

For Students using Microsoft Office 2007

The purpose of this document is to enable students using Office 2007 (Word, Excel, Access or PowerPoint) to create files that can be shared with their instructors and fellow students. These files will be in a format that can be read by Franklin lab and classroom machines.


Files that are created as Office 2007 files cannot be opened or read by earlier versions of Office. Franklin requires that those documents be saved in the Office 2003 format. This document will provide instructions on how to do that.

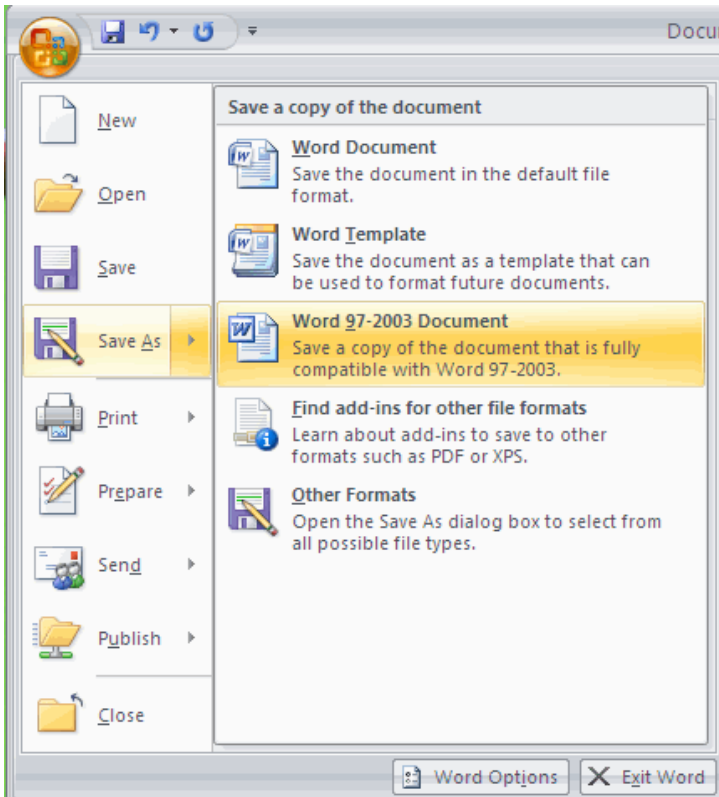
There are some new features in the Office 2007 programs that will be unavailable when the documents are saved in the earlier versions. These are not the basic features but are new in Office 2007. They will be grayed out once the files are saved in the lower version. This document will also demonstrate how to set the defaults on the program so that incompatible files will not be accidentally created.

WORD

How to save a Word document created in Office 2007 as a document that can be read using Word 2003.

When you are ready to save your document

1. Click on the Office icon, , in the upper left corner of Word 2007.
2. Choose Save As... out of the menu and then choose Word 97-2003 Document.

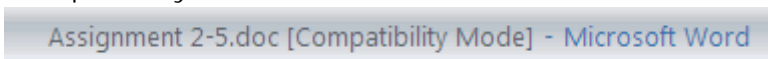


3. Name your document in the dialogue box . Word will automatically append the .

File name:	Assignment 2-5.doc
Save as type:	Word 97-2003 Document (*.doc)

doc extension.


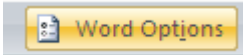
4. Press the save button in the dialogue box.
5. Your document title bar will now indicate that you are in Office Word Doc compatibility mode:

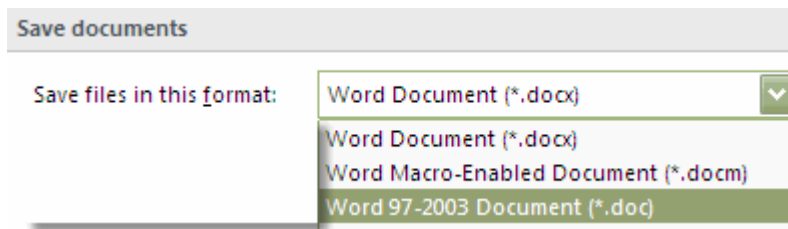


WORD

How to set the default so that all documents will be saved in the Word 2003 format.

If you want to be sure that all of your documents are saved in the Word 2003 compatible mode you can set the default to that option.

1. Click on the Office icon 
2. Select the Word Options tab at the bottom of the dialogue box: 
3. In the new dialogue box choose Save from the menu.
4. In the drop down box under the Save files in this format choose: Word 97-2003 Document (*.doc)




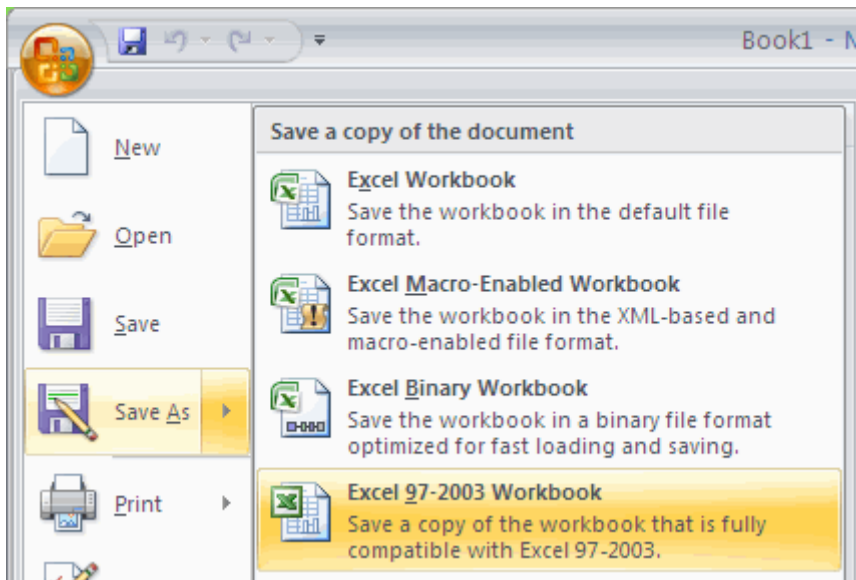
5. Press the OK button at the bottom.
6. Now, every document you create will be Word 2003 compatible. You can change this back whenever you choose.

EXCEL

How to save an Excel workbook created in Office 2007 as a workbook that can be read using Excel 2003.

When you are ready to save your workbook

1. Click on the Office icon, , in the upper left corner of Excel 2007.
2. Choose Save As... out of the menu and then choose Excel 97-2003 Workbook.

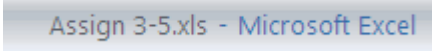


3. Name your workbook in the dialogue box . Excel will automatically append the . xls

extension.

File name:	Assign 3-5.xls
Save as type:	Excel 97-2003 Workbook (*.xls)


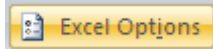
4. Press the save button in the dialogue box.
5. Your workbook title bar will now indicate that you are in Office Excel compatibility

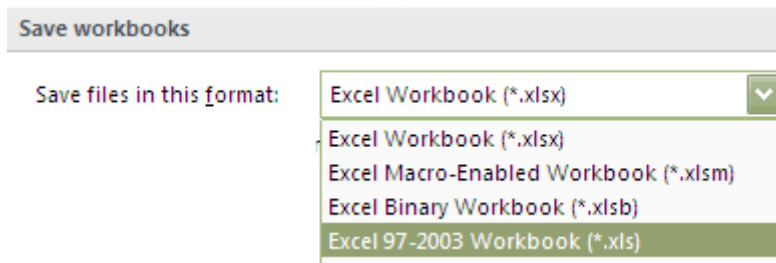
mode: 

Excel

How to set the default so that all workbooks will be saved in the Excel 2003 format.

If you want to be sure that all of your workbooks are saved in the Excel 2003 compatible mode you can set the default to that option.

1. Click on the Office icon 
2. Select the Excel Options tab at the bottom of the dialogue box: 
3. In the new dialogue box choose Save from the menu.
4. In the drop down box under the Save files in this format choose: Excel 97-2003 Workbook(*.xls)

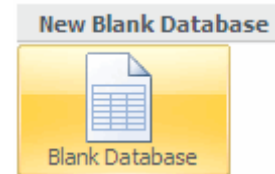



5. Press the OK button at the bottom.
6. Now, every workbook you create will be Excel 2003 compatible. You can change this back whenever you choose.

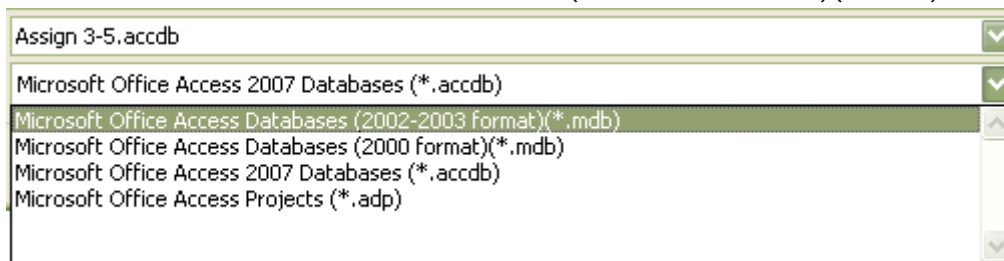
Access

All Access databases must be named and saved when they are created. At that time the Access database must be saved as an Access 2003 compatible file. This cannot be done later.

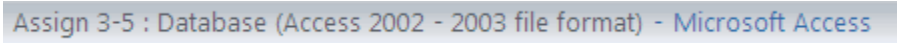
How to create and save an Access database using Access 2007 that can be read using Access 2003.



1. Open Access and click on the New Blank Database icon
2. In the left hand column click on the Browse for a location folder: 
3. You will get a new dialogue box. In this box name your database and then choose the Microsoft Office Access Databases (2002-2003 format)(*.mdb)



Access will change the name extension to.mdb.

4. Click the Create button.
5. Your database title bar will now show that you are in Access 2003 compatibility mode. 

Working in Access 2007 with databases that were created in Access 2003.

If you open an Access 2003 database using Access 2007 you will be able to make changes in the database and it will automatically save as an Access 2003 compatible database.

Access

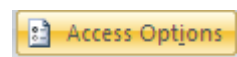
How to set the default so that all databases created in Access 2007 will be saved in the Access 2003 format.

If you want to be sure that all of your databases are saved in the Access 2003 compatible mode you can set the default to that option.



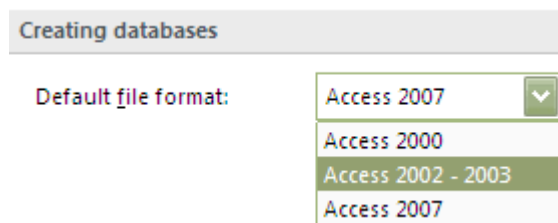
1. Click on the Office icon

2. Select the Access Options tab at the bottom of the dialogue box:



3. In the new dialogue box choose Popular from the menu.

4. In the drop down box under the Default file format choose: Access 2002-2003




5. Press the OK button at the bottom.

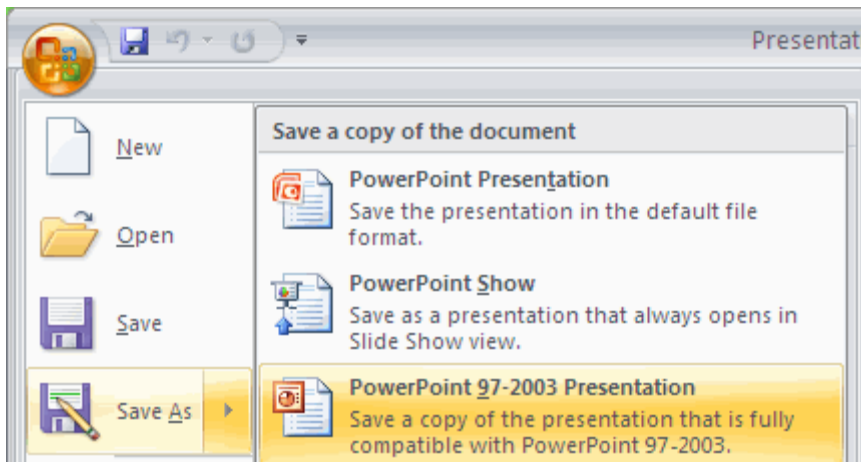
6. Now, every database you create will be Access 2003 compatible. You can change this back whenever you choose.

PowerPoint

How to save a PowerPoint presentation created in Office 2007 as a presentation that can be read using PowerPoint 2003.

When you are ready to save your presentation

1. Click on the Office icon, , in the upper left corner of PowerPoint 2007.
2. Choose Save As out of the menu and then choose PowerPoint 97-2003 Presentation.

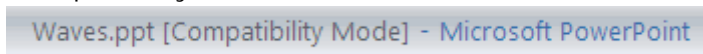


3. Name your presentation in the dialogue box . PowerPoint will automatically append

File name:	Waves.ppt
Save as type:	PowerPoint 97-2003 Presentation (*.ppt)

the .ppt extension.


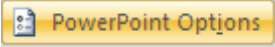
4. Press the save button in the dialogue box.
5. Your presentation title bar will now indicate that you are in Office PowerPoint compatibility mode:

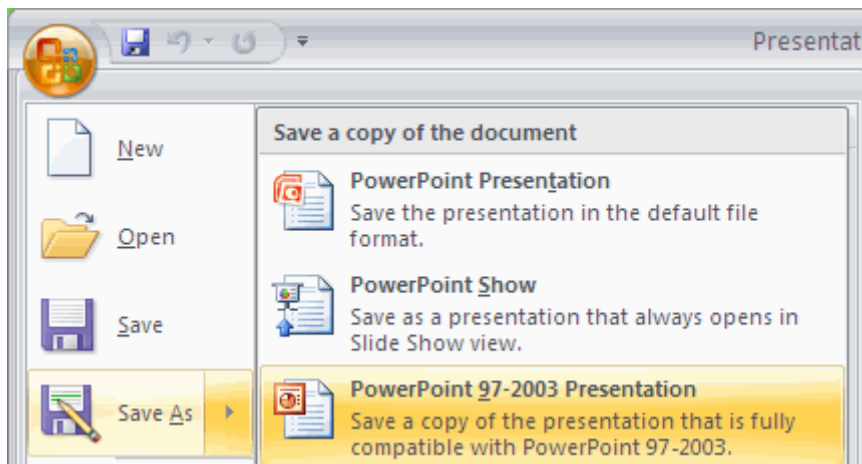


PowerPoint

How to set the default so that all presentations will be saved in the PowerPoint 2003 format.

If you want to be sure that all of your presentations are saved in the PowerPoint 2003 compatible mode you can set the default to that option.

1. Click on the Office icon 
2. Select the PowerPoint Options tab at the bottom of the dialogue box:

3. In the new dialogue box choose Save from the menu.
4. In the drop down box under the Save files in this format choose: PowerPoint 97-2003 Presentation



5. Press the OK button at the bottom.
6. Now, every presentation you create will be PowerPoint 2003 compatible. You can change this back whenever you choose.