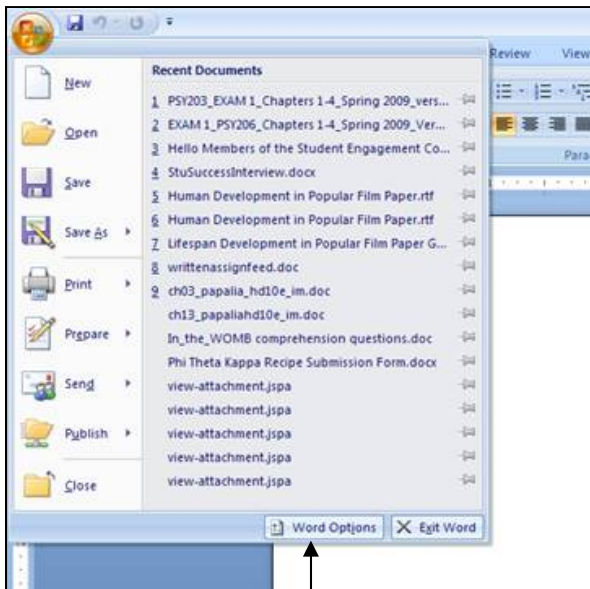
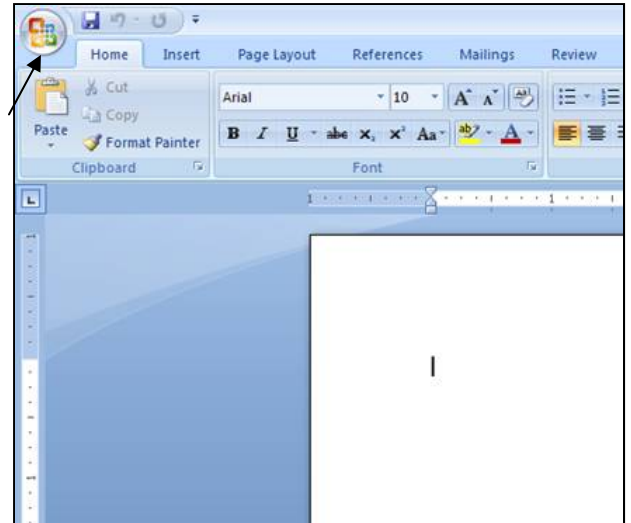


Hello Faculty and Staff,

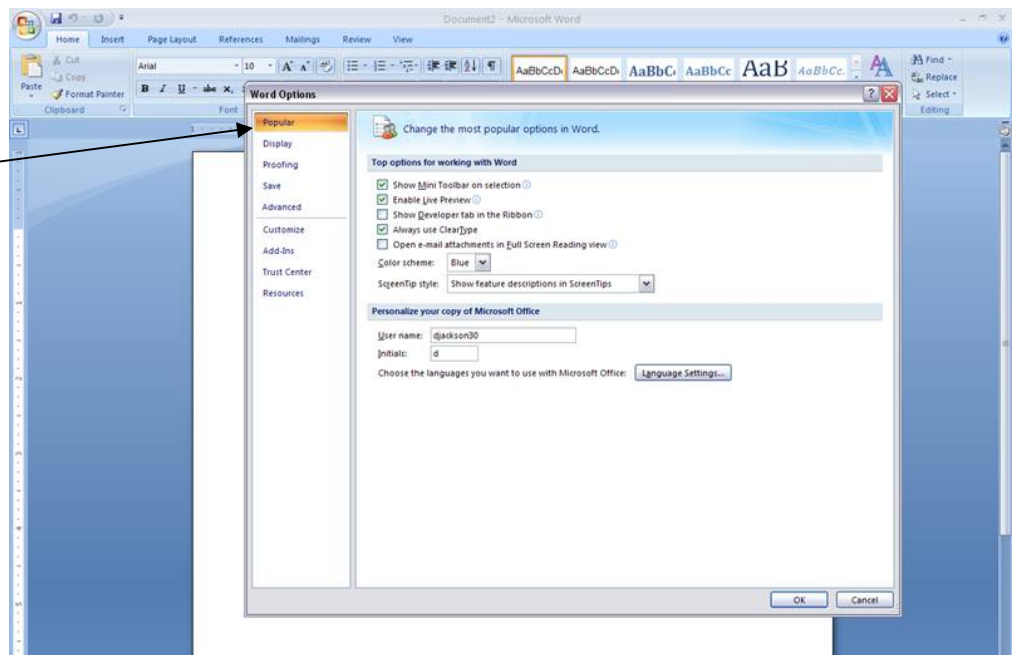
My tech tip for the week of Monday, Oct. 5, 2009 is one that I sent out to faculty and staff a while back; however, I wanted to send it out again just in case some of you missed it. This tech tip concerns Word 2007, but the tips can be applied to all of the major Microsoft Office 2007 productivity programs (e.g. Excel 2007 and PowerPoint 2007).

Did you know that you can change the look of Word 2007? The default look is a blue background. However, if you do not like that color (and I personally am not very fond of it) then you can choose black or silver. Here are the steps:

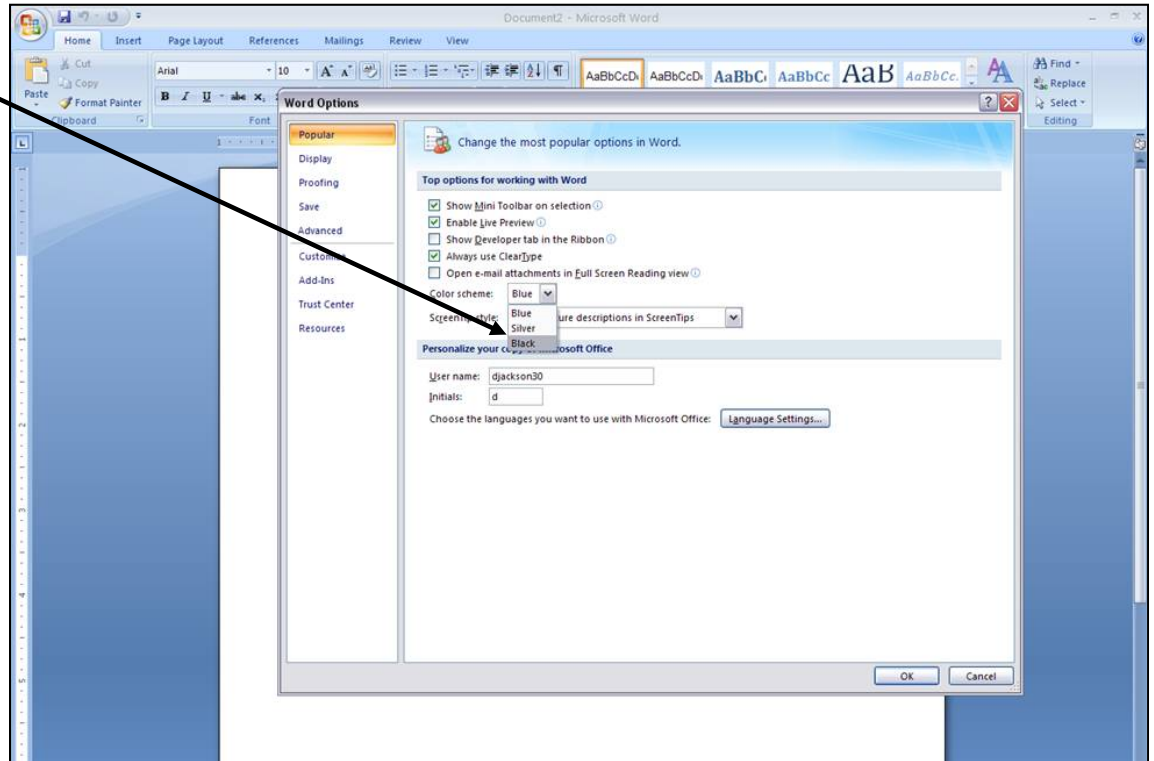
1. Click on the "Office Button" in the upper left-hand corner of the screen
2. Click on "Word Options" at the very bottom of the menu



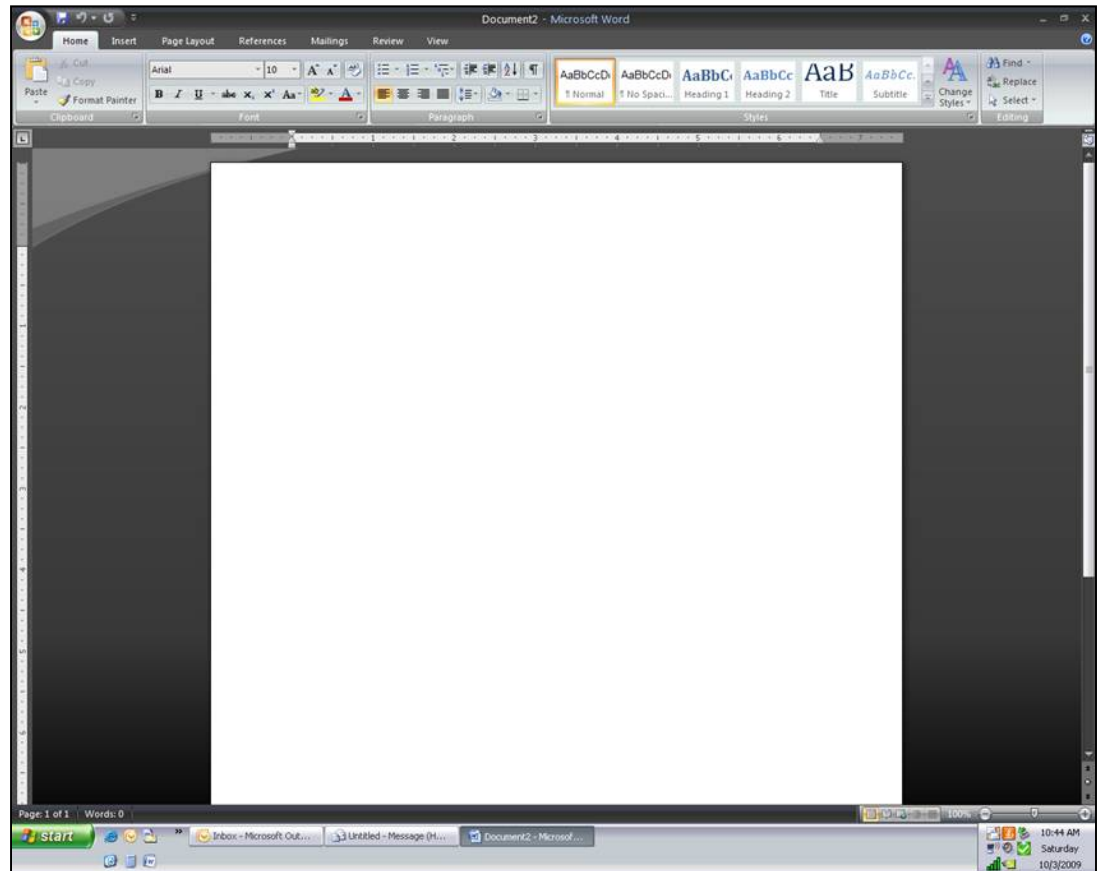
3. Click on the "Popular" link on the left-hand margin menu



4. By “Color Scheme” pull down the drop-down box and select between blue, black, and silver. Then, click “OK” at the bottom.

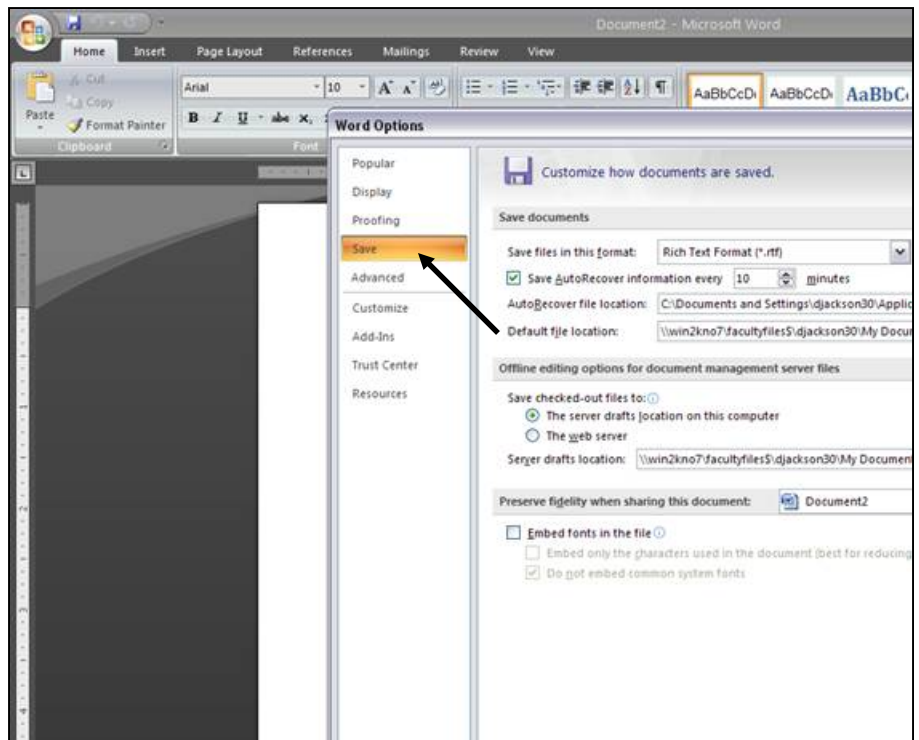


5. After you click “OK”, then the color of your background should change. Here is an example:

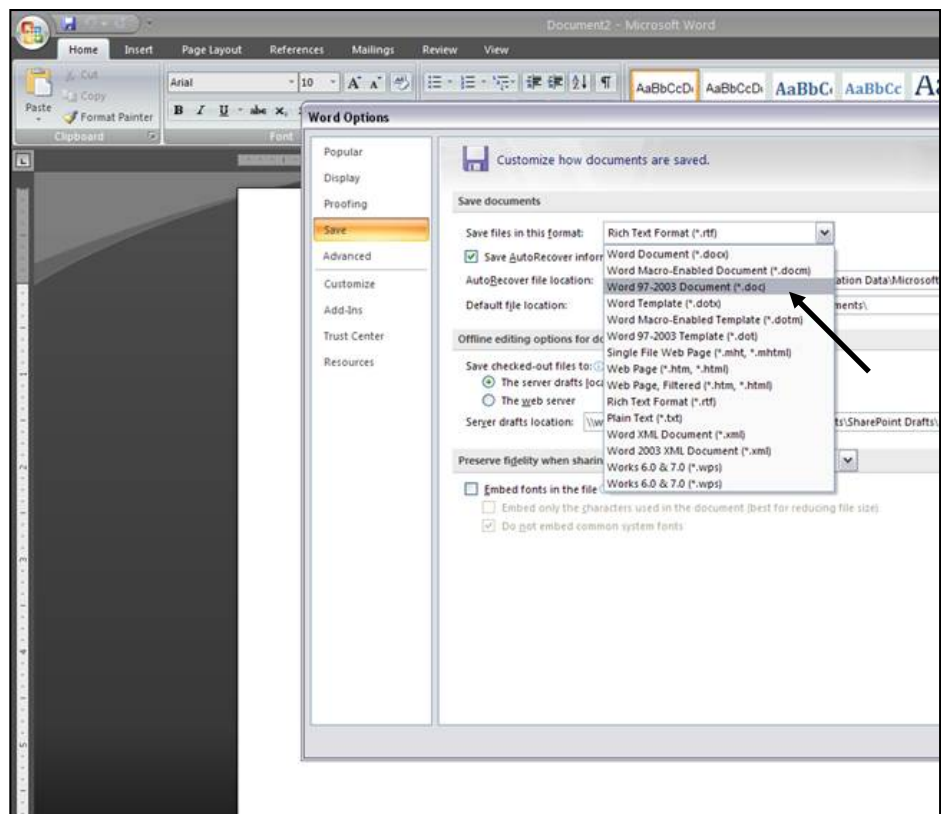


Another very interesting function (and arguably more important in the practical sense) is that you can change the default setting for the format that your documents are saved in. The default format is .DOCX (for Excel 2007 it is .XLSX), which I simply do not like for a myriad of reasons, including the fact that many computers have a difficult time opening it. But, you can change this setting very easily. Just follow the same steps as above:

1. Click on the “Office Button” in the upper left-hand corner of the screen
2. Click on “Word Options” at the very bottom of the menu
3. Click on the “Save” link on the left-hand margin menu



4. By “Save files in this format” pull down the drop-box and choose the format that you prefer to save your documents in. I have chosen .RTF or Rich Text Format, but you may also choose the tried-and-true .DOC format. Once you have chosen your preferred format, click on “OK”.



I hope you find this tech tip useful. If you have further questions about this and other tech tips, then please do not hesitate to contact me or any of the other Faculty Tech Mentors:
<http://www.columbiastate.edu/faculty-technology-mentors>

Respectfully submitted,

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“We shall not cease from exploration, and the end of all our exploring will be to arrive where we started... and know the place for the first time.” -T.S. Eliot