

Microsoft Excel - Checking the Compatibility



Checking the Compatibility

If you are saving your file from 2007 to Excel formats '97-2003 it may be a good idea to run the Compatibility Checker.

The Compatability Check will identify the potential loss of functionality when you save from 2007 to prior Excel '97-2007 versions.

This utility will generate a report that provides a summary of potential losses and the number of occurrences in the workbook.

The new features that may be lost are:

Quick Styles applied to autoshapes, WordArt, Pictures, basically any of the new functionality that did not exist in earlier versions.

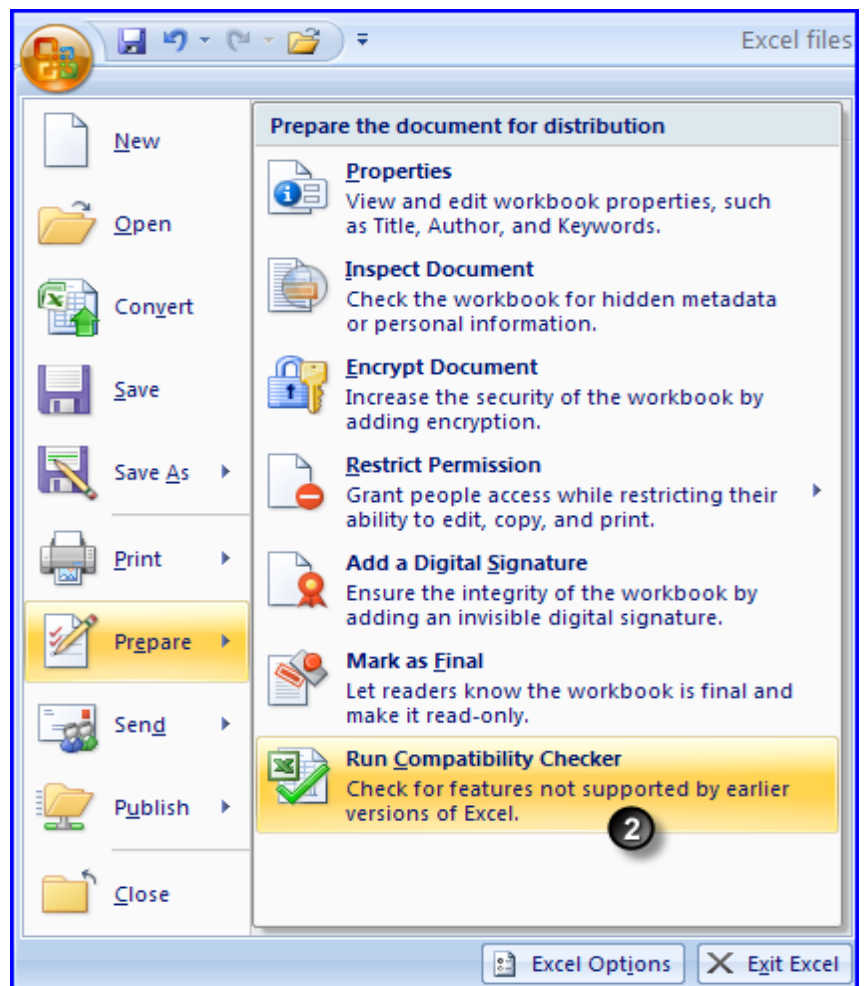
Compatability Checker Process

In this example we have used a spreadsheet that we have applied new 'Conditional Formatting' that was available in prior versions.

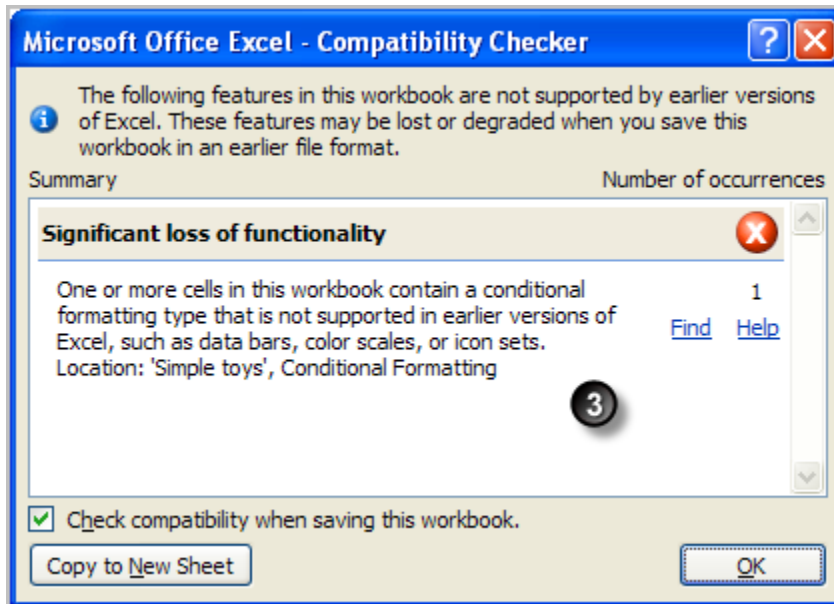
Click on the Office button



Select from the menu
- **Prepare**



The Compatibility Checker summary is displayed detailing what features may not be supported in prior versions.



Working in Compatibility Mode

When an old Excel version ('97 – 2003) file is opened, it will open in Compatibility Mode.

This means that the newer features of Excel 2007 will not be available unless you convert the file to the current version.

When an older file format is opened above the Ribbon in the title area, the name of the file is displayed and in brackets [Compatibility Mode]

