

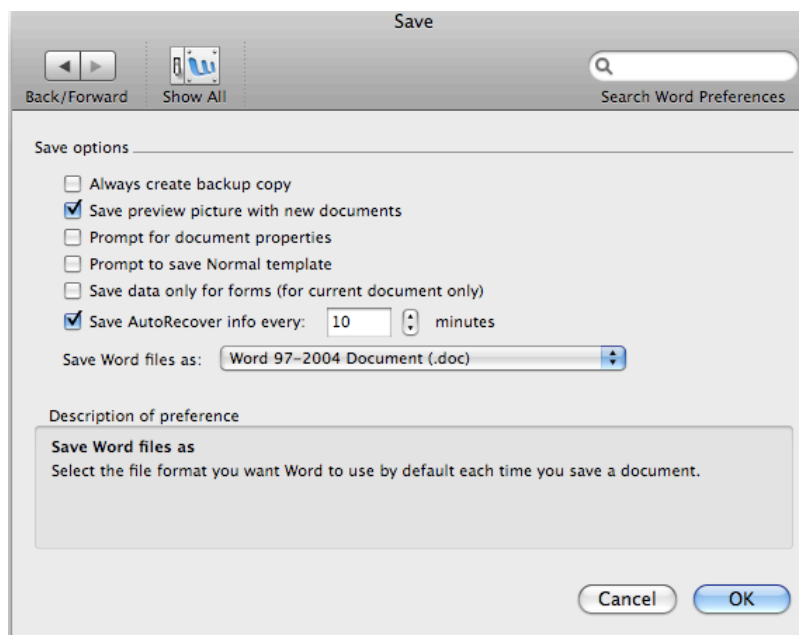
EXCEL

1. Go to Excel > Preferences
2. Click on Compatibility
3. in the dropdown select Excel 97-2004 (.xls) in the dropdown menu



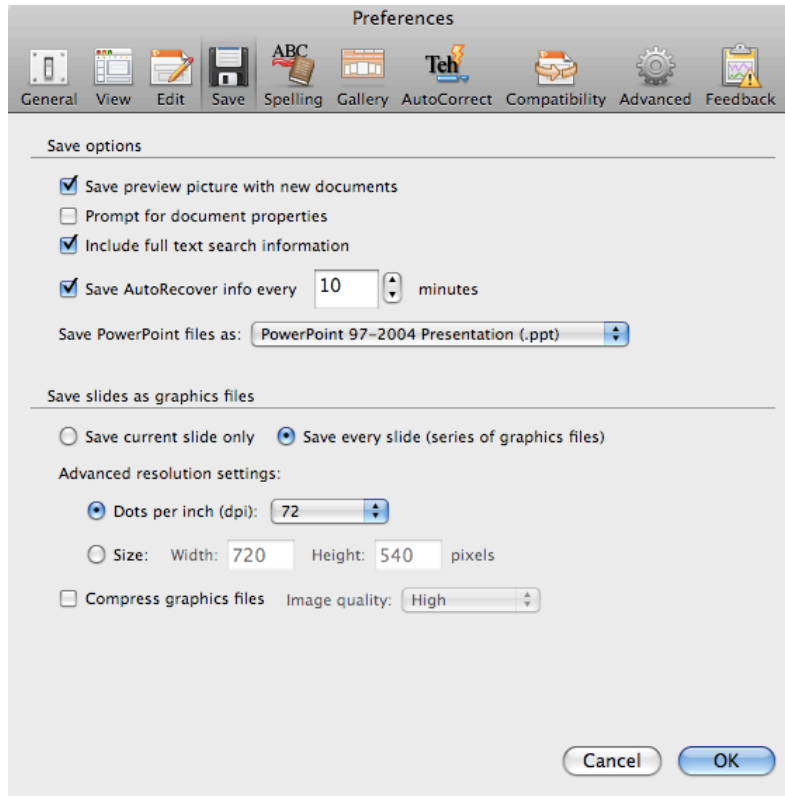
WORD

1. Go to Word > Preferences
2. Click on Save
3. in the dropdown select Word 97-2004 (.doc) in the dropdown menu



POWERPOINT

1. Go to Powerpoint > Preferences
2. Click on Save
3. in the dropdown select PowerPoint 97-2004 (.ppt) in the dropdown menu



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