How can I open Microsoft Word 2007 files (or Excel and PowerPoint 2007 files) in Microsoft 2003 or older versions?

Microsoft Word 2007 saves files with an (.docx) extension. Microsoft Word 2003 and older versions save files with an (.doc) extension. Even though the file extensions look similar, Microsoft Word 2003 and older versions cannot open (.docx) files without installing additional software called the Microsoft Compatibility Pack. The Microsoft Compatibility Pack allows you to open, edit, save and create files with (.docx) extension using Microsoft Word 2003 and older versions. The Microsoft Compatibility Pack includes a compatibility option for Excel and PowerPoint 2007.
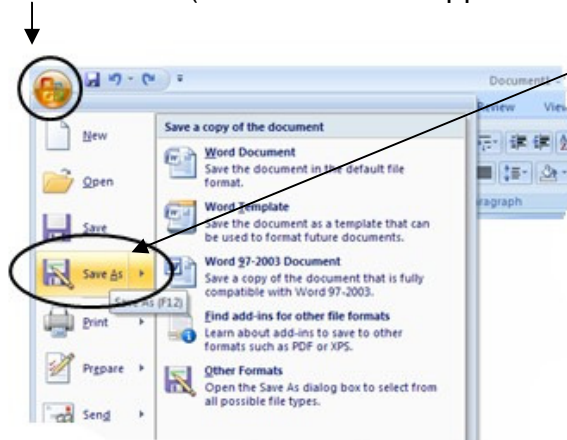
Visit Microsoft's website to download and install the free Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats:
http://office.microsoft.com/en-us/products/HA101686761033.aspx

How can I save Microsoft Word 2007 files (or Excel and PowerPoint 2007) so my instructor or others can open them in an older version of Microsoft Word?

To save files in Microsoft Word 2007 as older versions format:

- First, type up your document and save it as usual.
- Then choose the **Office Button** (colorful circle in upper-left corner) > **Save As**.

- In the dialog box that appears, just underneath the file name, you will see a drop-down menu where you can select different *file types*. From this menu, choose **Word 97-2003 Documents** .doc