

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

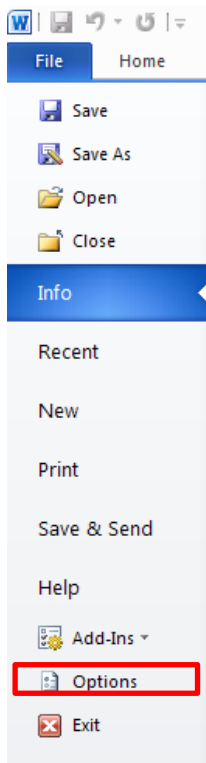
## COMPATIBILITY SETTINGS FOR OFFICE 2010

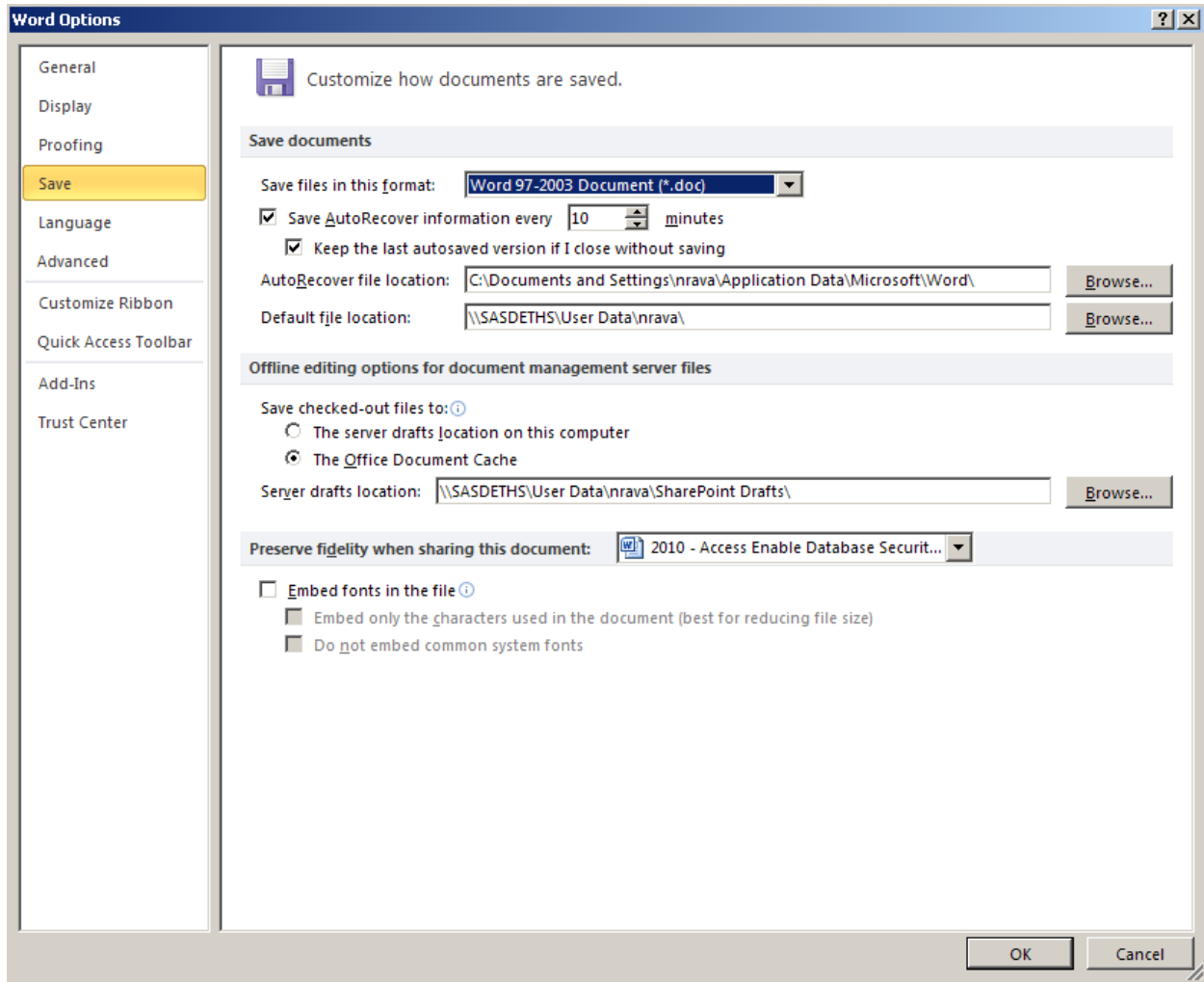
### Purpose

To set documents and other files to formats so that they are compatible with older Office programs.

### MS Word

Go to File, Options

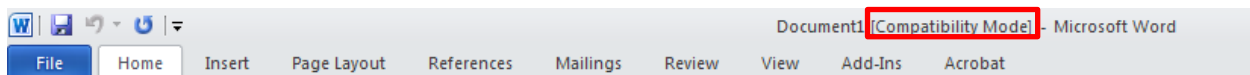




For the Save files in this format – choose Word 97-2003 Document (\*.doc)

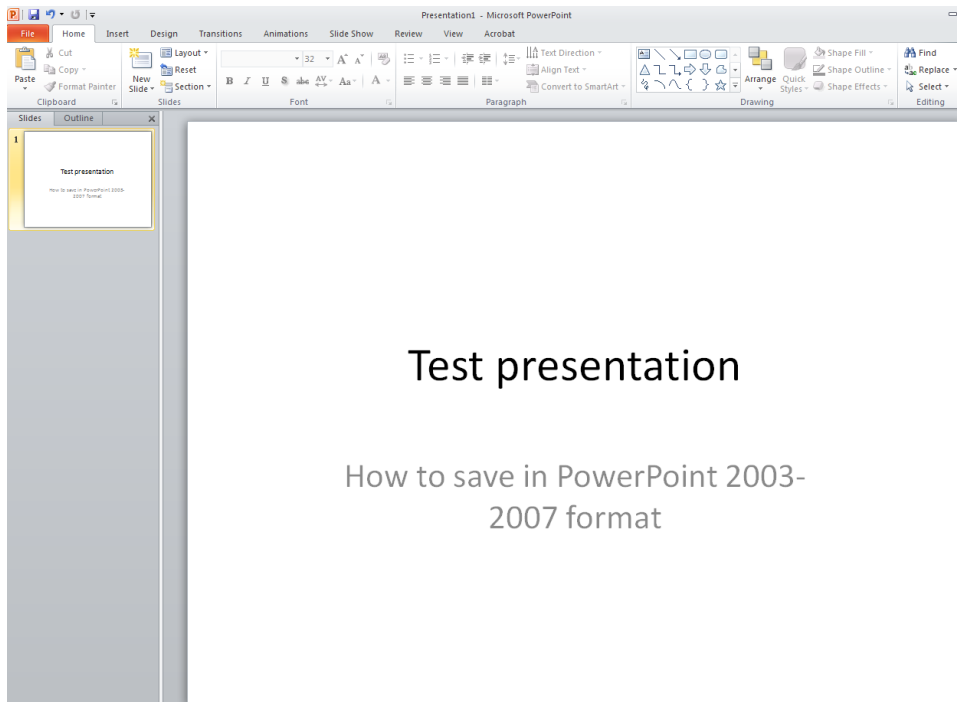
Click on OK

Now when you save – the default is Word 97-2003 format – see the following example (compatibility mode means that it is set to Word 97-2003):



# How to Make PowerPoint 2010 Compatible with PowerPoint 2003

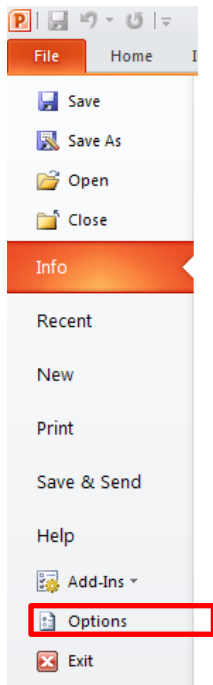
Let's say that you created a document in MS PowerPoint 2010 – see the following sample:



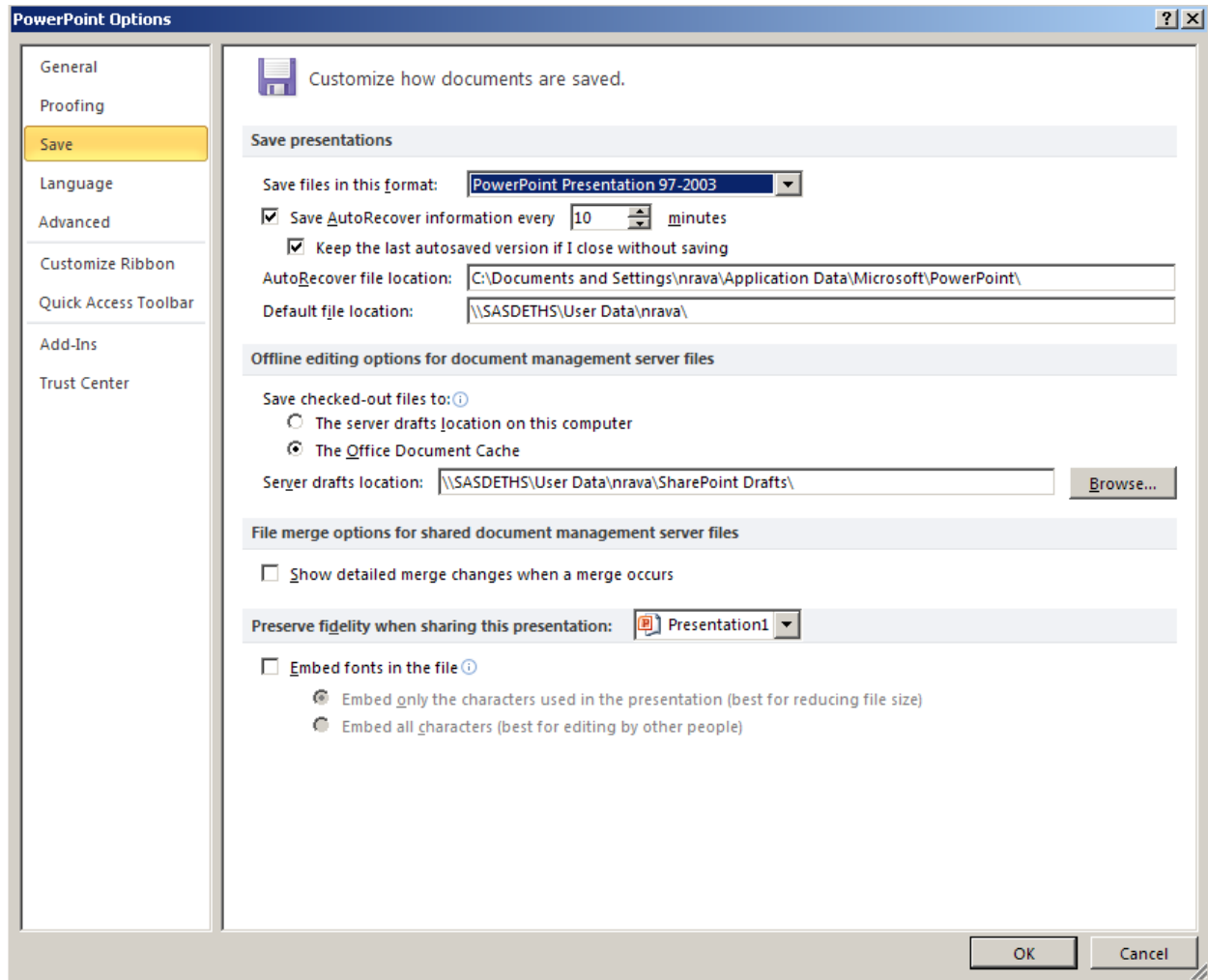
You can set up MS PowerPoint 2010 to automatically save in MS PowerPoint 2003 format (so that you can open your document with earlier versions of PowerPoint).

Click on 

## Options



Click on the Save option



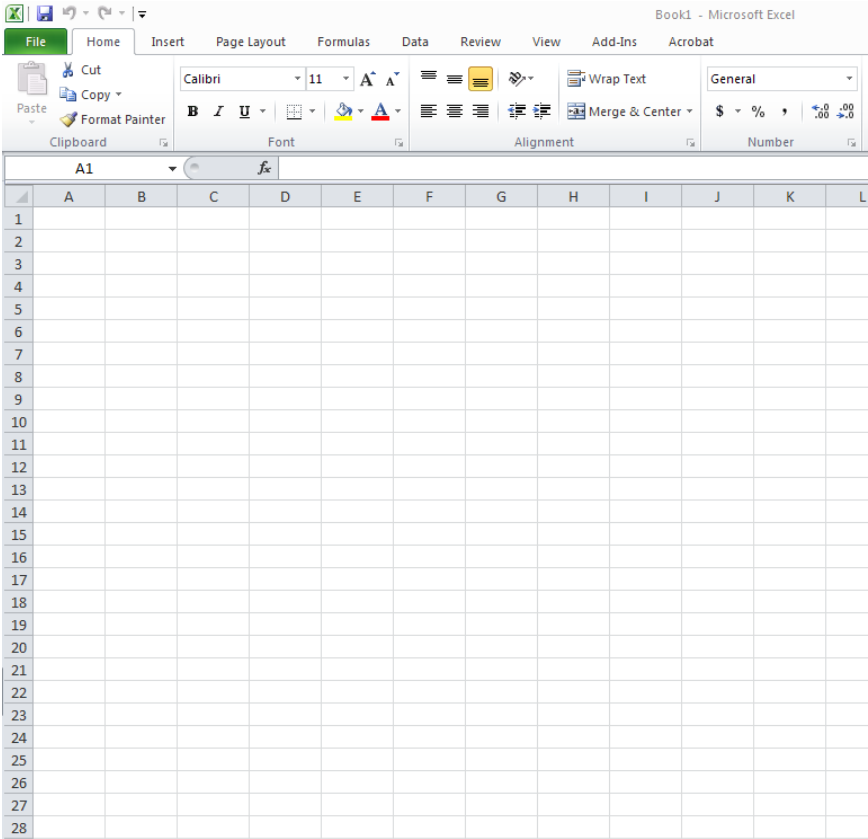
For the Save files in this format – choose PowerPoint Presentation 97-2003

Click on OK

Now when you save – the default is PowerPoint 97-2003 format

# How to Make Excel 2010 Compatible with Excel 2003

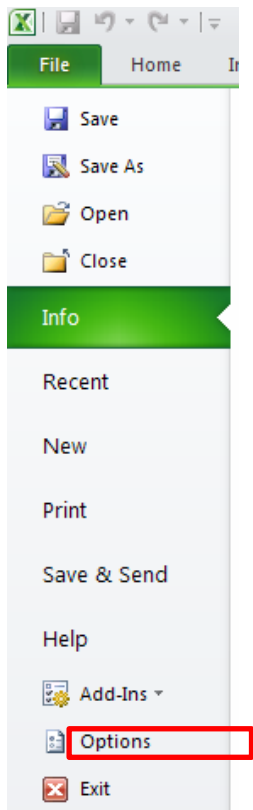
Let's say that you created a spreadsheet in MS Excel 2010 – see the following sample:



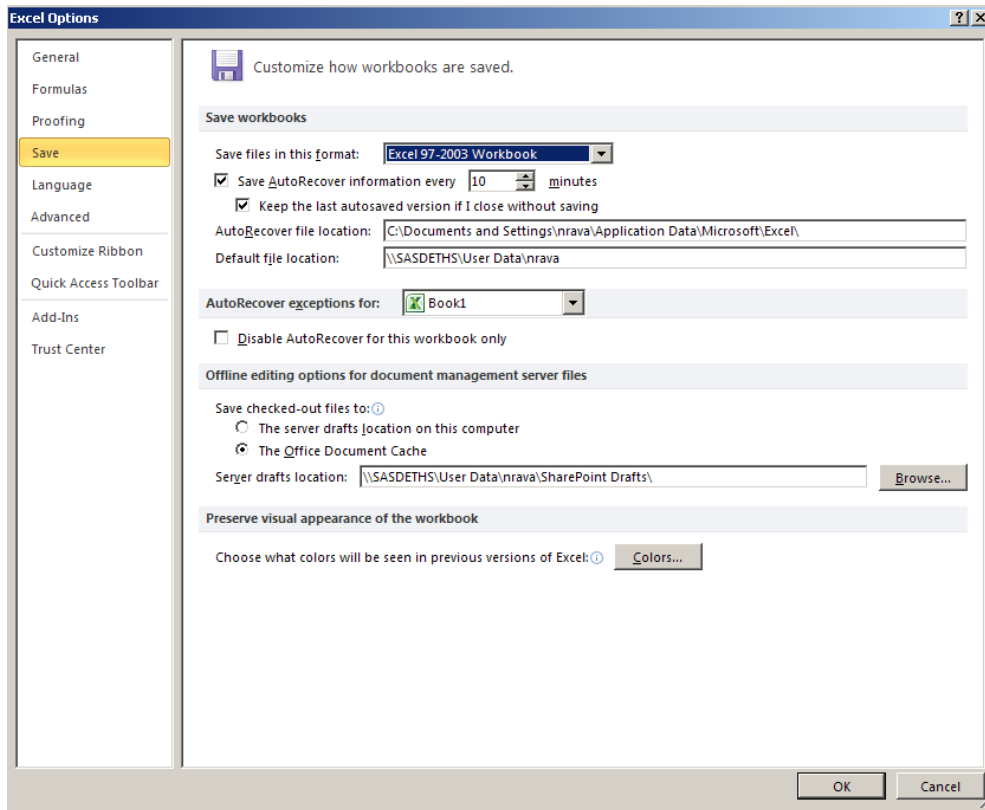
You can set up MS Excel 2010 to automatically save in MS Excel 2003 format (so that you can open your document with earlier versions of Excel).

Click on 

Click on Options



Click on Save option



For the Save files in this format – choose Excel 97-2003 Workbook

Click on OK

Now when you save – the default is Excel 97-2003 format