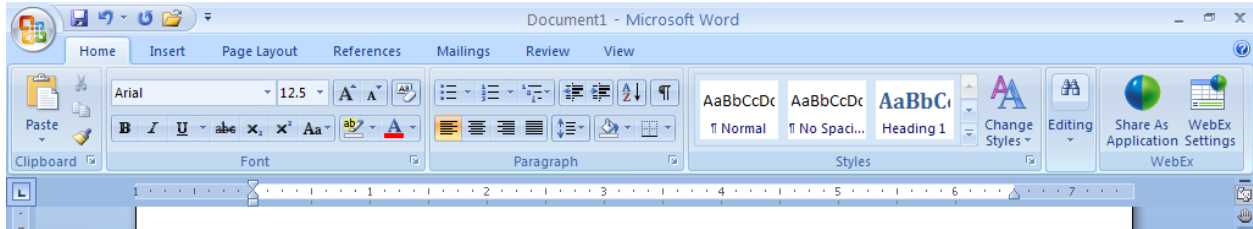


Microsoft Office 2007 Faculty & Staff FAQs

Microsoft Office 2007 is the most recent version of the Microsoft Office system. Office 2007 contains a number of new features, the most notable of which is the entirely new graphical user interface, replacing the familiar menus and toolbars that have been in Office since its inception.



Click on the link below to learn more about Office 2007

<http://office.microsoft.com/en-us/help/HA101679471033.aspx>

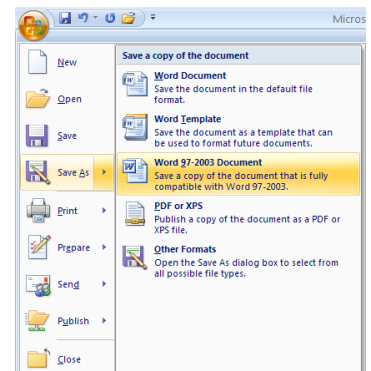
Q: Are my Office 2003 documents compatible with Office 2007?

Yes, you should be able to open and update Office 2003 documents with Office 2007.

If you know that you are going to be sending an Office document to someone who is not using Office 2007 or if you want to be safe then do a "Save As" Word 97-2003 Document.

Q: How can I upgrade to Office 2007?

There are two ways you can upgrade your Wilkes issued computer to Office 2007. If you have administrative privileges you can perform the upgrade yourself. Click on one of the following links to learn more about this option:



Click on this link to perform a complete installation of Microsoft Office 2007 and **remove an earlier version of MS Office from your computer (Recommended)**

<http://www.wilkes.edu/PDFFiles/ITS/upgrademsoffice2007.pdf>

Click on this link to perform a complete installation of Microsoft Office 2007 while **RETAIN** your previous version of MS Office from your computer. <http://www.wilkes.edu/PDFFiles/ITS/addmsoffice2007.pdf>

The second way is to open a service request by contacting the Help Desk at ext HELP (4357).

Microsoft Office 2007 Faculty & Staff FAQs

Q: Do I have to upgrade to Office 2007?

Not at this point in time, you will have the option to continue to use Office 2003. However if you choose not to upgrade you should have the Microsoft Office Compatibility pack installed. If you have a laptop you can do this yourself by going to the following link. <http://www.microsoft.com/downloads/details.aspx?FamilyId=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en>

If you have a desktop you can open a service request to have this installed by contacting the Help Desk at ext HELP (4357).

Q: Can I run both Office 2007 and Office 2003?

Yes but not recommended, If your Wilkes issues computer has the hard drive space available, you may run both versions on the same computer. Generally, Office 2007 will become the default application that will open when you click on an Office file. To open an Office file in Office 2003, you will need to use the File - Open command in Office 2003.

Q: When will Technology Enhanced and Computer Classrooms have Office 2007?

TECs, computer classrooms and labs will have Office 2007 added to them except for Mac Mini's due to space constraints. These systems will only have Office 2007.

Q: Is training available?

Element K has training on Office 2007 go to the following URL for more information on Element K: <http://www.wilkes.edu/pages/629.asp>

Q: Are reference guides available?

There are several online reference guides and tools to help you with this transition:

Get Started with Microsoft Office 2007

<http://office.microsoft.com/en-us/getstarted/FX101055081033.aspx>

Word 2003 to 2007 Interactive Command Reference Guide

<http://officebeta.iponet.net/en-us/help/HA100744321033.aspx>

Excel 2003 to 2007 Interactive Command Reference Guide

<http://officebeta.iponet.net/en-us/help/HA101491511033.aspx>

PowerPoint 2003 to 2007 Interactive Command Reference Guide

<http://officebeta.iponet.net/en-us/help/HA101490761033.aspx>

Access 2003 to 2007 Interactive Command Reference Guide

<http://office.microsoft.com/en-us/access/HA102388991033.aspx?pid=CH100621861033>

Quick Reference Guides

http://www.customguide.com/quick_references.htm

Microsoft Office 2007 Faculty & Staff FAQs

Q: Can I get a license for my personal computer?

Wilkes maintains a campus-wide license for the Microsoft Office Pro suite (Word, Excel, PowerPoint, Publisher, and Outlook). All employees with an ID card may purchase a CD of Microsoft Office Pro (Mac or Windows version) for a minimal charge at the campus bookstore (Barnes and Nobel) for work purposes.