

Saving Assignments in Word, Excel, and PowerPoint in 2003 Format

Microsoft Word, Excel, and PowerPoint in the Office 2007 application are saved in an XML format for portability. The new file extensions are .docx, .xlsx, and pptx. Previous versions of these programs do not recognize these formats and cannot open any files created in Microsoft Office 2007. The procedure that follows is for Word documents. Saving PowerPoint and Excel files is similar.

To save a document in one of these applications so that it can be opened in older versions do the following:

1. Begin by clicking on the **Office** button at the upper left of your screen.
2. In the menu that appears, point to **Save As**.
3. In the fly out menu click on **Word 97-2003 document**.
4. Click the **Save** button to complete the conversion.
5. Confirm the conversion by noting the words [**Compatibility Mode**] in the title bar.