

Using Microsoft Office 2007

Compatibility Pack

The Microsoft Compatibility Pack allows users who have earlier versions of Microsoft Office to open, edit, and save documents created in Microsoft Office 2007.

[Click here for instructions on Installing Microsoft Office 2007 Compatibility Pack](#)

[Click here to download the software](#)

Web Calendar and Microsoft Outlook

If you upgraded to Microsoft Office 2007 (specifically, Outlook 2007), do not use the “Sun Sync” utility with your web calendar (<http://calendar.pace.edu>) as we have been informed by Sun Microsystems of known incompatibilities. DoIT (914-773-DOIT) or <http://doithelpdesk.pace.edu> can provide you with a work around until the situation can be rectified.

Saving to an Earlier Version of Microsoft Office

Saving Microsoft Office 2007 files in Microsoft Office 97-2003 format enables compatibility when sending files to users of earlier versions who have not installed the Compatibility Pack. If not, the recipient cannot open, edit, or save documents received in Microsoft Office 2007 formats. However, saving to an earlier version provides the recipient access to the file.

[Click here for instructions on Saving to an Earlier Version of Microsoft Office](#)

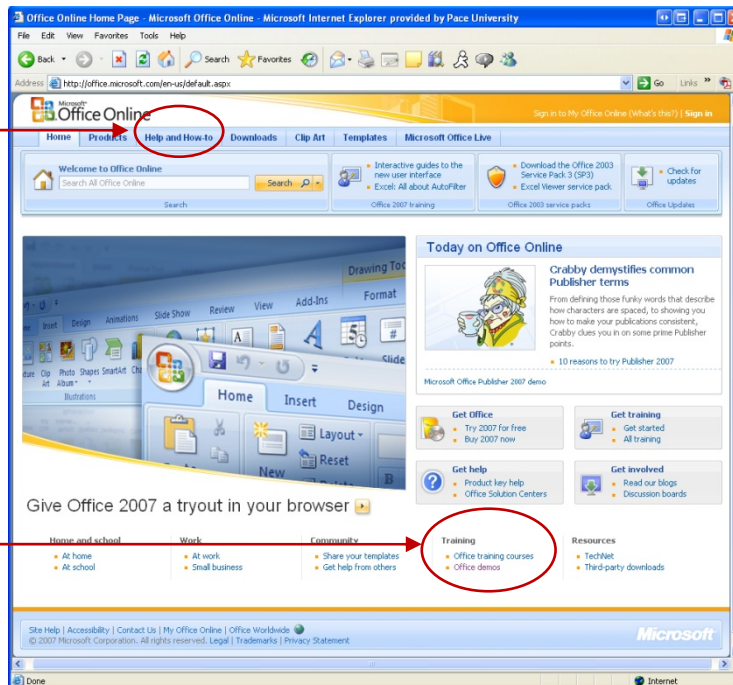
Microsoft Office Website

The Microsoft Office website provides a variety of training tools for all of its products. They have a “How to” step-by-step instructional section that provides audio and text information. Additionally, there are training demos which allows users to follow along and watch specific instructions.

Go to <http://office.microsoft.com>:

The **Help and How-to** tab provides audio and text instructions, in addition to training demos and courses.

The links under **Training** directs users to Office training courses and demos for various products.



This flyer can be found online at the DoIT homepage:
<http://www.pace.edu/doit>

Or, go to the IMO Resources Page:
<http://www.pace.edu/doit>
and select IMO Resources/ Documents/DoIT Flyers

Below are examples of support links found within the **Help and How-To** tab:

[Click here for Get Started with the 2007 Microsoft Office System](#)

[Click here for Guides to the 2007 Office System user interface](#)