

## Conversion of Documents

The biggest change in the new MS Office is in its ability to handle Office documents in the new XML format. Students who use MS Office 2007 (PC) or 2008 (Mac) may be sending you documents in this new format. The way to know is by looking at the extension at the end of the document file name.

	Old – Office 2001	New – Office 2007 or 2008
Word	.doc	.doc
Powerpoint	.ppt	.pptx
Excel	.xls	.xlsx

**The new version will open documents from either format seamlessly.**

You have choice in saving your document in either format. You can do it manually or by setting the preference in MS Office to establish a default setting.

1. Launch the application of MS Office – Word, Powerpoint or Excel
2. Under the application name in bar at the top of the screen scroll down to Preferences.
  - a. In Word click on the Save icon and choose “Save Word Files As:” and your setting
  - b. In PowerPoint click on the Save icon and choose “Save PowerPoint Files As:” and your setting.
  - c. In Excel click on compatibility icon and choose “Save Excel files in this format:” and your setting.

**NOTE: Each of these is done separately and independently and somewhat different in the location or name of the icon.**

### Added features - Word

- Task Ribbon: Document Elements (Quick Tables-Charts-SmartArt Graphics-Word Art) now in a ribbon across the top of the screen.
- View
  - Print Layout
  - Notebook Layout
  - Publishing Layout
    - Toolbox
      - Formatting
      - Object
      - Scrapbook
      - Reference Tools
      - Compatibility Report

### Added features – PowerPoint

- Task Ribbon: Document Elements (Slide Themes-Slide Layouts-Transitions-Table Styles-SmartArt Graphics and Word Art.
- View
  - Formatting Palette
  - Object Palette
  - Custom Layout.

### Added features-Excel

- Task Ribbon: Document Elements (Sheets-Charts-SmartArt-Word Art)
- View
  - Formula builder.