

Welcome to "ITS Technology Tips," where we bring you some useful information about the technology here at Loyola and effective ways to use the technology. Remember to visit the weekly [Tech Tips Blog](#) for the latest tips and the [Technology Tips Archive](#), to find all Tech Tips in PDF format, categorized for easy access.

How to Open Microsoft Office 2007 Files

You may already know that along with Office 2007, Microsoft introduced a new file format that is not compatible with older versions of Office. If you haven't upgraded to Office 2007 or are using Mac OSX then you won't be able to automatically open Word documents that carry the .docx extension or PowerPoint Presentations (.pptx). If you are using an older version of Office in Windows and attempt to open a .docx or .pptx file, you may be prompted with a message to install the Microsoft Compatibility Pack (which you should do) or you could get an error message. On a Mac, a .docx file will show up as a .zip file that you won't be able to open in Word. This means that an instructor using Office 2003 could have trouble opening a Word 2007 document that a student submits in Blackboard.

For file sharing between Office 2007 and older versions, one solution is for the Office 2007 user to save documents as compatible .doc or .ppt formats. Understandably, it might not always be convenient to request that an Office 2007 user resave all of the documents they've sent you. If you are using an older version of Office and need to open or convert .docx or .pptx files then you have the option to install Microsoft's Compatibility Pack, File Format Converter for Mac, or Word or PowerPoint Viewers.

[Microsoft Office Compatibility Pack for Windows](#)

Installing the Compatibility Pack will enable Microsoft Office 2000, Office XP, and Office 2003 users to be able to open, edit, and save files using the file formats new to Microsoft Office 2007.

[Microsoft Office Open XML File Format Converter for Mac 0.2.1 \(Beta\)](#)

With the Open XML Converter, you can convert Open XML files to a format that is compatible with Microsoft Office 2004 for Mac and Microsoft Office v. X for Mac. You can choose to convert and open one file, or convert a large number of files.

[Word 2007 Viewer for Windows](#)

View, print and copy Word documents, even if you don't have Word installed. This download is a replacement for Word Viewer 2003 and all previous Word Viewer versions.

[PowerPoint 2007 Viewer for Windows](#)

Microsoft Office PowerPoint Viewer 2007 lets you view full-featured presentations created in PowerPoint 97 and later versions.

That's our technology tip for this week. Please drop us a line at Training@luc.edu to let us know what you think or to send us topic ideas for future technology tips. If you'd like to go back to our archive of technology tips, please visit us on the Web at <http://www.luc.edu/its/techtips.shtml>.