



Office 2007 FAQs

Topic: Word 2007 Basics

Question:

What's different about this version of Word?

Answer:

1. From a user's point of view, the most obvious difference is that drop-down menus were replaced with "Ribbon" tabs.
2. Each Ribbon tab is designed to be task-oriented.
3. Groups within each tab break tasks down into sub-tasks.
4. Command buttons within each group carry out a command or display a menu of commands.

Question:

Is Word 2007 compatible with earlier versions?

Answer:

1. Word 2007 uses an XML (extensible mark-up language) format that is incompatible with earlier versions of Word. Word 2007 documents now end with .docx, not .doc.
2. To share your Word document with users who may not have Office 2007, use the "Save As" function. You cannot simply change the last three letters of the file name from .docx to .doc.
3. Word 2007 will open documents created with earlier versions of Word, but some features may be unavailable. When you open a document created in an earlier version of Word, Word 2007 uses a "compatibility mode" function.
4. Users of earlier versions of Word may view (but not edit) Word 2007 documents by downloading, installing, and using a viewer available at <http://tinyurl.com/4k83xv>.

Question:

Are there any tools I can get from Microsoft to help me learn this new version?

Answer:

1. Yes. Microsoft has a download that will install a "Get Started" tab on Word 2007. This download is available at <http://tinyurl.com/2a5yq6>, give you easy access to free content on Office Online, such as training courses, video demos, and other Office Online content designed to help you learn Word 2007 quickly. An Office Online interactive command mapping tool, also available on the Get Started tab, shows you where to find Word 2003 buttons and commands in Word 2007. Office Online Community discussions are also available directly from Word with this add-in.

For Further Support Please Contact

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