

How to Check Microsoft Word Version

STEP 1: Open Microsoft Word

STEP 2: Select **File** on the far left of your Microsoft tool bar

STEP 3: Select **Account** from the menu bar on the left side

STEP 4: Under **Product Information**, click on the blue circle with the question mark that says **About Word**. It may look similar to the screen shown below.



STEP 4: A window will appear with account information. The version is located at the top of this window.

Below is the window prompt, there is a white arrow pointing to the location you can find your Microsoft version

- E.g. The example shows this user has Microsoft Word 2016 (MSO 16.0.4849.1000)

