

Works versus Word

The difference between Microsoft "Works Word Processor" and Microsoft Word




Odds are if I have sent you to this website to read this, you have a new computer with word processor on it built by Microsoft. If is called Works.

For those of you who are in my economics courses, you know that capitalism is all about making a dime or dollar. Thus, Bill Gates and crew created two versions of a word processing program -- one bare bones (Works) and one upscale (Word).

Think of it like this. You can buy a Ford Explorer or a Lincoln Aviator, both built on the same frame, but one is a bit more upscale, and of course, a bit more expensive.

As your instructor, friend, or family member, I want you to know that I paid the BIG bucks and use Microsoft Word. In particular, I currently use MS Word 2000. If you have Works, this is how you read my documents.

To open a Word document in Works

1. In the Works Task Launcher, click the Programs tab, click Works Word Processor, and then click Start a blank Word Processor document.
The word processing program opens.
2. Click the Open button  on the toolbar.
3. In the Files of type box, click Word 97-2002 (*.doc).
4. In the Look in box, locate the folder or drive containing the Word document.
5. Click the file you want, and then click Open.

Once you open the document, edit as you would in Word. Since Word contains some advanced features that Works does not, these features will not work in Works.

If you know you will be sharing a "soft copy" of your document with a Word user, save it in Word format (*.doc).

Word users can open a file saved in Works Word Processor format (*.wps), but the file will be more recognizable to a Word user if you save it in the Word format.

So how do you send a Works word processing document to you in Word format?

On the File menu, click Save As.

In the Save as type box, click Word 97-2000 & 6.0/95 - RTF (*.doc).