

Setting Default Preferences in Microsoft Office 2007

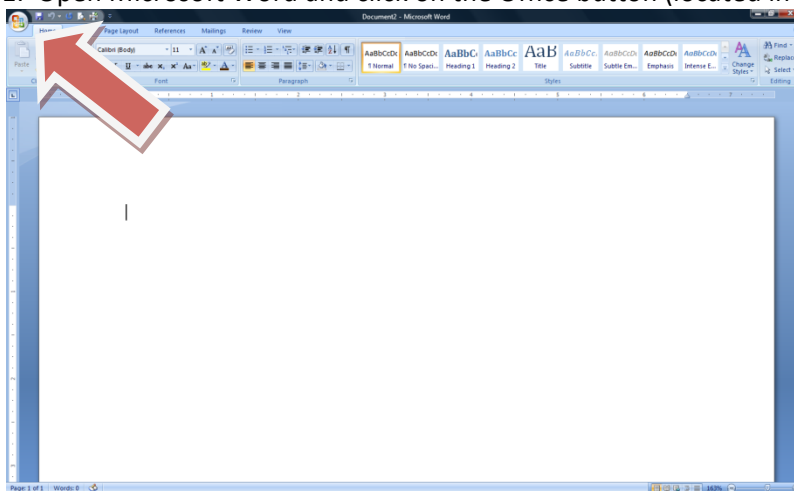
The file extensions have changed since Office 2003 and the new Office 2007 files may not open in an older version.

| | Office 2007 File Extensions | Office 2003 File Extensions |
|-------------------|-----------------------------|-----------------------------|
| Word | .docx | .doc |
| Excel | .xlsx | .xls |
| PowerPoint | .pptx | .ppt |

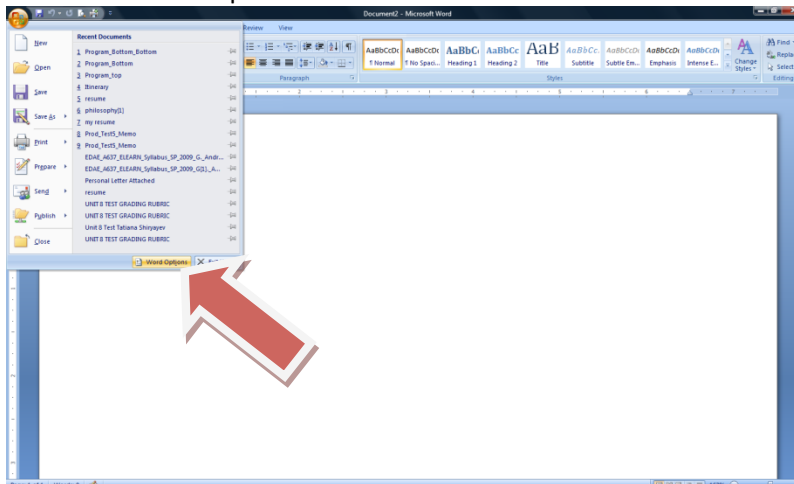
You can modify the default file extension to be used in Microsoft Office if you want to save your file in the older version. This may be initially recommended while the building transitions to newer machines.

To modify the preferences:

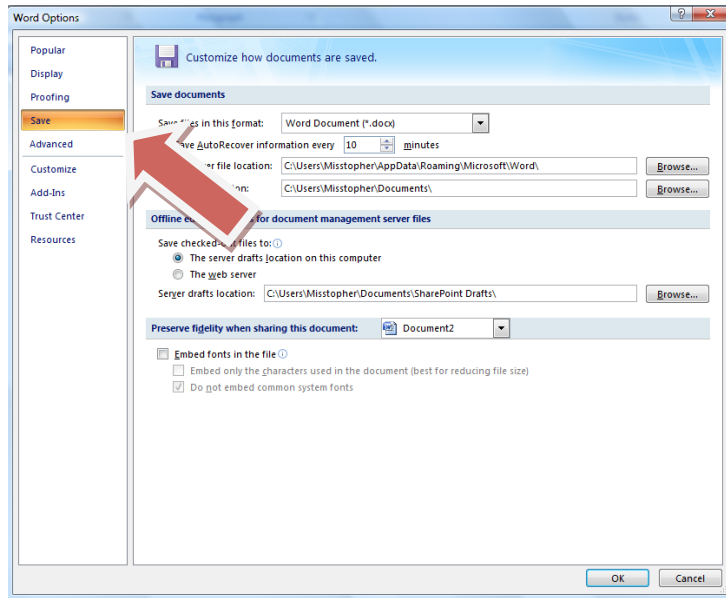
1. Open Microsoft Word and click on the Office button (located in the top left corner)



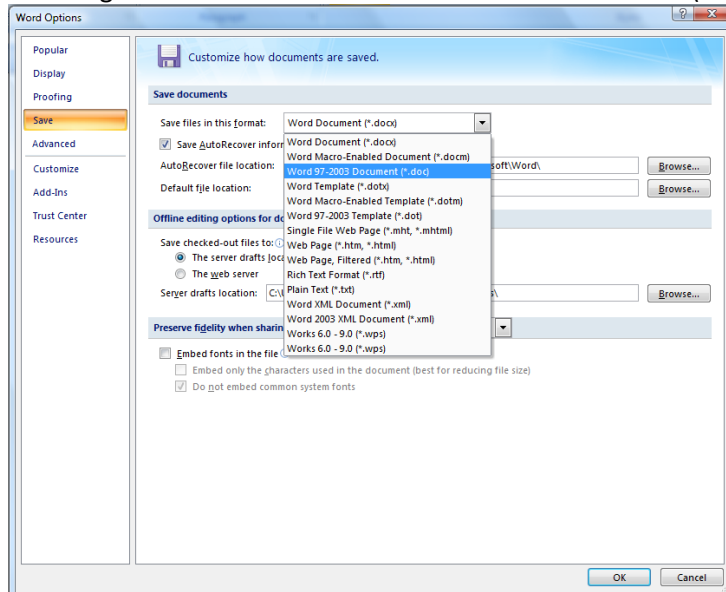
2. Click on Word Options



3. In the Word Options dialogue box click on the Save Option



4. Change the 'Save files in this format' to Word 97-2003 (*.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 EXCEL AND POWERPOINT TO CHANGE THOSE SETTINGS