

Office 2007 Recommendations

Union Catholic IT Department

January 16, 2008

Purpose

Unlike previous versions of Microsoft Office, Office 2007 operates under new specifications and does not currently follow an accepted document formatting standard. Office 2007 also is not interoperable with previous versions of Microsoft Office. Due to these limitations the following recommendations are presented to the faculty, staff, and students of Union Catholic.

Recommendations

1. The following are accepted and approved Office file extensions: .doc, .ppt, .pub, .xls.
2. When using Office 2007, always save your documents in 97-2003 Compatible format to comply with the accepted file extensions.
3. When emailing your documents or transporting your document via some other method (i.e. CD, flash drive ...), only use the approved file extensions listed above to insure that everyone can access the document.

Please continue to next page for a brief tutorial on saving a Word file.

Tutorial

To save a word document in Office 2007:

1. Select the Office button in the upper left-hand corner of the program.
2. Select Save As
3. Change Save As type to Word 97-2003 Document

