

What Version of Office do I have?

A quick guide for people who are unsure which version they are working with

Why are there different Versions?

Microsoft releases a new version of their Microsoft Office programmes every 2-4 years. Not all users upgrade to the new version immediately, and many IT groups have adopted a strategy of upgrading to every second version. The upgrade often happens just before the release of a newer version. So there are normally two or three versions of Microsoft Office in current use at any time.

This late adoption of the new versions sometimes causes confusion to business users. They know that they have just been upgraded, so assume it is the newest version. Sometimes this is not the case.

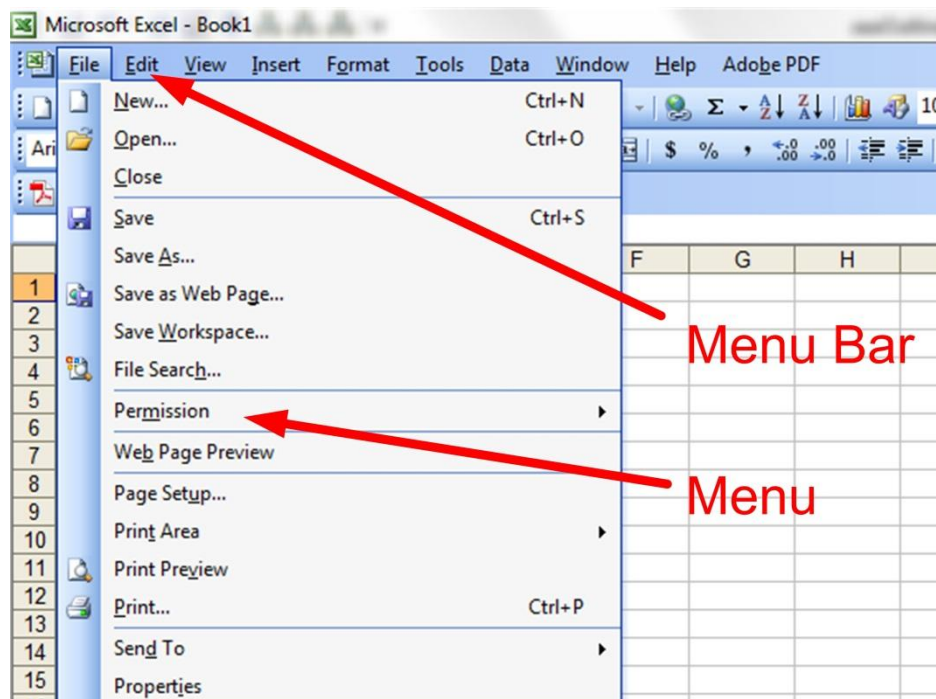
This document gives you a guide to determine which version you are using so that you can correctly select manuals. Screen captures are taken from Excel, but are similar for the other Office programmes.

ThoughtAndMemory suggests that you open your version of Excel and see which of the following screen captures it most closely resembles.

Office 2003

Office 2003 uses a menu system for operation. The Menu Bar offers a selection of menus such as File, Edit, View, etc.

ThoughtAndMemory has a limited number of Office 2003 titles. If you want one that we don't have, let us know and we can create one for you

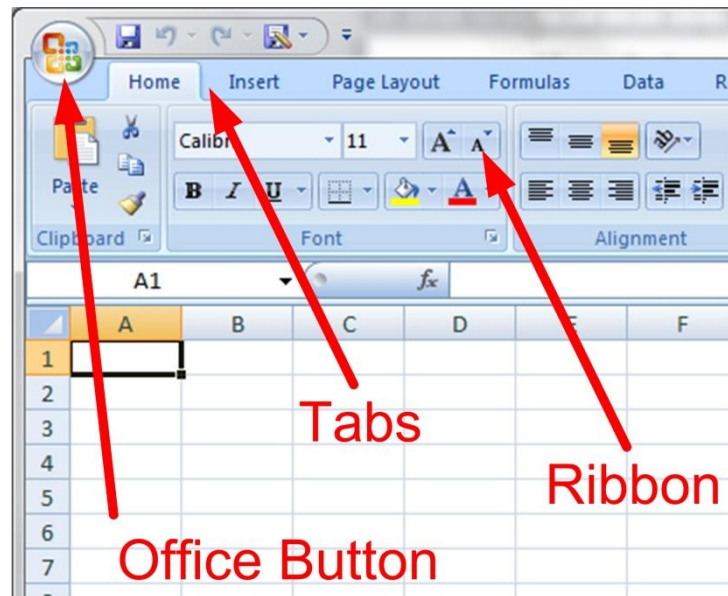


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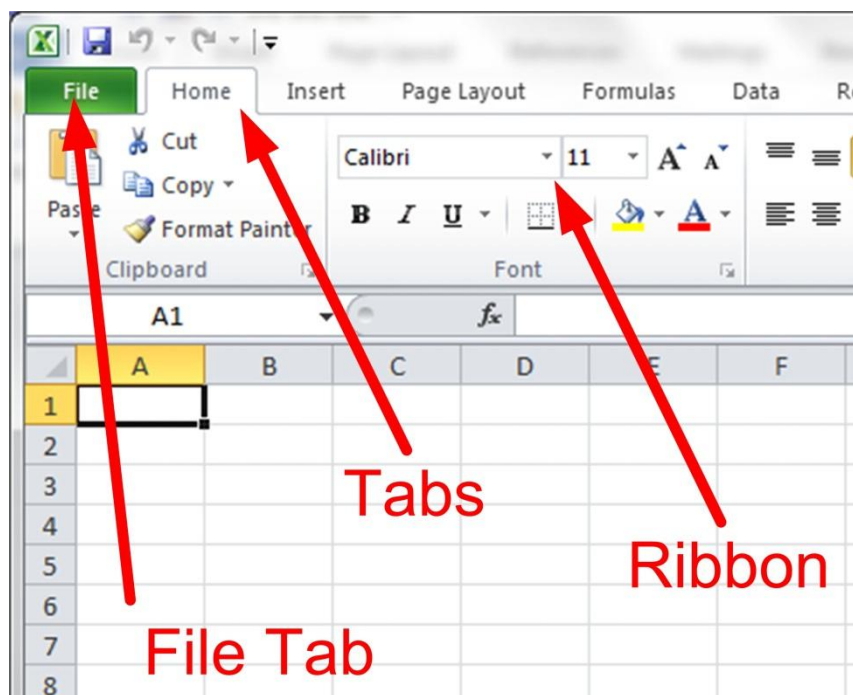
Office 2007

Office 2007 uses a completely revised system for operation. The Office Button offers many of the commands found under the old File menu. Other commands are laid out on the Ribbons, which are navigated using Tabs.



Office 2010

At first glance, Office 2010 is fairly similar to Office 2007. Commands are laid out on the Ribbons, which are navigated using Tabs. The most obvious difference is that the Office Button has been replaced by a File tab.



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Office 2013

Again, Office 2013 uses Ribbons and Tabs. The most noticeable difference is that the titles of the Tabs (FILE, HOME, INSERT, etc) have been written in Caps Lock.

