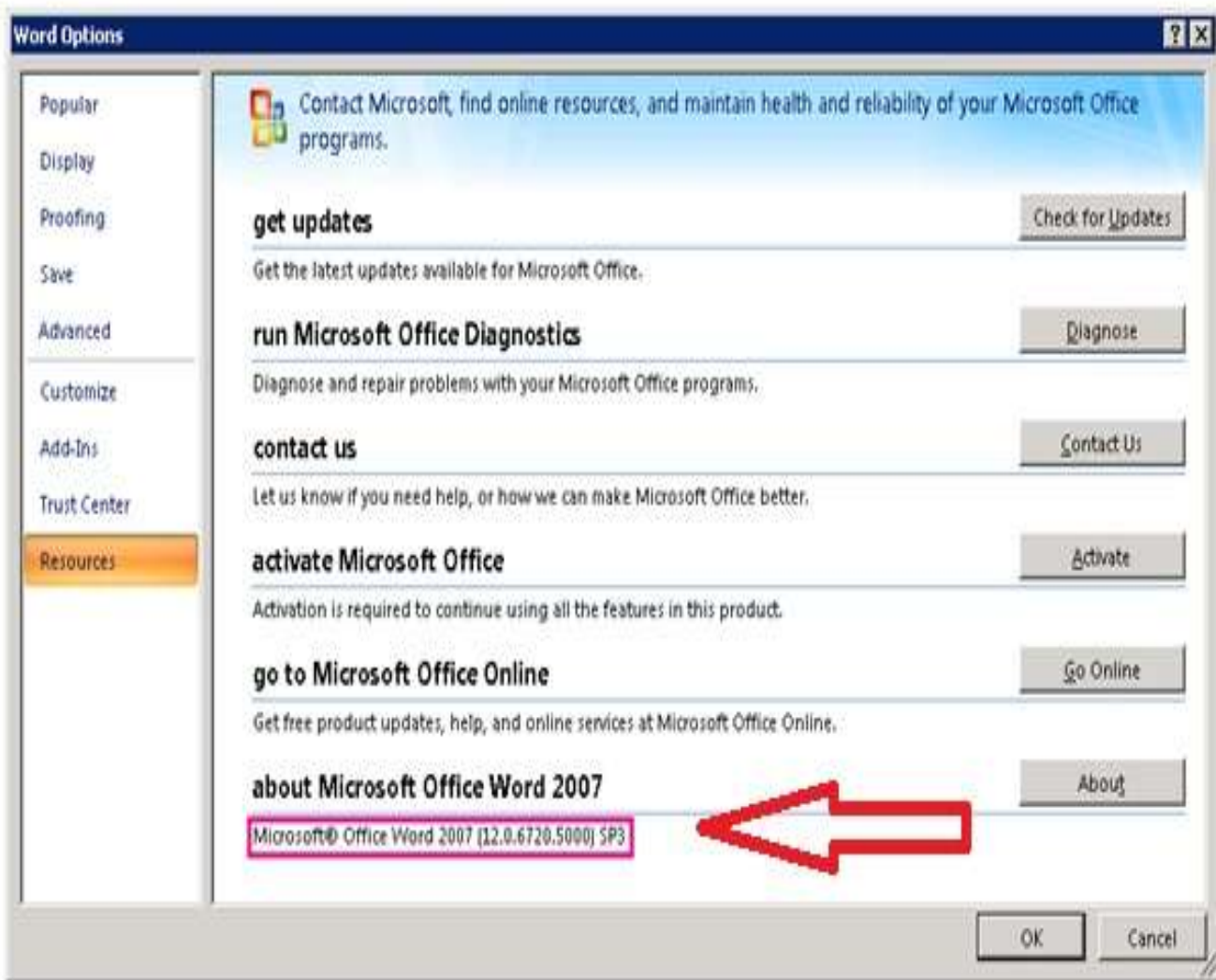
1. Click on "Help"
2. Click on "About Microsoft Office Word"
3. The About Dialog box will open. Here you will see that you have Word 2003



Microsoft Office WORD 2007

Office 2007

1. Click on the Microsoft Office Button  then click on "WORD OPTIONS"
2. In the **Word Options** dialog box, click **Resources** to find the version and the Service Pack (SP).

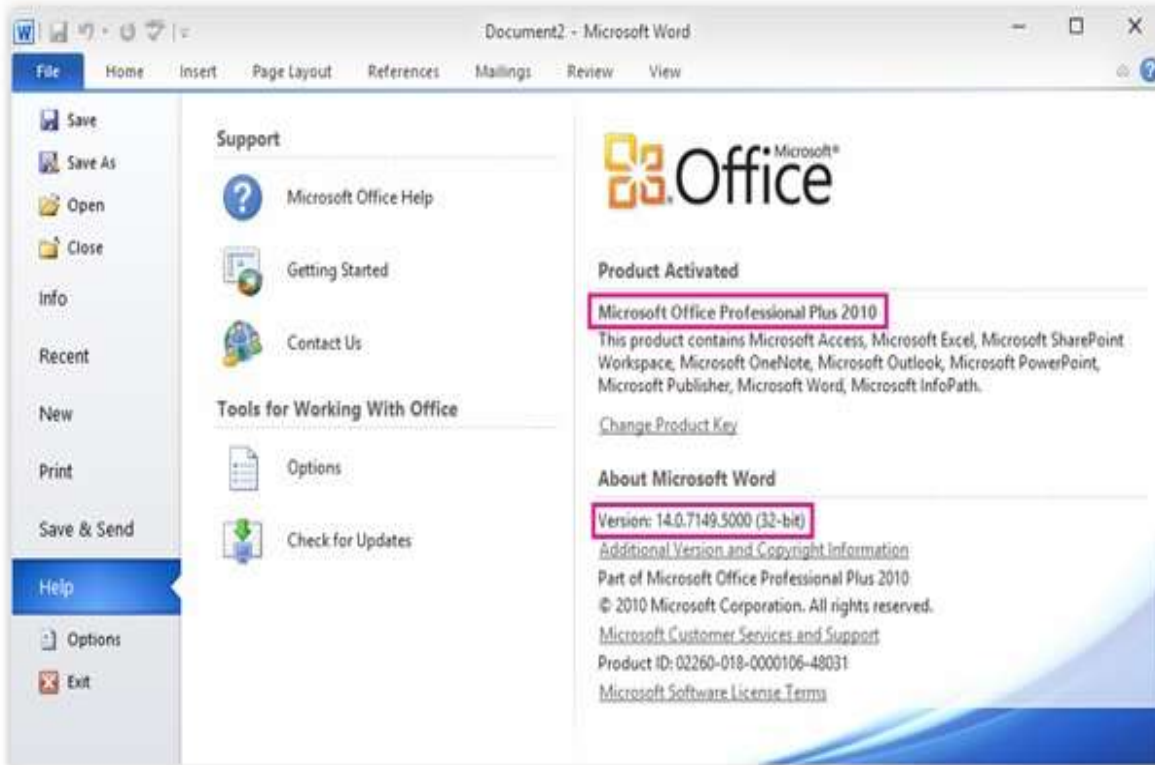


(Continued Next Page)

Microsoft Office WORD 2010

Office 2010

Office 2010 introduces the **File** tab and the Microsoft Office Backstage view, what you see after you click **File**. Here's what you see in Word 2010.



1. Choose **File > Help**.
2. Here's where you can see the information.
 - To see the version, look under **Product Activated**.
 - To see if you have 32-bit or 64-bit Office installed, look under **About Microsoft Word**.
 - To see what service pack you have installed or to see the licensing information, choose **Additional Version and Copyright Information**.

* If the instructions above for WORD 2003, 2007 or 2010 do not work, try the following:

1. Select Help, File or the Office Button (One of these should be on your screen). Locate HELP. Click on HELP.
2. In the "search" box enter -- What version of Microsoft Office am I using?. This should return an article with pictures and directions for more detailed information about your installation of Microsoft Office.