

Working with Microsoft® Office files

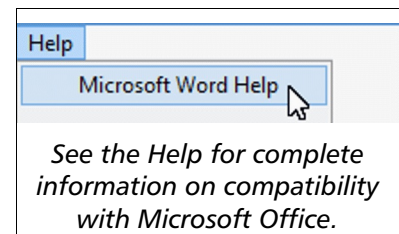
Even if your workplace uses Corel® WordPerfect® Office, you may need to receive or send Microsoft® Office files on occasion. Here are some best practices on working with Microsoft Office files in WordPerfect Office X7.

Transitioning from Microsoft Office to WordPerfect Office

If you recently switched from Microsoft Office to WordPerfect Office, the following features may help you find your way around:

- The *Workspace Manager* lets you approximate the Microsoft Office 2003 menu layout and shortcut keys. Click **Tools ▶ Workspace Manager**.
- The *Compatibility toolbar* (in WordPerfect® and Quattro Pro®) lets you access compatibility features, while the *Microsoft® Word toolbar* (in WordPerfect) simulates its namesake. Click **View ▶ Toolbars**.

NOTE: The Help for WordPerfect Office describes the native environment—not the Microsoft Office simulations.

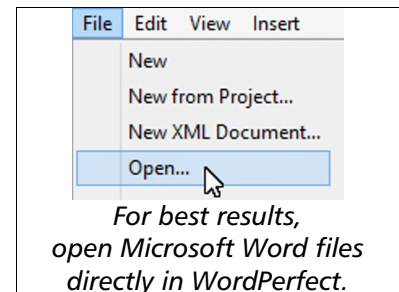


Opening Microsoft Word files in WordPerfect

You can open Microsoft Word (.doc) files directly in WordPerfect X7. In fact, WordPerfect even lets you open Microsoft Word Open XML (.docx) files.

To open a Microsoft Word file in WordPerfect, just click **File ▶ Open**, choose the file, and let WordPerfect convert it for you.

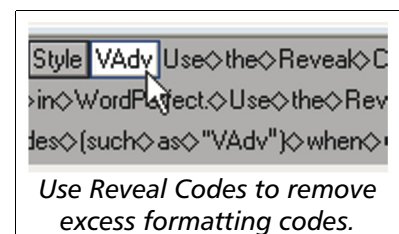
- ✓ **Do** open your Microsoft Word files directly in WordPerfect to achieve the best possible conversion results.
- ✗ **Don't** save to WordPerfect (.wpd) format from Microsoft Word.
- ✗ **Don't** use an intermediary file format (such as .rtf or .pdf).
- ✗ **Don't** copy & paste your Microsoft Word content into WordPerfect.



Working with Microsoft Word files in WordPerfect

Microsoft Word is a proprietary file format, so precisely converting all aspects of a Microsoft Word document to WordPerfect can be difficult. For best results when supporting both word-processing formats, do the following:

- Keep your documents basic. Limit the number of graphics, and avoid macros, text boxes, watermarks and detailed (or nested) tables.
- Use the *Reveal Codes* feature to remove unnecessary or unwanted formatting codes (such as "VAdv") when working in WordPerfect.
- If your reviewers prefer to use Microsoft Office, create a Microsoft Word version of your WordPerfect document by clicking **File ▶ Save As** and choosing a Microsoft Word format from the **File type** list box.
- If possible, use your original WordPerfect document to account for feedback rather than "round-tripping" (converting back to WordPerfect format) any Microsoft Word files returned by your reviewers.

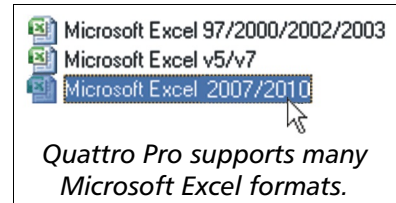


Working with Microsoft Excel files in Quattro Pro

You can open Microsoft® Excel® files directly in Quattro Pro X7. Click **File ▶ Open**, choose the file, and let Quattro Pro convert it for you.

Quattro Pro can import basic Microsoft Excel data—including values and labels, most functions, arithmetic formulas and most cell formatting. For your convenience, any commands (and associated comments) that cannot be imported are displayed as comments in the converted file.

To create a Microsoft Excel version of your Quattro Pro spreadsheet, click **File ▶ Save As** and choose a Microsoft Excel format from the **File type** list box.

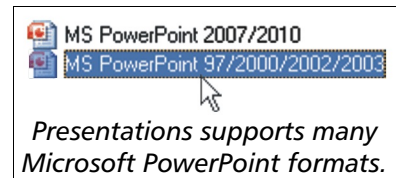


Working with Microsoft PowerPoint files in Presentations

You can open Microsoft® PowerPoint® files directly in Presentations™ X7. Click **File ▶ Open**, choose the file, and let Presentations convert it for you.

For best results when supporting both slide-show formats, avoid using macros, sounds, organization charts and other more complex features. Such features are difficult to convert between formats.

To create a Microsoft PowerPoint version of your Presentations project, click **File ▶ Save As** and choose a Microsoft PowerPoint format from the **File type** list box.



In closing

Congratulations! You've learned the best practices for working with Microsoft Office files in WordPerfect Office:

- Ease your transition from Microsoft Office to WordPerfect Office by using familiar workspaces and toolbars.
- Open Microsoft Word files directly in WordPerfect (click **File ▶ Open**) to achieve the best possible conversion. If necessary, use WordPerfect features (such as Reveal Codes) to remove excess formatting.
- Similarly, open Microsoft Excel files directly in Quattro Pro, and open Microsoft PowerPoint files directly in Presentations, to optimize their conversion.

For detailed information on Microsoft Office compatibility—including comparisons between Microsoft Office and WordPerfect Office features, as well as frequently asked questions on working with Microsoft Office files—please see the Microsoft Office section of the Help files for WordPerfect, Quattro Pro and Presentations:

- In WordPerfect, click **Help ▶ Microsoft Word Help**.
- In Quattro Pro, click **Help ▶ Microsoft Excel Help**.
- In Presentations, click **Help ▶ Microsoft PowerPoint Help**.

BONUS TIP: WordPerfect Office expands your compatibility options through its publish-to-PDF feature. (Why send an editable version of your project when a PDF version will do?) For more information, see the Help.

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This Quick Reference Card was created with WordPerfect.