How to Find Your Computer Specifications on a Mac

When installing software or configuring your computer for use with various MUSC systems and hardware devices, you may be asked at some point for some information about your computer specifications. To find out what operating system (OS) you are using, the system type, and memory of your computer, following the instructions below.

- 1. Click the ______ icon from the top left corner of your screen.
- 2. Choose "About this Mac."



To find out which version of Microsoft Office you are using:

- 1. Open any Office product (Word, PowerPoint, etc.).
- 2. Go to the menu labeled "PowerPoint" (or "Word", etc.) and click "About PowerPoint." A window like the one below will appear.



How to Find Your Computer Specifications on a PC

When installing software or configuring your computer for use with various MUSC systems and hardware devices, you may be asked at some point for some information about your computer specifications. To find out what operating system (OS) you are using, the system type, and the memory of your computer:

- 1. Open the Windows button in the lower left corner of your screen, choose "Control Panel", and go to "System".
- 2. This window will appear.

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Control Panel Home Control Panel Home Control Panel Control Panel Home Control Panel	View basic information about your computer Windows edition Windows 7 Enterprise Copyright © 2009 Microsoft Corporation. All rights reserved.				— OS Versio		
	System	-					
	Rating:	57.9 Windows Experience Index Intel(R) Core(TM)2 Duo CPU E8435 @ 3.06GHz 3.06 GHz remory (RAM): 4.00 GB re: 64-bit Operating System					
	Installed memory (RAM):				 Memory 		
	System type:				 System type 		
	Pen and Touch:	No Pen or Touch Input is available for this Di	splay		- , , p -		
	Computer name, domain, and workgroup settings						
	Computer name:		🛞 Change settings				
	Full computer name:						
	Computer description:						
	Workgroup:	CHP					
See also	Windows activation						
Action Center	Windows is activated		ask for				
Windows Update		Change product key genuine Microsoft					
Performance Information and Tools			Learn more	online			

To find out which version of Microsoft Office you are using:

- 1. Open Microsoft Word or PowerPoint.
- 2. Generally, you can go to the File menu and choose "Account" or "Help"