





## Saint Mary's College and Microsoft Office 2007 Changing the Default File Save Formats and Extensions


### To change default file save options in Microsoft Office Word 2007:

1. Launch Microsoft Office Word 2007. (From the Start menu, select All Programs, then select Microsoft Office, then select Microsoft Office Word 2007.)
2. Click on the Microsoft Office Button  in the upper left corner.
3. Click on Word Options.
4. Select Save in the left column.
5. In the right side of the window, click on the pop-up menu "Save files in this format:."
6. Select "Word 97-2003 Document (\*.doc)."
7. Click OK to save the settings.

### To change default file save options in Microsoft Office Excel 2007:

1. Launch Microsoft Office Excel 2007. (From the Start menu, select All Programs, then select Microsoft Office, then select Microsoft Office Excel 2007.)
2. Click on the Microsoft Office Button  in the upper left corner.
3. Click on Excel Options.
4. Select Save in the left column.
5. In the right side of the window, click on the pop-up menu "Save files in this format:."
6. Select "Excel 97-2003 Workbook."
7. Click OK to save the settings.

### To change default file save options in Microsoft Office PowerPoint 2007:

1. Launch Microsoft Office PowerPoint 2007. (From the Start menu, select All Programs, then select Microsoft Office, then select Microsoft Office PowerPoint 2007.)
2. Click on the Microsoft Office Button  in the upper left corner.
3. Click on PowerPoint Options.
4. Select Save in the left column.
5. In the right side of the window, click on the pop-up menu "Save files in this format:."
6. Select "PowerPoint Presentation 97-2003."
7. Click OK to save the settings.