

What Version of Windows Do I Have?

Also: How Much Memory (RAM) is in my Computer?

If there is a "My Computer" icon on the desktop:

1. Right-click the "My Computer" icon
2. Choose "Properties"
3. The version of Windows will be displayed.



If there is **NOT** a "My Computer" icon on the desktop:

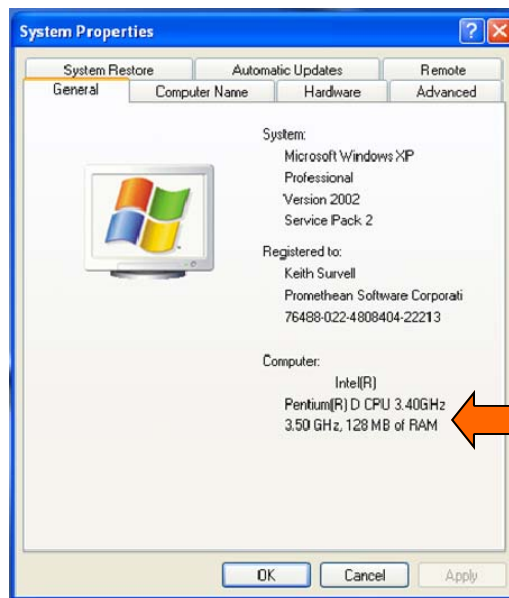
1. Click on the "Start" menu
2. Look for the "My Computer" icon and right-click it
3. The version of Windows will be displayed.

If there is **NO ICON CALLED "MY COMPUTER" ANYWHERE:**

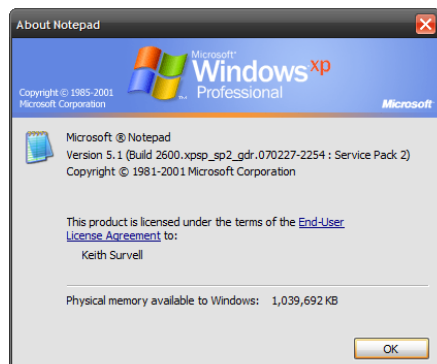
1. Chances are this is Windows Vista.
2. Ask if there is an icon called just "Computer" instead
3. Right-click the "Computer" icon
4. Choose "Properties"
5. The version of Windows will be displayed.

If you cannot find a "My Computer" or "Computer" icon anywhere:

1. Click on the "Start" menu
2. Click on "Run"
3. Type "Notepad"
4. Click the "Help" menu in Notepad
5. Choose "About Notepad"
6. The version of both Notepad and Windows will be displayed.



This screen also tells you how much memory (RAM) your computer has.



What Version of Word/Excel/Office Do I Have?

1. Open Microsoft Word (or Excel)
2. Click on the “Help” menu
3. Choose “About Microsoft Word” or “About Microsoft Office Word”
4. The version will be displayed.

If there is no “Help” menu:

1. This is Word or Excel 2007. It has no menus – just “tabs.”

How Much Disk Space is Available On My Computer?

1. Double-click the “My Computer” icon on the desktop. (Or on the “Start” menu—see page 1 for how to find the “My Computer” icon.)
2. Right-click the hard drive. The hard drive is almost always labeled “Local Disk (C:)”
3. Choose “Properties”
4. The free space will be displayed.

