

Setting Default Preferences in Microsoft Office 2008

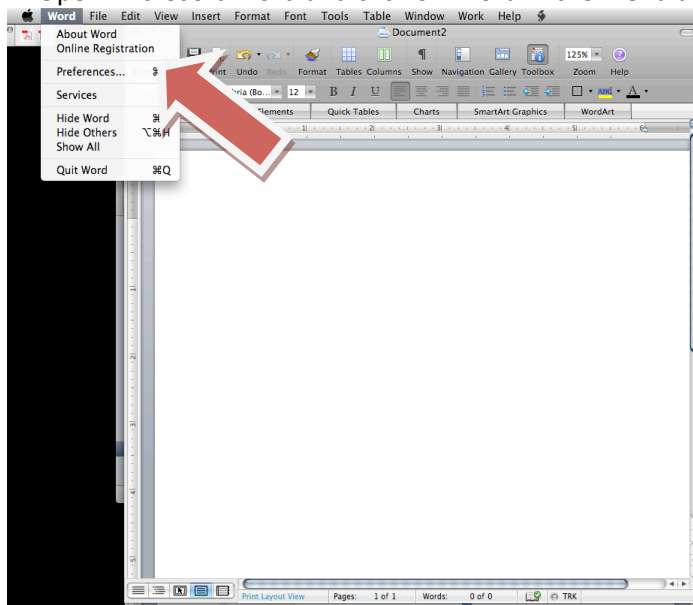
The file extensions have changed since Office 2004 and the new Office 2008 files may not open in an older version.

	Office 2008 File Extensions	Office 2004 File Extensions
Word	.docx	.doc
Excel	.xlsx	.xls
PowerPoint	.pptx	.ppt

You can modify the default file extension to be used in Microsoft Office if you want to save your file in the older version. This may be initially recommended while the building transitions to newer machines.

To modify the preferences:

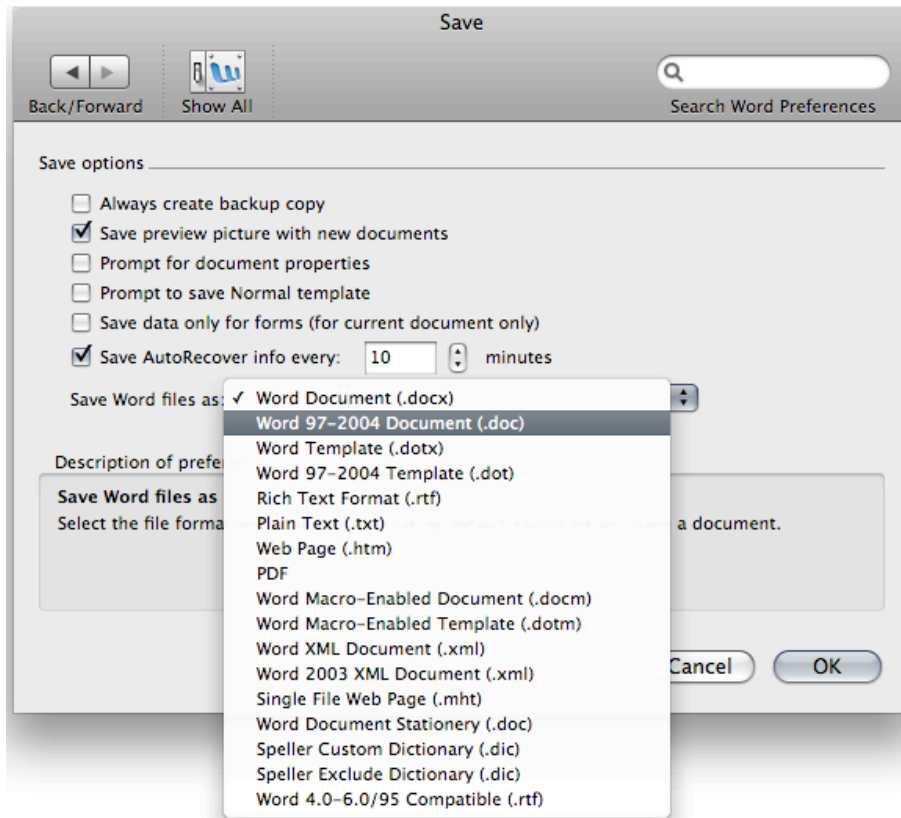
1. Open Microsoft Word and click on Word in the menu and choose Preferences.



2. In the Preferences window click on the Save Option



3. Change the 'Save files in this format' to Word 97-2004 (*.doc)



5. Click 'OK' and close Microsoft Word.

6. Reopen Microsoft Word and your default settings for Word will have changed.

[YOU WILL NEED TO REPEAT THIS PROCESS IN POWERPOINT TO CHANGE THOSE SETTINGS](#)

To change settings in Excel Use the Compatibility Option in the Preferences.

