



MONASH University

Centre for the Advancement for Learning and Teaching

Office 2007 help for students

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Office 2007 help for students

Introduction

It has come to our attention that some staff members are having difficulties opening assignments sent by students using Microsoft Office 2007.

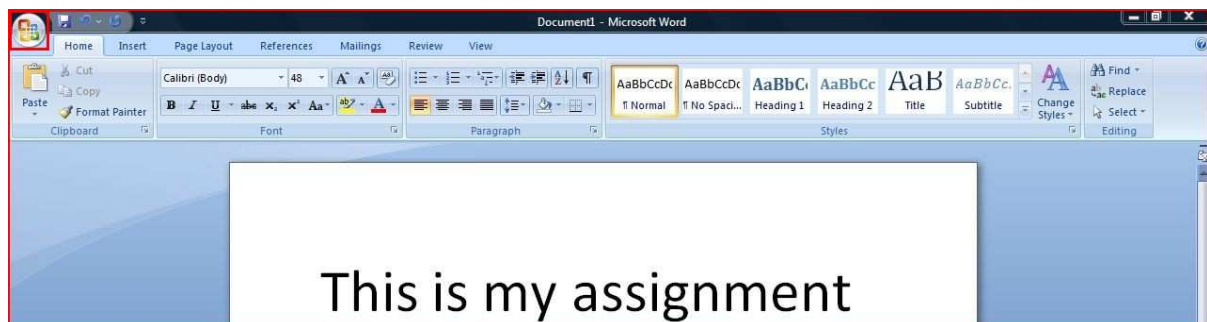
For example, Microsoft Word 2007 saves files as a default in the “.docx” format. This is the new standard for Word documents and replaces the “.doc” format.


As a result many staff members are unable to open assignments created by students using the latest version of Office.

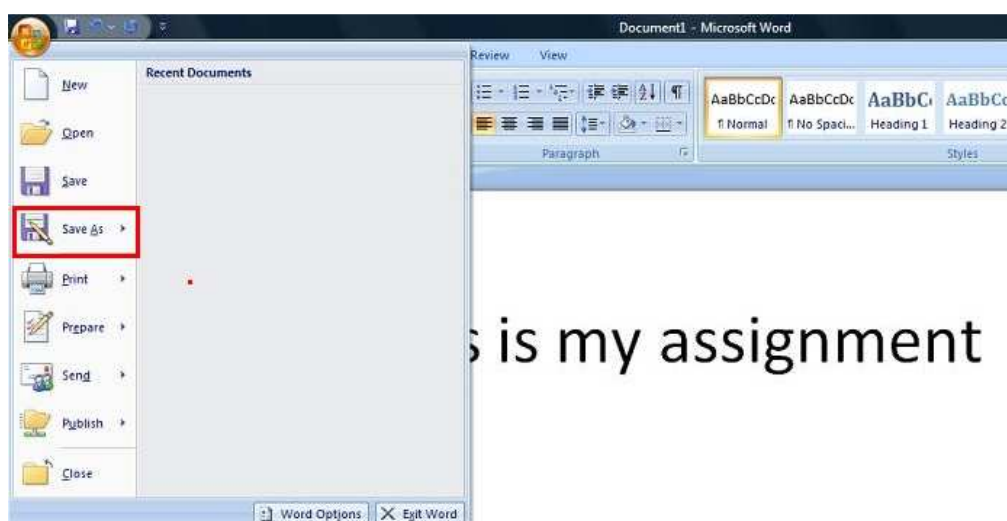
While there are compatibility packs available for staff members, we are recommending that students save their file in the “Office 97-2003” format. This will eliminate the problems that are being encountered.

How to save the file in Office 97-2003 format

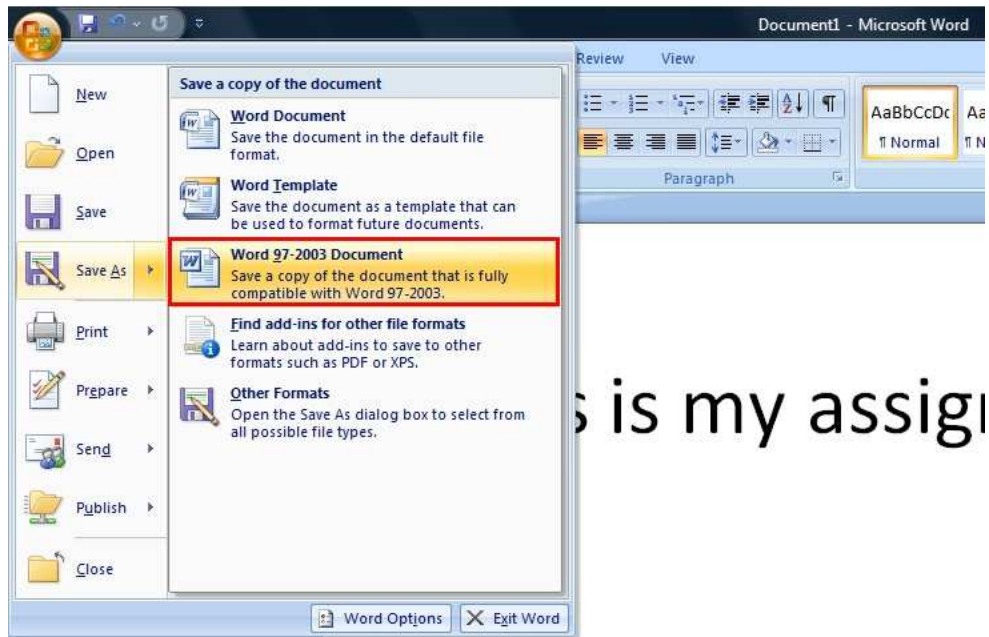
Note: While the instructions here are for Microsoft Word, they are the same for Excel, PowerPoint and all other Microsoft Office 2007 products



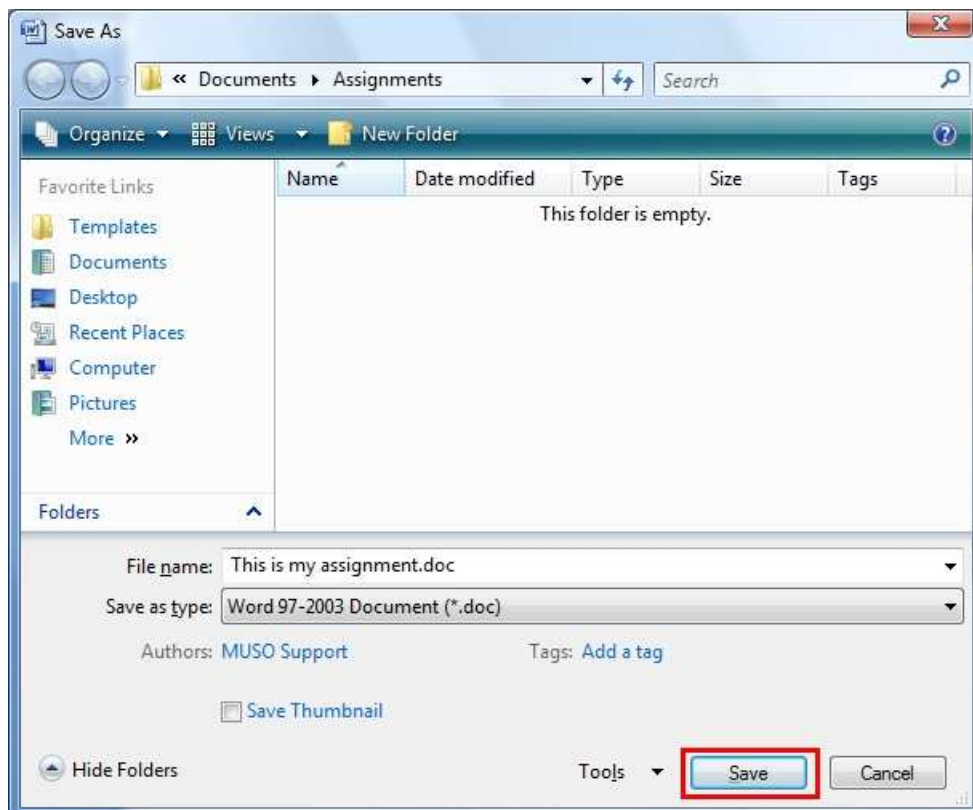
1. Click on the  button on the top left hand corner of the page



2. Hold your mouse over **Save As**

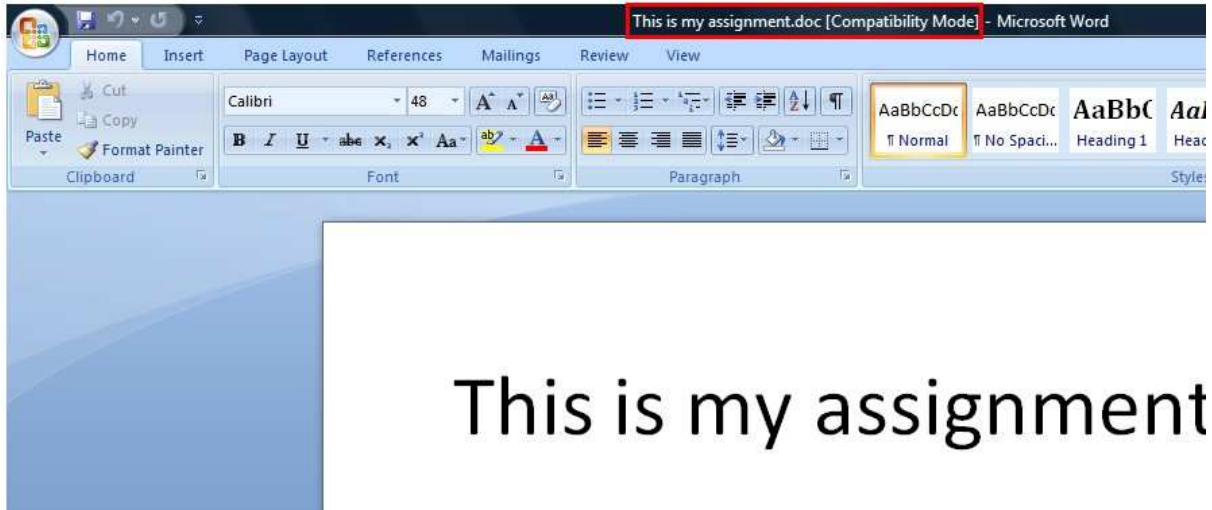


3. Click **Word 97-2003 Document** (or PowerPoint 97-2003, or Excel 97-2003 depending on the program you are using)



4. Make sure that "Save as type:" is "**Word 97-2003 Document (*.doc)**" and the "File name:" ends in ".doc"

Click **Save**



Your file should now be saved in the Word 97-2003 format. You can double check this by looking at the title bar for the document. It should say (filename).doc [Compatibility Mode]