



ISSInfo

Office 2007 FAQ

Introduction

In our ongoing effort to maintain currency in application support, ISS is in the process of adding Office 2007 to all campus electronic classrooms and Microsoft Windows computer labs. Because Office 2007 is significantly different in appearance than previous versions of Office, ISS will install Office 2007 and Office 2003 for the 07-08 academic year. Since some students and faculty will be using Office 2007 files, we need to make it available in our labs and classrooms. Office 2003 will be removed from electronic classrooms and computer labs during the summer of 2008.

Why are two versions of Office installed in the Electronic Classrooms and Windows PC labs?

In our ongoing effort to maintain currency in application support, ISS is in the process of adding Office 2007 to all campus electronic classrooms and Microsoft Windows computer labs. Because Office 2007 is significantly different in appearance than previous versions of Office, ISS will install Office 2007 and Office 2003 for the 07-08 academic year. Since some students and faculty will be using Office 2007 files, we need to make it available in our labs and classrooms. Office 2003 will be removed from electronic classrooms and computer labs during the summer of 2008.

How will this move to Office 2007 effect the documents that I have created in earlier versions of Office?

The move won't be a problem with the presentations and documents that you have prepared in older versions of Office. Those files will open in Office 2007 in our labs and classrooms. Your students will be able to open any files in the labs or classrooms if you have shared them via E-res or WebCT.

How do I open my Office files in the labs and classrooms?

Faculty using electronic classrooms and computer labs for instruction need to be aware that Office 2007 will be the default Office application on these computers; existing Office documents and presentations will automatically open in Office 2007. As an example, double-clicking a presentation saved on a USB flash drive (or other device) will launch Office 2007.

How do I open my Office files in the labs and classrooms if I do not want to use Office 2007?

Faculty members still familiarizing themselves with Office 2007 can run Office 2003 applications by launching them from the Office 2003 folder on the desktop in labs and classrooms.

Alternatively, an existing document can be opened in Office 2003 by right-clicking on the file in Windows Explorer, then selecting Open With and then Word (Excel, PowerPoint or Access) 2003.

How do I show a PowerPoint presentation in Office 2007?

Open the presentation as normal. From the tabbed *ribbon* (what we used to call the menu bar), select *Slide Show*, click *From Beginning*.

Does this mean that when students give me a paper I cannot read it unless I have 2007?

We have set the default file save to Office 2003 in our labs and classrooms. If you are going to be receiving files from your students, then you may want to ask your students to save their work in Office 2003 format. They will be able to make this selection in the save menu by selecting the Save file type format to be Word 97 – 2003 for Word, PowerPoint 97-2003 for PowerPoint, etc.

What if my students ignore my request to save in Office 2003 or colleagues send me Office 2007 files?

For Macs: Microsoft has a beta utility to convert open XML formats that runs on the Macs. It doesn't convert all open XML file formats, but it does convert .docx and .pptx files. For more info or to obtain the converter, point your browser to:
http://www.microsoft.com/mac/downloads.aspx?pid=download&location=/mac/download/Office2004/ConverterBeta_0_2.xml

For Windows PC's with Office 2003, download a converter via your browser at:
<http://www.microsoft.com/downloads/details.aspx?FamilyId=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en>

ISS will be installing the compatibility pac on all new university owned computers until we start the migration to 2007 in offices.

If you need assistance with installing the compatibility pac on your computer, call the Help Desk at 805.493.3698 or email helpdesk@callutheran.edu.

Will all faculty including adjuncts receive Office 2007?

We have Office 2007 installed only on lab and classroom computers right now. We were not planning to install Office 2007 on university owned faculty or staff computers until January 08. The University licensing allows the software to be installed on all university-owned computers.

May I have Office 2007 installed prior to January 2008?

Yes, for a faculty member's university assigned Windows computer, Office 2007 will be installed by request prior to January 2008.

- Installations will begin 9/17/07
- When Office 2007 is installed, Office 2003 will go away on that computer
- ISS will not support both versions of Office on individual employee computers (only in labs and classrooms)
- ISS will only be able to provide limited support with the Office 2007 application. The training program will not commence until January 08.
- Early adopters will need to be sure save files in 2003 format to facilitate sharing files with colleagues and co-workers. Many may not have the compatibility pacs installed and will be unable to open Office 2007 XML formatted documents.

Can CLU faculty (including adjuncts) get a discount for a copy of Office 2007 for home use through CLU?

One of the best deals available to CLU employees is through The Foundation of California Community Colleges arrangement with Collegebuys. Point your browser to:

<http://old.foundationccc.org/msca/default.aspx>

Want more information?

- Microsoft's comprehensive Office 2007 site can be found at: <http://office.microsoft.com/en-us/products/default.aspx?ofcresset=1>
- A very helpful Office 2003-2007 application-by-application command reference guide can be found at: <http://office.microsoft.com/en-us/help/results.aspx?qu=command+reference+guide>
- For a general overview complete with audio/video, see: <http://www.microsoft.com/office/newday/default.msp?prod=overview>
- Workshops on Office 2007 will be offered later in the school year. For additional information, please contact the Held Desk at 805.493.3698.