

## Working with Office 2008 and 2004 Versions

As you have probably noticed there are two versions of Office available now. This is true at school and on home computers. Office 2004 will not open Office 2008. It is very important that when working with any of the Office products (Word, Excel, and PowerPoint) that you pay attention to what version you are working with.

One of the safest things you can do is always save down to Office 2004. If you see that your extension has an 'X' at the end you know that you are working with Office 2008 (.docx, .xlsx, or .pptx)

To save down to a lower version  
Go To File → Save as

In the Save As Window

Click on the Format Bar and choose PowerPoint 97-2004 Presentation (.ppt)  
Excel 97-2004 Workbook (.xls)  
Word 97-2004 Document (.doc)

