Cry for <u>H</u>elp

Computer Tips & Tricks for the novice to the advanced.

Office 2007

Be careful when you next send that letter or document to a friend. Remember to check the file format and what they can read. Since the introduction and popularity of Microsoft Office 2007, this issue of file formats has appeared again. The new version of office (it is the only one available now for all new computers) has introduced new file formats for most of the packages. All except Publisher.

You will notice in your list of files in "My Documents" that the new files have different file extensions. That's the bit after the dot. So a Word document in 2003 version is a ".doc" file and the 2007 version of the same file is ".docx". For Excel it changes from .xls to .xlsx and for Powerpoint the .ppt changes to .pptx.

This file extension is used by windows to decide what software to start when opening each document, and it defines what icon to use when displaying the file in explorer. Hence it is very important. So if you are sending a Word, Excel or Powerpoint document to someone else, and you're not sure what version of office they have, it might be best to first do a "Save As" of the file first. This will give you the ability to save the document in the 2003 version format.

However, if you receive a 2007 version document and only have 2003 – try this. In explorer, change the file extension from .docx to .doc, then double click the file to open it in Word 2003. So long as the sender hasn't used the NEW functions of Word 2007 then you may be able to open and use the document.

Remember, each version of office can recognise the file formats of previous versions of office, but cannot recognise the formats of future versions. Good old Microsoft for keeping us on our toes.

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