



**Upgrading to  
Microsoft Office 2007  
Recommendations**

from

The Department of Finance  
Information Services Division

## **Microsoft Office 2007**

Microsoft Office 2007 is a major release that offers many improvements and several new features. These features include a new user interface (UI), file format and Setup architecture. ISD recommends careful planning and preparation before upgrading to Microsoft Office 2007. Agency planning and preparation should include evaluating the files in your environment, identifying potential conversion issues, and reviewing migration considerations for each program within 2007 Office release.

### **User Interface**

Office Word 2007, Office Excel 2007, Office Access 2007, Office PowerPoint 2007, and Office Outlook 2007 have a new ribbon interface instead of the menu bar found in previous versions. The ribbon is an area across the top of the screen and is divided into tabs. Commands are organized in a meaningful way within each tab. This change greatly improves the user's ability to use and find features in the 2007 Office release, but user education will be required. Most commands continue to work as before, so there will be minimal need to change macros or application code due to the new ribbon interface.

### **File Format**

Word, Excel, PowerPoint, and Access in Office 2007 all use a new XML based file format. The formats offer smaller file size, better security, and more direct access to Office data by third-party applications, which will strengthen Office as a client for document management. To use the new formats, Agencies need to plan the Office migration carefully so that their chosen format is the default for the agency and can be read by all users.

Office 2007 can read and write earlier Office file formats. As a result, agencies can upgrade to Office 2007 without altering any existing files. This is critical for agencies that exchange Office documents with partners or customers who are still on older versions. Agencies migrating to the new Office 2007 should use the old file format until the migration is complete.

## **New Formats for Compression, Security, Applications**

Word, Excel, PowerPoint, and Access 2007 all save documents by default as compressed (zipped) packages with document content and formatting in XML. These new XML-based formats resemble the optional XML formats currently supported by Word and Excel 2003.

The new default formats have several advantages:

**Smaller file size.** XML formats typically produce larger files than binary formats do, but the files compress better. As a result, Office XML files can actually be significantly smaller than the corresponding binary files. On the other hand, some files in the new formats will take longer to load because of the overhead of uncompressing and processing XML. Large Excel XML files are particularly slow, so Microsoft has created a new Excel 2007 binary file format intended to enable large workbooks to load more quickly.

**Potential viruses blocked.** Office 2007's default file formats exclude executable code, including macros. This measure prevents viruses and other malicious code from propagating in Office files, which in turn means agencies, can be more liberal about letting files be exchanged over the Web and sent as e-mail attachments. Administrators can control the use of these formats by Group Policy.

**Access to Office data from other applications.** The new formats are fully documented (via an XML schema), are licensed royalty-free, and can be uncompressed and accessed through standard APIs and tools, even on platforms other than Windows. Furthermore, the formats are extensible—Office XML files can include application-specific data that conform to a developer-defined custom XML schema. These features simplify development of applications that process Office files (e.g., an application that generates a Word offer letter from human resources data).

### **Implementing the Change**

Organizations that move to Office 2007 will probably stick with the existing Office file formats initially, then eventually move to the Office 2007 formats.

## Keeping Existing Formats

To enforce use of existing Office file formats, administrators have two main tools at their disposal:

- Office 2007 installation customization tools can disable the new formats in Office installations, or make the old formats the defaults
- Group Policy can prevent users from enabling the new formats or making them the defaults after installation.

However, there are some potential compatibility problems when using the old file formats in Office 2007:

**New Office 2007 features disabled.** Office 2007 has features that aren't supported in the existing file formats, such as Excel worksheets that have more than the 65,536 rows allowed by Excel 2003, and SmartArt diagrams (which are diagrams generated automatically from text). To avoid compatibility problems from these features, Office 2007 normally runs in Compatibility Mode when using the old file formats. Compatibility Mode disables some features that can't be supported in earlier Office versions, such as creation of Excel worksheets with more than 65,536 rows. Compatibility Mode also automatically converts document components and warns the user when the conversion could change the look or behavior of the document; for example, Compatibility Mode converts SmartArt diagrams to bitmap images. A Compatibility Checker command in Office 2007 enables users to spot parts of an Office 2007 document that might not properly convert into the older file formats.

**Office 2007 won't support some old features.** Office 2007 lacks some features of earlier versions of Office, and so it can't fully support some Office files created in earlier versions. For example, Word 2007 cannot open Word files that contain multiple document versions, a feature supported by Word prior to Word 2007. To help organizations spot compatibility problems with existing files, Microsoft is working on a package of tools and documentation called the Office Migration Planning Manager. The package describes features that have changed between Office versions and identifies potential compatibility problems of Office 2007. It also provides file scanning and reporting tools that locate Office files on a corporate network and can report on files that pose problems. Available in beta form in Nov. 2006, the Migration Planning Manager should be ready when Office 2007 is generally available in Jan. 2007. (See the illustration "[Migration Planning Manager Scan Report](#)".)

## **Moving to the New Formats**

Organizations that move to the Office 2007 formats can simplify the move in several ways:

**Update earlier Office versions for new formats.** A free Compatibility Pack patch enables Office 2000, Office XP, and Office 2003 to read and write documents in some Office 2007 formats, but does not enable earlier Office versions to support all Office 2007 features (such as larger Excel spreadsheets). Some specific Office 2007 features, such as SmartArt diagrams, will maintain their integrity when opened in an earlier version of Office with the patch, then reopened in Office 2007. For example, a file with a SmartArt diagram can be created in Office 2007, loaded and saved in Office 2003, and then edited again in Office 2007 without any change to the diagram's behavior. However, not all Office 2007 features work this way, so Office 2007 users will still need to use Compatibility Mode and the Compatibility Checker to ensure their files can handle a trip through earlier Office versions. The Compatibility Pack does not work with Access—it works only with Word, Excel, and PowerPoint. It is currently available in beta form, with a final version planned for Jan. 2007.

**Convert files with the Migration Planning Manager.** The Migration Planning Manager includes a command-line tool that will bulk-copy and convert files from older Office formats to the corresponding Office 2007 formats. As noted, some existing files will not convert perfectly to the new formats because they use features that have been eliminated from Office 2007. However, the Migration Planning Manager includes tools to mitigate the worst problems: for example, it can separate a Word file that includes multiple document versions into a set of separate files, one for each version.

## **Training**

The average user will need a solid two hours of training to get used to the new features in the upcoming version. IT managers should expect users to need two weeks to become familiar and relatively comfortable with the new software. For more intensive users, that training time could multiply.

## Office 2007 Summary

State agencies will need to be prepared to deal with both old and new Office formats for some time into the future. Any agency that exchanges Office documents with outside vendors, partners, and customers will occasionally have to send files in the old format in order to accommodate those that have not yet upgraded to the new XML format. Agencies who have not upgraded will also have to be prepared to read and update files in the new formats that they receive from counterparts who have upgraded Office and moved to the new formats.

Any agency moving to Office 2007 will want to adhere to an old network interoperability maxim: "Be conservative in what you send, and liberal in what you accept." Agencies should generate new documents in existing Office formats whenever possible and limit use of new Office features that aren't supported by the existing formats, but also ensure that all computers can process incoming documents in the new formats.

### Top migration issues in the 2007 Office system

The 2007 Microsoft Office system has many new and modified features that help information workers get their jobs done easier. The changes most likely to affect your migration are in the following areas:

- Installing, customizing, and updating

- File format

- Security

- User interface

- Object model

- Microsoft Office Outlook 2007

- Microsoft Office Excel 2007

- Microsoft Office Access 2007

- Microsoft Office Word 2007, Microsoft Office PowerPoint 2007, Microsoft Office OneNote 2007

For information about feature changes, see **Differences between the 2007 Office system and Office 2003**. For more information about migrating to 2007 Office release, see **Migrating to the 2007 Office system**.

## ***Installing, Customizing, and Updating the 2007 Office system***

Previous versions of Office required several tools to customize Setup and to manage Office after installation. The new Setup architecture in 2007 Office release simplifies the process of installing and maintaining Office. This change mainly affects administrators, and is important to consider because it might represent a change in your deployment methods.

Setup for 2007 Office release includes the following changes that represent a different—and less complex—method of installing, customizing, and updating 2007 Office release:

**Installation.** In the 2007 Office release, all language-neutral components are in one core package, and all language-specific components are in separate packages. A basic 2007 Office release installation consists of the core package plus one language. Adding more languages is as simple as copying additional language-specific packages to the network installation point—they all plug into the global core in exactly the same way. For more information about the Setup architecture for the 2007 Office release, see **Deployment architecture**.

**Customization.** You can use the Office Customization Tool (OCT), a component of Setup in the 2007 Office release, to create a Setup customization file. You can use customization files to configure the 2007 Office release for different groups of users. For more information about configuration files, see **Install different configurations for different groups of users**. For more information about using OCT, see **Office Customization Tool in the 2007 Office system**.

**Updates.** In Microsoft Office 2003, you installed the product by using an administrative installation point. The 2007 Office release requires a local installation source, which makes the process of distributing software updates more efficient and reliable by having a complete installation source always available on the local computer. In the 2007 Office release, you create a network installation point that you never have to update, so client computers never become out-of-sync with the installation source. Keeping new installations current is as simple as copying updates to a folder on the network installation point, so there is no need to configure complex chained deployments like in previous versions of Office. For more information about the local installation source, see **Required local installation source for the 2007 Office system**. For more information about updating Office, see **Consolidated update process for the 2007 Office system**.

For more information about new features in Setup for the 2007 Office release, see **What's new in Setup for the 2007 Office system.**

### ***File Format***

The default file format for Office Word 2007, Office Excel 2007, and Office PowerPoint 2007 has changed to Extensible Markup Language (XML). This change is in response to customer requests, and provides the following benefits:

- Allows more rapid document creation from different data sources

- Allows easier data mining and content reuse

- Reduces the size of Word, Excel, and PowerPoint files

- Improves data recovery in corrupted files

There are several factors that help ease transition and coexistence issues with the new file format:

- The file formats used in Office 2003 and previous versions are still available in the 2007 Office release. You can change the default file format during deployment, or, a user can change the default file format after installation.

- Updates are available for Microsoft Office 2000, Office XP, and Office 2003 to enable customers using older versions of Office to read, edit, and save files by using the new format.

- Converters are available for Office 2000, Office XP, and Office 2003, so customers using previous versions of Office can open files created with the new file format.

- The Office Migration Planning Manager (OMPM) helps you assess the impact of the change on your environment and allows bulk conversion of files.

For more information about the new file format, see **File format reference**. For more information about file coexistence, see **Collaborating with previous versions of Office and other programs**. For more information about OMPM, see **Migrating to the 2007 Office system** and **Office Migration Planning Manager**.

### ***Security***

The Trust Center is new to the 2007 Office release, and hosts all security settings for Office applications in one place. The Trust Center also provides a document action bar that replaces all the security prompts when opening a file. By default, all potentially dangerous content is blocked in the file without prompting, so there are no security decisions to be made when opening the file. If content is blocked, the document action bar appears, informing the user.

## ***Security cont...***

Clicking the document action bar displays a dialog box with all the disabled content and the options to enable or disable them. The Trust Center also has new security settings (previously Low, Medium, High, and Very High) that are more descriptive and provide more flexibility.

This change requires user education and some planning.

For more information about security features that have changed, see **Differences between the 2007 Office system and Office 2003**.

## ***User Interface***

Office Word 2007, Office Excel 2007, Office Access 2007, Office PowerPoint 2007, and Office Outlook 2007 have a new ribbon interface instead of the menu bar found in previous versions. The ribbon is an area across the top of the screen and is divided into tabs. Commands are organized in a meaningful way within each tab. This change greatly improves the user's ability to use and find features in the 2007 Office release, but user education will be required. Most commands continue to work as before, so there will be minimal need to change macros or application code due to the new ribbon interface. However, because some commands have changed, see **Differences between the 2007 Office system and Office 2003** to determine whether you need to revise macros or application code.

## ***Object Model***

Due to improvements in the 2007 Office release, there are differences in the object model. Because of these changes, you should test all applications to ensure that they are compatible with the 2007 Office release. Some features of the object model have been added, changed, or removed. In some instances, the functionality might still be available, but might be removed in future versions of Office. For more information about object model changes, see **Differences between the 2007 Office system and Office 2003**.

## ***Outlook 2007***

Office Outlook 2007 includes improvements in the Calendar, Tasks, and other features. Perhaps the biggest change is that instead of using the Exchange Security Form (ESF), a custom form for administering Office Outlook 2007 security options when connected to an Exchange Server mailbox, you use Group Policy. This changes the method you use to lock down Office Outlook 2007 in a network environment.

## ***Outlook 2007cont...***

Some situations still require use of the ESF, due to certain Group Policy restrictions; for example, hosted Exchange situations still require using the ESF in order to lock down Office Outlook 2007.

For more information about feature changes in Office Outlook 2007, see **Changes in Outlook 2007**.

## ***Excel 2007***

In addition to the new user interface and file format changes, Office Excel 2007 features major changes in the following areas:

**Grid size.** The grid size for Office Excel 2007 worksheets has been greatly expanded to 1,000,000 rows by 16,000 columns (compared to 65,536 rows by 256 columns in Microsoft Office Excel 2003). This change could result in Range Names that conflict with the new references, and can also affect the ability to save a worksheet to a previous version.

**Formulas and functions.** The Analysis ToolPak has been integrated into Office Excel 2007 to improve the installation process. This requires that calls to Analysis ToolPak functions be changed so that the syntax is the same as for built-in functions. Also, some of the integrated functions might conflict with user-defined functions. Changes to statistical functions provide more precision. With multi-threaded calculation, Office Excel 2007 provides increased performance when running on computers with more than one logical processor.

**PivotTables.** PivotTables include several new and changed features. These changes will require user education. PivotTables are well integrated in compatibility mode, but some new features are disabled for previous versions. These include: label filtering, value filtering, manual exclusive filtering, and hiding intermediate levels of hierarchies in Online Analytical Processing (OLAP) data sources.

**Charting.** Charts created in Office PowerPoint 2007 or Office Word 2007 (not in compatibility mode) are native charts, not Microsoft Graph OLE objects. The data for a Graph in PowerPoint or Word is now in Office Excel 2007, rather than in the Graph datasheet. Macros written to use the Microsoft Graph object model must be changed. Existing macros will continue to work in Office Excel 2007, but charts should be transitioned to the new object model.

For more information about feature changes in Office Excel 2007, see **Changes in Excel 2007**.

## ***Access 2007***

Office Access 2007 introduces a new file format; while previous versions used the MDB format, Office Access 2007 saves files in the new ACCDB format. One of the key features of the ACCDB format is the ability to store complex data. Storing complex data requires the presence of a new system table, MSysFlattenedMapping, plus a series of built-in schema tables. The MSysFlattenedMapping table and the built-in schema tables are automatically created whenever a new ACCDB file is created.

Using the Office Custom Installation Wizard (CIW), you can set a policy so that all new databases default to the MDB format instead of ACCDB. This setting can be used to prevent users from creating ACCDB files until Office Access 2007 deployment has been completed.

Users can convert their MDB databases to ACCDB format with the **Convert Database** command on the **Database** tab of the ribbon in Office Access 2007. Once converted, the database can only be opened in Office Access 2007.

In Office Access 2007, users can save the database in a previous format by using the **Save Database As** option. If the database was created as an ACCDB file, and if it contains complex data, offline data, or attachments that were created in Office Access 2007, the user cannot save the database as a prior version.

For more information about feature changes in Office Access 2007, see **Changes in Access 2007**.

## ***Word 2007, PowerPoint 2007, and OneNote 2007***

There are changes that you should review for Office Word 2007, Office PowerPoint 2007, and Office OneNote 2007 to determine whether files or applications might need modification during migration. For more information about feature changes, see **Differences between the 2007 Office system and Office 2003**.

### **Determining the best migration strategy**

The timing and method of your migration to the new XML file formats in the 2007 Microsoft Office system depends on the following factors:

- When do you expect to deploy the 2007 Office release, and how long will it take to deploy the 2007 Office release to all users and all departments? If you need a rapid deployment, consider a single rollout. For more information, see *Single rollout* in this topic. If you plan to deploy the 2007 Office release over a long period of time, consider a phased rollout, so that you can plan your hardware, software, support, and training resources evenly over the time that the deployment takes. For more information, see *Phased rollout* in this topic.
- Do you plan to have long-term coexistence between the 2007 Office release and previous versions of Office, and how much collaboration do you expect to occur

between different departments that continue to use previous versions of Office? If your organization requires long-term coexistence, or if you expect long-term collaboration on Office documents for users of the 2007 Office release and previous versions of Office, see *Phased rollout* in this topic.

- How many active Office documents are in use in your organization? If you have many files that require conversion or modification before they can be used with the 2007 Office release (for example, a custom Excel solution might require some changes before users can use it reliably with Microsoft Office Excel 2007), it might be a good idea to plan your deployment in stages. For more information, see *Phased rollout* in this topic.

If you have many files and need to assess the impact of migrating them, you can use the Office Migration Planning Manager (OMPM). You can also use OMPM to convert files in bulk, if you determine that this method is best for your environment. For more information, see [Assessing your environment with the Office Migration Planning Manager](http://technet2.microsoft.com/Office/en-us/library/27ffcab8-40f1-4687-808d-6d79fb8536bd1033.mspx) [http://technet2.microsoft.com/Office/en-us/library/27ffcab8-40f1-4687-808d-6d79fb8536bd1033.mspx] .

If you expect long-term coexistence, where users need to collaborate on documents by using different versions of Office, plan on using Group Policy settings and educating your users about compatibility mode and compatibility checker.

[Compatibility mode in the 2007 Office system](http://technet2.microsoft.com/Office/en-us/library/2f7456c2-67e6-4948-9e76-81fce661210e1033.mspx) [http://technet2.microsoft.com/Office/en-us/library/2f7456c2-67e6-4948-9e76-81fce661210e1033.mspx] .

There are two recommended methods for preparing your organization to use the new file format:

- Single rollout
- Phased rollout

In addition, some organizations might prefer to roll out the 2007 Office release on an as-needed basis, as new computers are added to the environment.

### ***Single rollout***

A single rollout is recommended, if possible. If you distribute the 2007 Office release to all users at the same time, there are no special considerations for when users can start creating and using files with the new XML file formats. If your organization shares files with external users who are using previous versions of Office, you can either continue using the older file formats in the 2007 Office release or recommend that external customers apply the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats, available at [Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File](#)

[Formats](http://go.microsoft.com/fwlink?LinkID=73514) [http://go.microsoft.com/fwlink?LinkID=73514]

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If you perform a single rollout, documents generated after installation of the 2007 Office release will be in the new file format unless you use a Group Policy setting to specify using earlier file formats.

If you plan a rapid deployment, and not all of your users are ready to migrate their files or applications to the new file formats, you might want to set default File Save options to the file formats in Office 2003 until all users are ready to use the new file formats. If you want your users to begin using the new file formats right away, you might consider converting their Word, Excel, and PowerPoint files with the Office File Converter that is available with the Office Migration Planning Manager. For more information, see [Migrate Word, Excel, and PowerPoint files to the 2007 Office system](http://technet2.microsoft.com/Office/en-us/library/42a75e09-a6e1-4c0f-b77a-dcfa5b6f11c51033.mspx) [http://technet2.microsoft.com/Office/en-us/library/42a75e09-a6e1-4c0f-b77a-dcfa5b6f11c51033.mspx] .

### ***Phased rollout***

A phased rollout is the next best option. If the 2007 Office release will be installed on a significant number of clients or will be phased into various departments, the key date that determines when you should install the 2007 Office release is linked to when you want to adopt the new file formats. To avoid this installation limitation, you can use Group Policy to decouple the deployment of the 2007 Office release from the enabling of the new file formats.

If you are using a phased rollout, you need to determine:

- When your organization wants to begin using the new file formats.
- Whether users are willing to work in a mixed environment, with more than one version of Office in use.

If users are willing to work in a mixed environment of old and new file formats, you need to make sure that everyone who is using previous versions of Office has the appropriate updates and converters, available at [Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File](#)

[Formats](http://go.microsoft.com/fwlink?LinkID=73514) [http://go.microsoft.com/fwlink?LinkID=73514]

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If users are unwilling to work in a mixed environment, and your organization is targeting a specific date when all users must convert to the new file formats, use Group Policy to set the default file format as the binary format used in previous versions of Office. This allows you to set default file types created by users but does not block users from creating 2007 files with the new file formats. After the 2007 Office release is installed, and when you are ready to enable the new file format across the entire company, change the Group Policy setting to enable the new file

formats as the default file types. This allows you to avoid updating and applying converters to computers running previous versions of Office. This can lower costs and allow continued collaboration throughout the deployment cycle. It is recommended, however, that you notify all users that they should not use the new file formats until instructed to do so.

You can use the Office Migration Planning Manager to identify users' files and to determine issues that might arise during conversion.

For more information, see [Assessing your environment with the Office Migration Planning Manager](http://technet2.microsoft.com/Office/en-us/library/27ffcab8-40f1-4687-808d-6d79fb8536bd1033.mspx) [http://technet2.microsoft.com/Office/en-us/library/27ffcab8-40f1-4687-808d-6d79fb8536bd1033.mspx] . You can also convert Word, Excel, and PowerPoint files in bulk with the Office File Converter that is available with the Office Migration Planning Manager. For more information, see [Migrate Word, Excel, and PowerPoint files to the 2007 Office system](http://technet2.microsoft.com/Office/en-us/library/42a75e09-a6e1-4c0f-b77a-dcfa5b6f11c51033.mspx) [http://technet2.microsoft.com/Office/en-us/library/42a75e09-a6e1-4c0f-b77a-dcfa5b6f11c51033.mspx] .

### ***As-needed rollout***

An as-needed rollout is not recommended but might be necessary in some environments. For example, an organization might deploy the 2007 Office release on an as-needed basis when it cannot plan for a major upgrade but is willing to purchase replacement computers that are pre-installed with the 2007 Office release. This approach is difficult to control, especially in an environment that does not have Active Directory directory service, which is required in order to set default options for saving files via Group Policy.

### **FAQ: File format**

The 2007 Microsoft Office system introduces a new file format based on open extensible markup language (XML) standards. The new file format enhances functionality, security, and programmability. This FAQ addresses questions you might have about the new file format.

### ***What is the new file format?***

For an overview of the new XML file formats in the 2007 Office release, see [File format reference](#) . For a detailed, developer-oriented reference, see [Office Solution](http://go.microsoft.com/fwlink/?LinkId=76286) (http://go.microsoft.com/fwlink/?LinkId=76286).

### ***Why is there a new file format?***

The change in file formats is a direct result of customer feedback. External MVPs, developers, and IT administrators provided crucial feedback about their requirements, as follows:

- Provide a file format based on open standards.
- Make files easier to manipulate programmatically.
- Make files easier to search.
- Help make files more secure.
- Provide a way to identify whether a file has been tampered with or contains a virus.
- Make files less sensitive to corruption.
- Find a way to address data bloat.

### ***How are users being prepared for the new file format?***

The design and development teams for 2007 Office release did the following:

- Worked closely with users to discuss their needs and gather requirements for the new file format.
- Announced the file format early in the development cycle.
- Supplied information about the upcoming changes, and provided more detailed documentation and support.
- Provided tools to help assess the impact of the file format change on IT environments.
- Created as seamless a transition as possible for users, both in migrating to the new file format and in collaborating with previous versions of Office.

### ***How can users collaborate on files when they use different versions of Office?***

There are several ways that people using different versions of Office can collaborate. Users need to share files without encountering any issues with formatting, styles, printing, or feature incompatibility. Users should be able open files received from others, make changes, and send the updated file back regardless of the version of Office they are using.

A set of tools is available for Office 2000, Office XP, and Office 2003 to allow these versions to recognize, open, modify, and save files that are in the new XML format. For more information about the updates and converters available for previous versions of Office, see [Collaborating with previous versions of Office and other programs](#) .

In addition, the 2007 Office release minimizes file compatibility issues by including the following features:

- The ability to save files in 2007 Office release to the previous file formats.
- The ability for features that are only available in the 2007 Office release to successfully roundtrip, or go from the 2007 Office release to a previous version of Office, and then back again.
- Group Policy settings that allow you to control the default file formats for each Office application.
- Compatibility mode, which disables features that are not compatible with previous versions.
- A compatibility checker, which informs the user about any features in the document that might not be compatible with previous versions of Office.

***Can previous versions of Office recognize the new file format?***

Yes. Updates and file converters for Office 2000, Office XP, and Office 2003 are available at [Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats](http://go.microsoft.com/fwlink?LinkID=77512) (<http://go.microsoft.com/fwlink?LinkID=77512>).

Also, applications in the 2007 Office release can save files to the previous file format. Feature incompatibility will still be an issue, however. Where possible, features available in the 2007 Office release will be emulated in previous versions, but if the previous version of Office cannot support a new feature, the new feature will be ignored.

***How can I tell whether a file is from the 2007 Office release or from a previous version of Office?***

So that you can identify files in the new XML file format, files have different file extensions than their counterparts in previous versions of Office. Files that are saved in the 2007 Office release to the older format use the old extensions.

***File sizes have increased with each new version of Office. Will this happen again with the 2007 Office system?***

Files created in the new XML formats are up to 75 percent smaller than those in previous versions of Office. For example, a 100-KB file with no graphics that is created by using Office 2003 is reduced to about 25 KB in size when saved in the 2007 Office release. These files take up less server space and consume less network bandwidth.