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FM SECSTATE WASHDC

TO ALL DIPLOMATIC AND CONSULAR POSTS COLLECTIVE

RUEHTRO/AMEMBASSY TRIPOLI 9964

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UNCLAS STATE 041755

FOR OPENNET AND CLASSNET USERS

E.O. 12958: N/A

TAGS: AADP, AMGT

SUBJECT: USER AWARENESS OF OFFICE 2007 DEPLOYMENT

REF: STATE 039614

1. Last year Microsoft released their latest offering of word processing, spreadsheet and presentation software, Office 2007. This release will become the Department's standard business software suite. Reftel provided technical guidance for systems staff and mandated that all Department systems be compatible with Microsoft Office 2007 by May 20, 2008.

2. There are a number of important considerations in deploying a major software upgrade to a large enterprise

like the Department of State. The Office 2007 suite introduces many new features and updates including changes to your desktop. Consequently, the transition to Office 2007 must be carefully coordinated to ensure post applications are not negatively impacted.

3. A major compatibility problem when upgrading to Office 2007 is the inability for users still using previous versions of Office to access Office 2007 documents. To address this issue and to ensure you can exchange documents between users of different Microsoft Office releases, Microsoft developed a Compatibility Pack for the Word, Excel, and PowerPoint 2007 file formats. The Office 2007 Compatibility Pack allows Office 2000 or 2003 users to edit and save Office 2007 data. ONE and Blackberry have been upgraded to be able to read the new formats.

4. The Office 2007 upgrade offers many new features. However, the changes to the user interface are significant; therefore, some training is recommended. The Foreign Service Institute (FSI) offers a number of Microsoft Office 2007 through their Distance Learning program

(<http://fsi.state.gov/fsi/sait/default.asp?contentID=3185>)

[and](#) training videos

(<http://fsi.state.gov/fsi/sait/default.asp?contentID=3281>)

. Additionally, interactive Microsoft training materials are available for use at

ftp://ftp.irm.state.gov/ENM/Office_2007/Training.

5. Prior to May 30 when all sites will be able to process the new Office 2007 files, users that have already upgraded to Office 2007 should be aware that other Department or external users may not be able to view their work. To ensure your work can be read by all, users can save their work as Word Document (*.doc) by using the File/Save command.

6. Questions relating to Office 2007 at your post should

be directed to your systems staff.

7. Minimize considered.

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