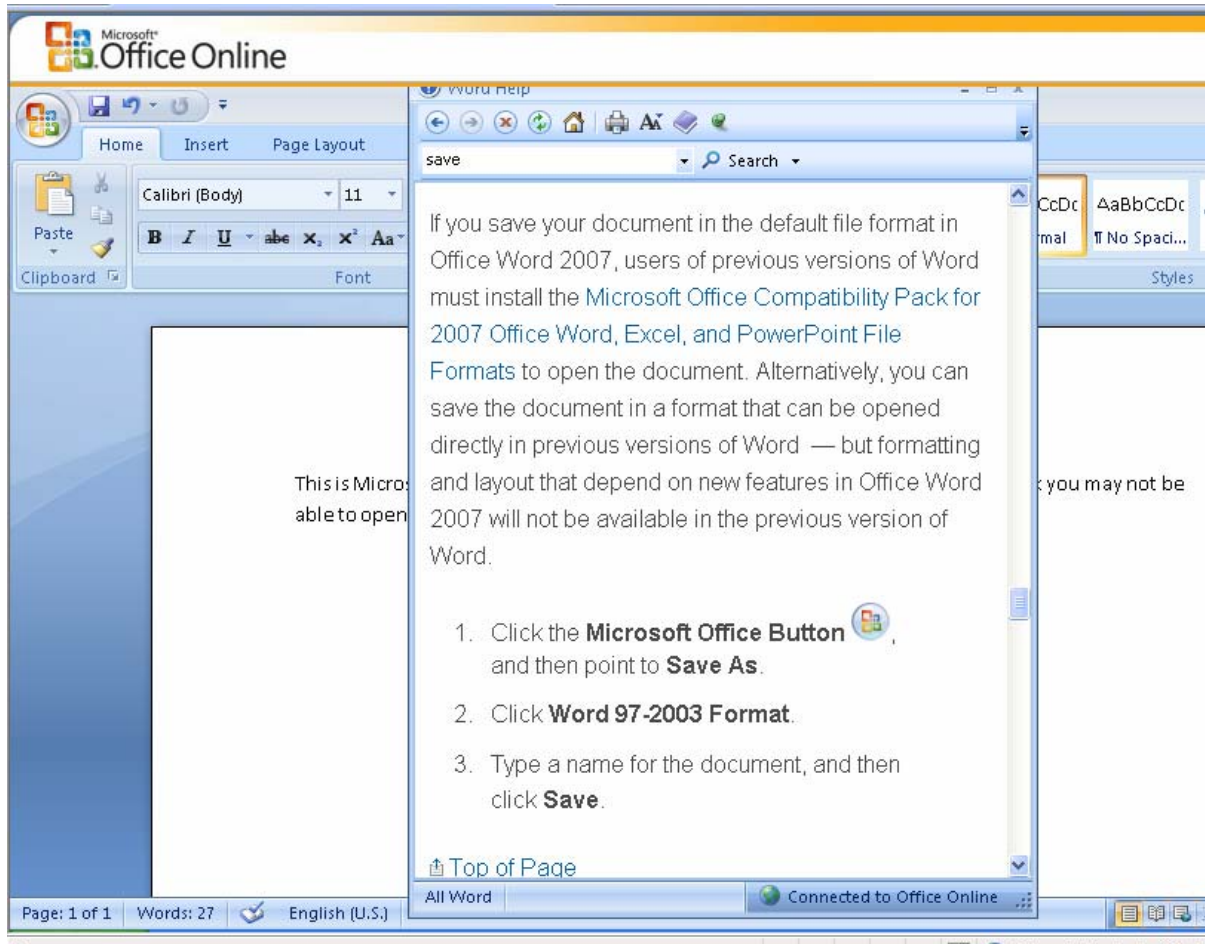
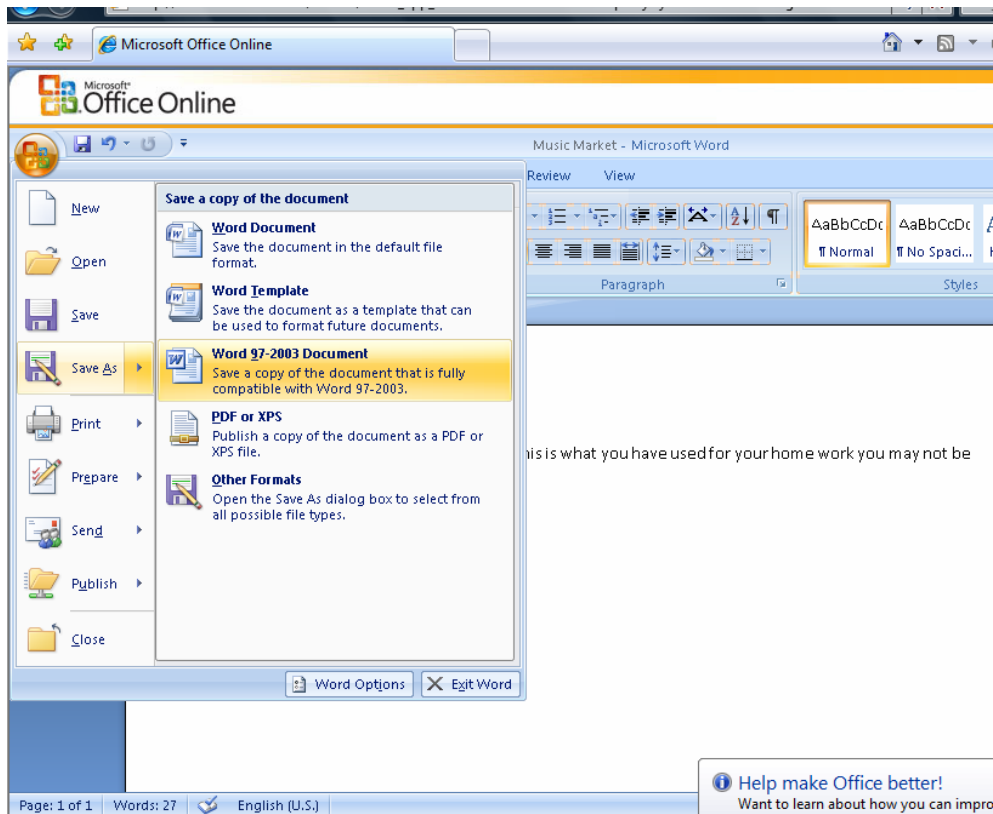


# ICT DEPT

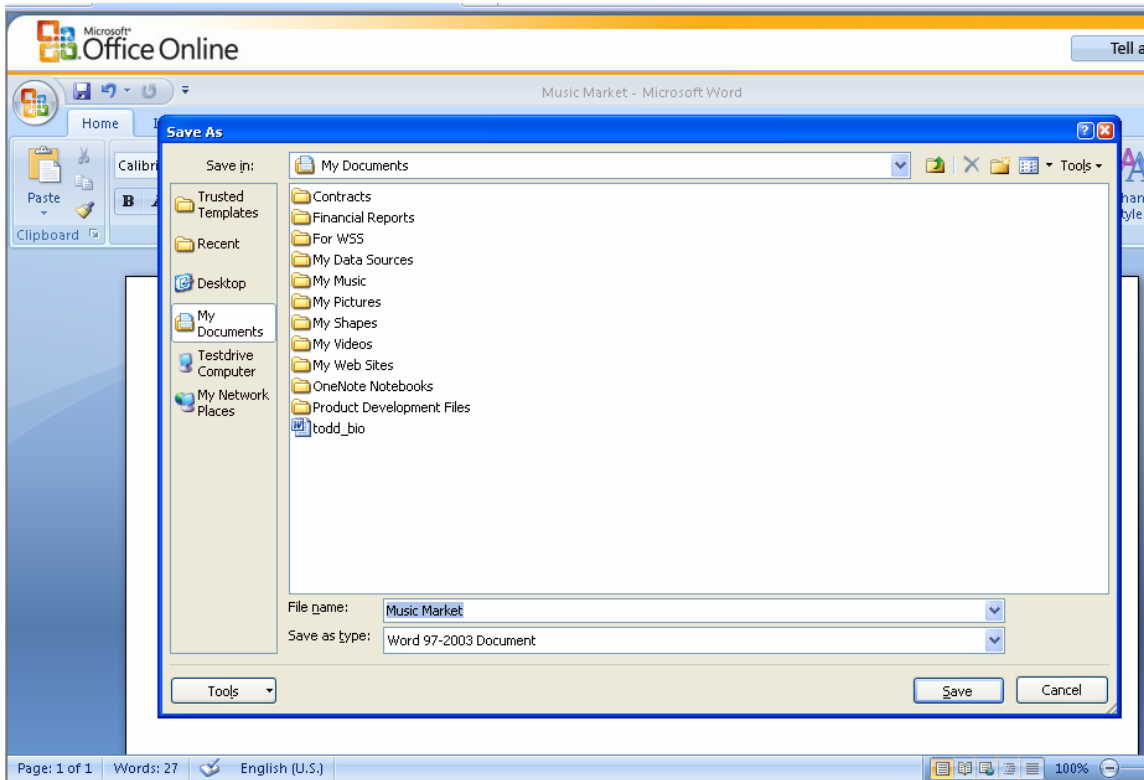
# Office 2007



1. If you use Microsoft Office 2007 at home you need to save your work in the correct file format. If you don't you will NOT be able to open your work in school. To save your work correctly follow the instructions above (see picture 2 and 3 below), this is the same for all of the office software you may use at home.



2. Select “Save As” then “Word 97-2003 Document” as above. Now see picture 3.



3. Make sure that you are saving the file in the correct folder and give the file a suitable name, click “save” and its done. You will now be able to open your work in school.