Document Compatibility

# Introduction

Nowadays people want to work everywhere! They prefer to start writing a document at home in desktop or laptop computer, then work on same document on way to office in train and continue working on same once at office.

However they often do not use same version of same software for content creation! This brings in compatibility problem.

# Layout of this document

This document is saved originally in Word “*docx*” format.

## Basic layout

When you open your document in other word processor, check the following.

* These points are bulleted list.
* The title of this document “Document Compatibilty” is set as “Title” style in Word 2007.
* All the headings are numbered lists. If you put your cursor in headings (in Word), it will highlight in ribbon bar that the text is “Heading 1”.
* The headings are in Word’s default blue color. The heading 1s are dark blue and heading 2s are light blue.
* There is a header and footer in this document.
* The word 1st in this sentence uses “1st” with a superscript. Can you read that?
* Hopefully you can easily read **bold**, *italics* and underline. What about this ~~strikethrough~~?
* This sentence is written in brown color.
* The background of this line is highlighted with yellow.
* A table of content was added at the *end* of this document. Can you see that?
* The font used in this document is “Calibri” (except headings). However, this very sentence is written in Courier New with 12 font size.
* This is a hyperlink – [www.microsoft.com](http://www.microsoft.com)
* This is Track change!

## Advanced layout

Following is a 2-column and 5-row table (including header) with some color formatting.

|  |  |
| --- | --- |
| Format | Application |
| .doc, docx | Microsoft Word |
| .page | Apple Pages |
| .xls,xlsx | Microsoft Excel |
| .number | Apple Numbers |

There is an image after this line. Can you see it?



It is a 256x256 PNG image pasted in the document as centrally aligned as in line with text with no text wrapping option.

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[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

This is a status field

This is a comments field



This is wordart