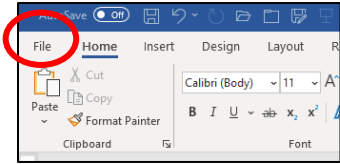


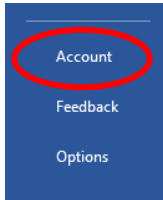
How to Determine the Version of Office You are Using

Window Users

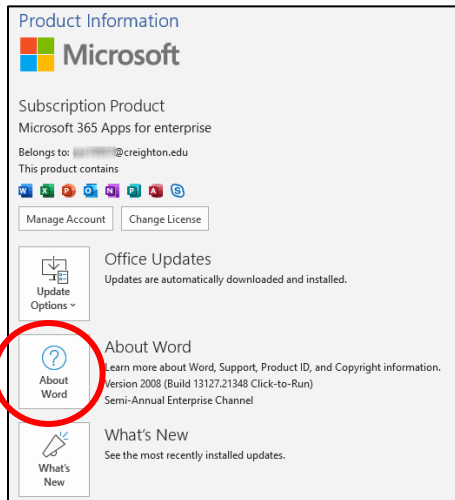
1. Open any of the Office applications (Word, Excel, or PowerPoint).
2. Create a new document.
3. Select **File** in the upper-left corner.



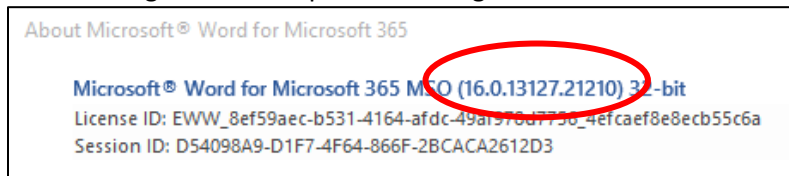
4. Select **Account** from the list to the left.



5. Under **Product Information**, select **About (Word, Excel, PowerPoint, etc.)**.



6. A new dialogue box will open containing the full version number.



7. In the first line of information, note the number given, especially the first two digits.
8. Use the table below to find your first two digits and the corresponding Office version.

macOS Users

1. Open any of the Office applications, such as Word, Excel, or PowerPoint.
2. Create a new document.
3. Go to the Word/Excel/PowerPoint menu, and select **About (Word, Excel, PowerPoint, etc.)** and a new dialogue box will open containing the full version number.
4. Locate the version number.

5. Use the table below to find your first two digits of the version number and the corresponding Office version.

Version Number Table

Once you've located the version number in either Microsoft Word, Excel, or PowerPoint, you can use the table below to find out the Office version. To do so, compare the first two digits in the version number with the version year on the right side of the table.

First two digits	Office version
11	Microsoft Office 2003
12	Microsoft Office 2007
14	Microsoft Office 2010
15	Microsoft Office 2013
16	Microsoft Office 2016