

Opening Office 2007 Files using Office 2003

Microsoft Office 2007 is the latest version of PowerPoint, Word, and Excel. While the college hasn't yet deployed this new version, some students may be using it to complete assignments since Office 2007 is sometimes included with the purchase of a new computer. As students begin to use Office 2007, a few tips can help in your document exchange with them.

One key difference from earlier versions is that Office 2007 saves new files, by default, with a new format that is XML-based and is not readable by earlier versions of Microsoft Office. With this format, new documents will have an added "x" in the file extension (i.e., ".docx" for Word, ".xlsx" for Excel, and ".pptx" for PowerPoint).

Because of the new default file format, faculty and staff using a PC, a Macintosh, or a PDA will not be able to read Office 2007 files.

Student Instructions for Saving Office 2007 files in Office 2003 Format

The easiest solution to the incompatibility of the Office file formats is to have students, who are using Office 2007, save their files in formats supported by Office 2003.

Here are the instructions for saving files in Office 2003 format for students who are using Office 2007:

1. **Open** your file in your Word Processor
2. Choose the **File** menu
3. Choose **Save As**
4. Under the **Save as type:** dialog box, click the drop down box and select "97- 2003" specific file extension (e.g., ".doc", ".xls", or ".ppt"). (Students can also set their preferences so that the default file format is compatible with Office 2003 software.)
5. **Save** the file to your computer.
6. **Use** this file to send to your instructor.

Student Instructions for RICH TEXT FORMAT (RTF) Files

Another suggestion when working with electronic file submissions from students is to require them to turn in a file in RTF format. This will enable any word processor to be able to open the file, while maintaining the majority of formatting.

Here are the instructions for students to save a file in RTF format:

1. **Open** your file in your Word Processor
2. Choose the **File** menu
3. Choose **Save As**

4. Under the **Save as type:** dialog box, click the drop down box and select RTF or Rich Text Format.
5. **Save** the file to your computer.
6. **Use** this file to send to your instructor.

Installing the Office 2003 Compatibility Pack

If you prefer to be able to open files from students in the Office format you will need a software update for your Office 2003 install. In order to view Office 2007 files sent to you from a student, you will need to download and install a compatibility tool from Microsoft if you are using Office 2003.

Here are the instructions for obtaining this compatibility pack:

1. Go to the following URL

<http://www.microsoft.com/downloads/details.aspx?FamilyId=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en>

2. **Download** the software.
3. Follow the instructions to **install** the compatibility pack.

A similar tool is available for Macintosh.