

Office 2007 and Office 2003 File Compatibility

The latest version of Microsoft Office is 2007. Word, and other programs in the suite, will save files in the Open XML format which is different from the format used in Office 97-2003. For example, Word 2003 files are saved with a .doc extension while Word 2007 files are saved with a .docx extension.

Files created in Office 2007 will not open in Office 2003 unless the file is saved in Office 97-2003 format or the Compatibility Pack has been installed. The Compatibility Pack for Word, Excel and PowerPoint can be downloaded for free at <http://office.microsoft.com/en-us/products/HA101686761033.aspx>. We have installed this Compatibility Pack on all computers in our labs. You should have no difficulties opening a Word, Excel or PowerPoint 2007 file on our lab computers, but you may see a change in the formatting.

If you are using Office 2007 at home, consider changing the settings so you can save your files in a format that is compatible with earlier versions of Office. That way, you won't have to change the "Save As Type" for every single file and will have no problems sharing files with those who don't have Office 2007.

For example, to change the save settings for all new documents in Word 2007:

Start Word 2007

Click the **Office button**

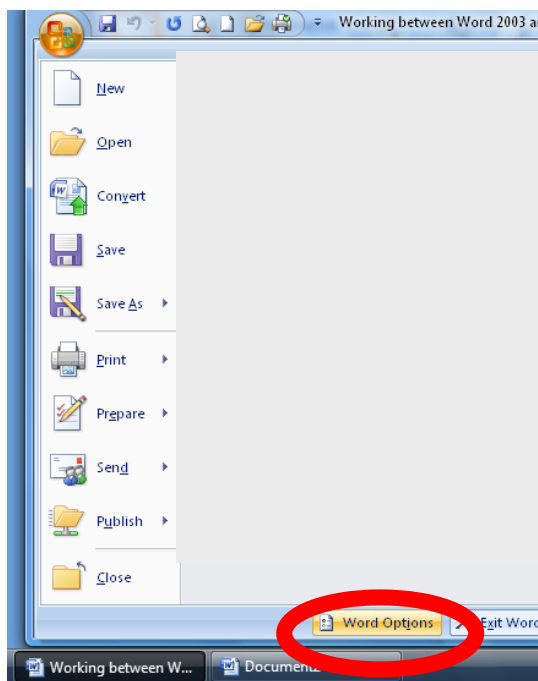
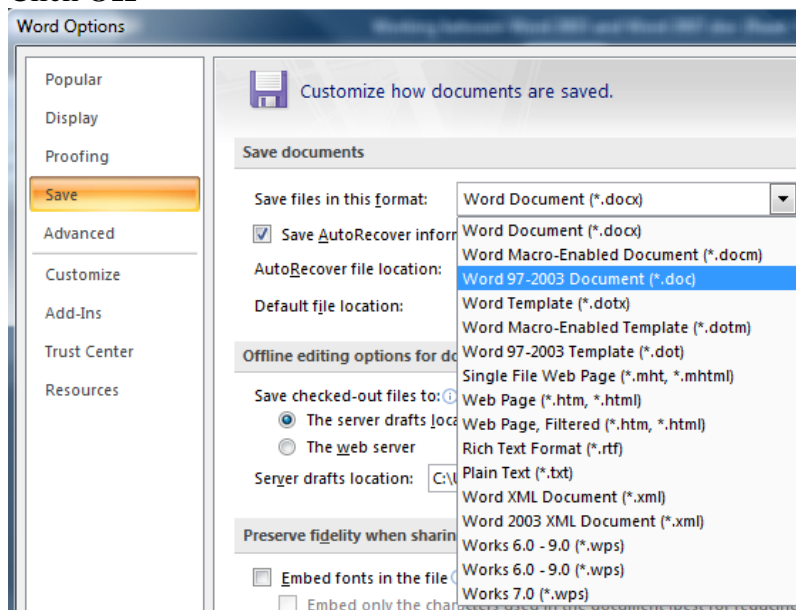


Click **Word Options** (circled in red)

Click the **Save** link (shown in yellow below)

Beside **Save files in this format**, select **Word 97-2003**

Click **OK**



All your New documents will be saved in the .doc format, which is compatible with earlier versions of Word. Use the same procedure for Excel and PowerPoint if necessary.