

Microsoft Office 2007 is a major update to the office suite. Word and other programs in the suite will use new document formats. Word(or excel and powerpoint) 2007 saves files in the .docx format, which is different from the .doc format used in Word 97-2003.

The new document format in Word 2007 can cause difficulties when it comes time to share your documents electronically.

So, if you upgrade to Word 2007, you should consider changing the save settings. You can save your documents in a format that is compatible with earlier versions of Word. That way, you won't have any problems sharing documents.

Click the Office button

Click Word Options

Open the Save options

Beside Save files in this format, select Word 97-2003

Click OK

Your documents will be saved in the .doc format, which is compatible with earlier versions of Word.

A similar function exists in the rest of the Office suite.