Finding Office Version (try as many methods as needed)
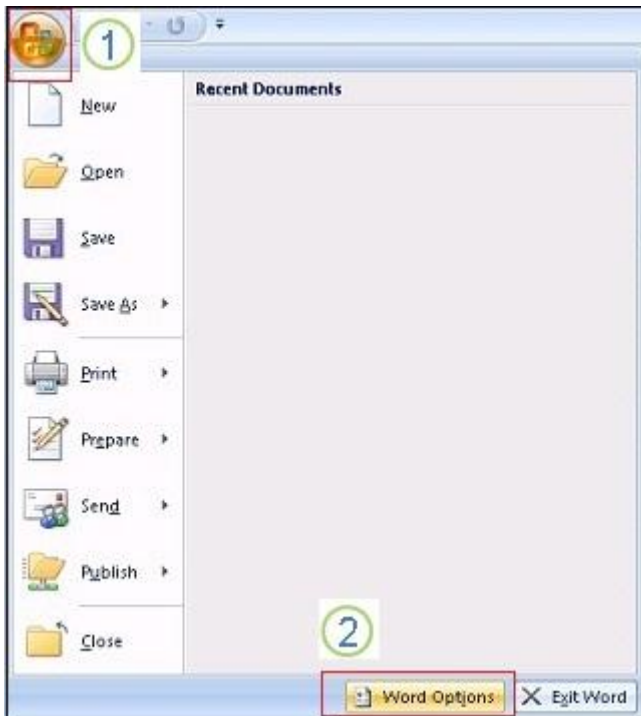
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Office 2010

Open a Microsoft Office product (such as Word, Excel, PowerPoint). Navigate to "File" in the upper left, then select "Help" on the dropdown. The Office version is then listed to the right.
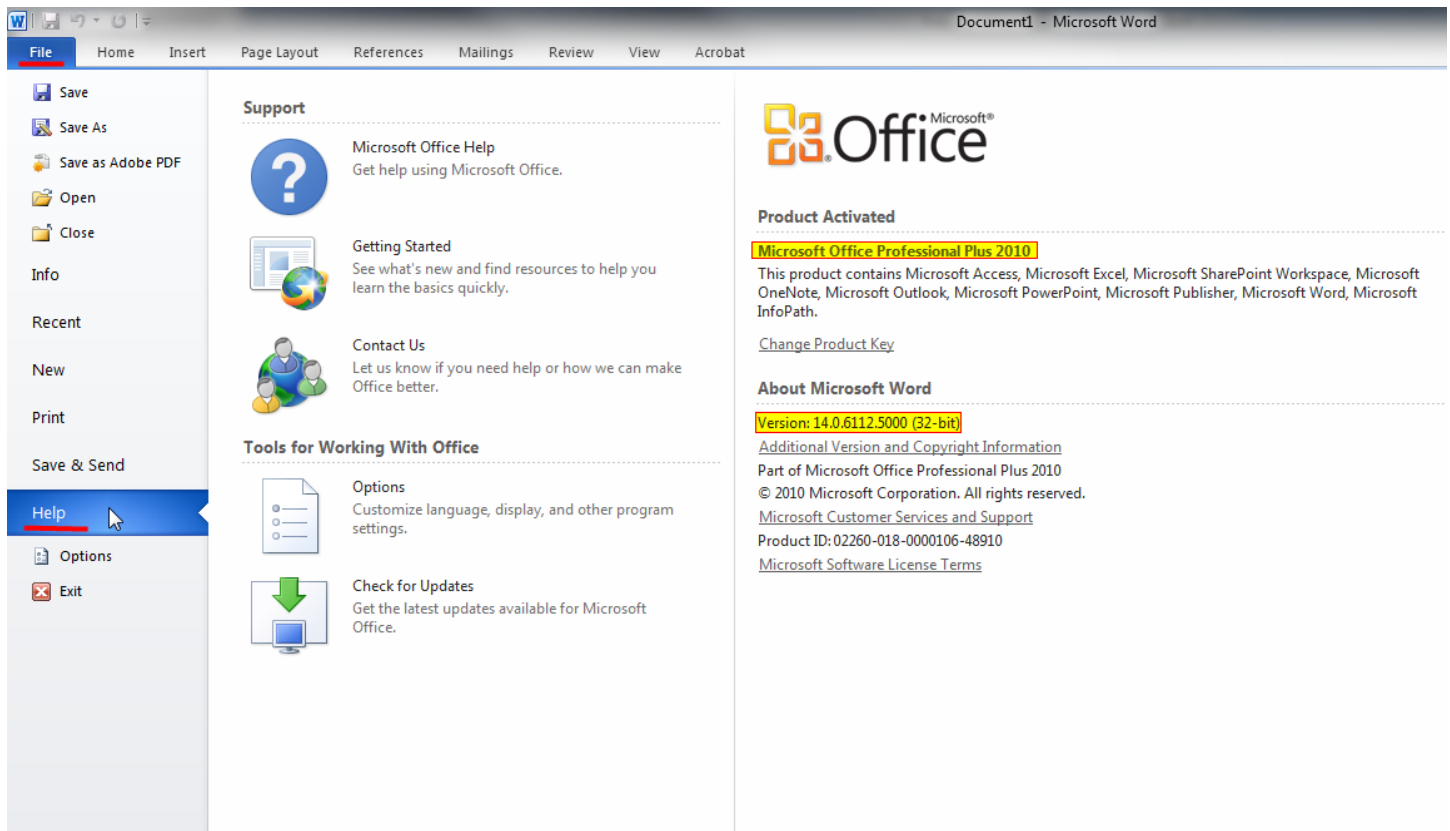
Office 2007

Word 2007 introduced tabs and the **Microsoft Office** button and a tab menu.

1. Click the **Microsoft Office Button** > **Word Options**.
2. In the **Options** dialog box, click **Resources**. Find the version and the Service Pack (SP).

Note: To learn about licensing, in **Resources**, click **About**. On the **About** dialog box, see **This product is licensed to**.

Office 2003

Word 2003 has the traditional text-based menus on the gray bar: File, Edit, View, Insert, Format, Tools, Table, Window, and Help. Many customers have this version installed.
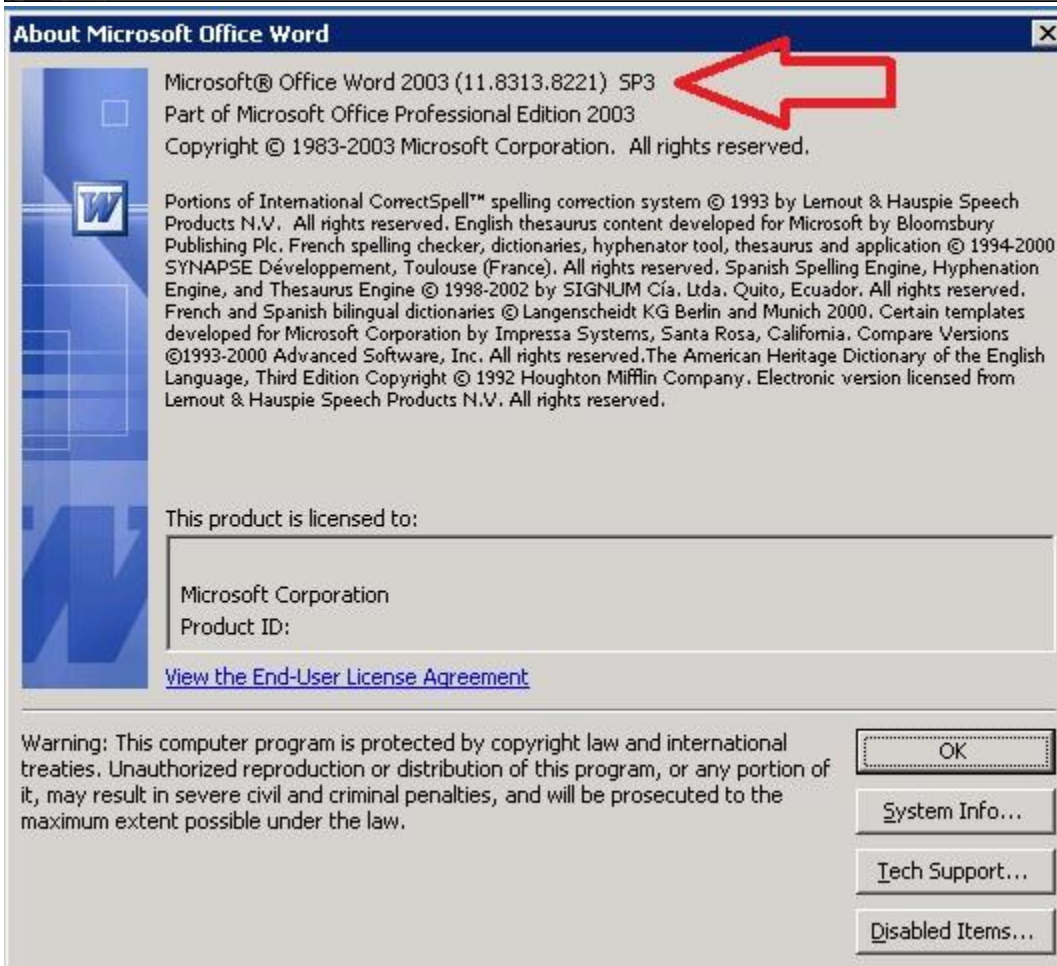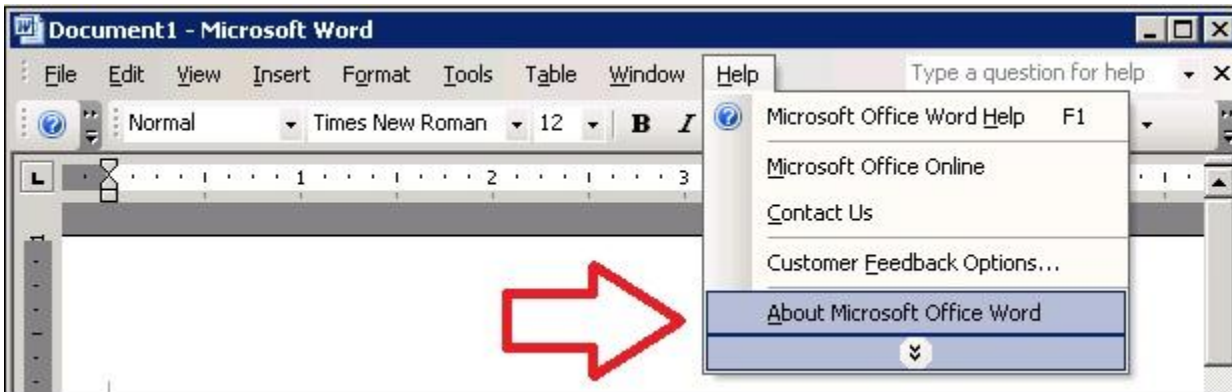
1. Click Help > About..
2. On the About dialog box, find the version and the Service Pack (SP). Product licensing appears in the This product is licensed to field.