

WORD TRAINING MEMORANDUM

To: All employees
From: Student Name, Training Manager
Date: September 7, 2011
Re: File compatibility in Word 2007

The new XML file format in Word 2007 offers many advantages. However, all employees need to be aware that documents saved in XML format may not be able to be opened by anyone using a previous version of Word, including Word 2003, Word 2002, or Word 2000.

Files created in Word 2007 are automatically saved in XML format with the .docx file extension. If you are creating a document that may be opened by a person who is not using Word 2007, you must save it in Word 97-2003 format, with the .doc file extension.

When you open a document in Word 2007 that was created in an earlier version of Word, the words “Compatibility Mode” appear in the title bar. When you are working in Compatibility Mode, no new or enhanced features in Word 2007 are available so that anyone who later edits the document using a previous version of Word will have full editing capabilities.

You can work in Compatibility Mode or you can convert your document to the Word 2007 file format to access the new and enhanced features in Word 2007. If you convert a file to XML format, people who are using previous versions of Word may be prevented from or may have difficulty editing the parts of the document that were created using the new features of Word 2007.

Instructions:

1. Type the memo above using proper format.
2. The title: **Word Training Memorandum** should be in:
 - a. Cambria Font
 - b. Size 22
 - c. Bottom Border
 - d. Centered
 - e. Bold
3. Bold the words To:, From:, Date:, Re:
4. Make sure you type Your Actual Name in the From line
5. Enter twice after the Re: line and after each paragraph.
6. Save as *XMLMemoLastName* to your Computer Apps folder.
7. Upload to DocuShare for credit.