


## Microsoft Word 2007 Mini Skills

### Converting a document to Office Word 2007

- To replace the original file with a file in the Office Word 2007 file format, click the **Microsoft Office Button** , and then click **Save**.
- To save the original document in its original file format and create another document in the Office Word 2007 file format, click the **Microsoft Office Button**; click **Save As**, and then type a new name for the file.
- **NOTE** If the original .doc file is saved in a location other than your local drive, Word keeps the original .doc file and creates a new .docx file when you click **Convert**.

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