

Office 2007 – Improved Productivity for Your Organization

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Since the introduction of Office, Microsoft has been adding features with each new version and update causing the original functionality and features to be buried deep within the menus. As Microsoft was in the process of working on Office 2007, they asked their customers to name features they would like to see in the next version of Office. What Microsoft soon found out is that people were requesting features that had been in Office for years. Nothing new, they just didn't know where or how to find them. This provoked the Office team to take a long and hard look at how they could give the end user more control of the features that had been in Office for all these years. The result is the most innovative and radically redesigned version of Office. If you have been resistant to upgrading Office over the years because there hasn't been a significant reason to change, then take a look at Office 2007. You will be surprised at what you will find and how much more creative and productive you can be.

One Ribbon to Rule Them All

The first thing that you will notice in Office 2007 is that the User Interface (UI) has been radically changed. The drop down menus that we have all come to know has been replaced with what Microsoft is calling the "Ribbon." The Ribbon is Microsoft's response to empowering the user to find all of the features that have been built into Office. The Ribbon creates a consistent user interface that is divided into tabs that group together similar Office functions. As you click on the different tabs the Ribbon changes to display the options that are available to you within that specific tab. For example, let's say you were working in Word 2007 and you needed to insert

a table into your document. In this case you would click on the "Insert" tab and select "Table" which will allow you to create a table in Word based on your specifications. It's that simple. Currently the Ribbon interface is integrated into Word 2007, Excel 2007, PowerPoint 2007 and Outlook 2007.

Push the Button

The user interface changes don't stop with the Ribbon. Consider the Office button, located in the upper left hand corner of your window, as the hub for all your basic functions. This is where you will find your options to open, save, print, send or publish documents all from within the button menu. You will also find your recently opened documents and your program options.



...And Much More

In addition to the new Ribbon Interface and the Office Button there several unique features that will allow you to be more creative and productive.

Contextual Tabs add to the default Ribbon interface. For example, once you inserted your table into your Word document you can click on your newly created table and this will give you a new tab option called "Table Tools." Now you can customize your table to give your document that flair that will really help you get your point across. Once you click off of your table, the contextual tab disappears and you are back to the default Ribbon layout.



Live Preview allows you to see your changes before you make them. An example of this is changing the font style or font size in a document. Simply highlight the text you want to modify and you will receive immediate feedback showing you how the change will look before you make your final decision.



The **Mini-Toolbar** adds to your ability to perform simple tasks quickly. This

toolbar gives you a quick menu of options that will allow you to make changes to your document without having to stray from the area in the document in which you are working. Simply highlight a section of text and the Mini-Toolbar will appear above your cursor.

More specific to **Outlook 2007**, Microsoft has integrated search into your e-mail client. No longer do you have to fumble around Outlook looking for that document that you sent last week or trying to find a specific e-mail within your personal folders. Just type what you are looking for and get instant results. For people that live within Outlook, this is an enormous time saver. Outlook 2007 really shines when you couple it with Microsoft's new operating system, Windows Vista. The same instant search that has been integrated into Vista is integrated into Outlook 2007.

There are many more features for you to discover including:

- Smart Art in Word 2007
- Data Connection Library in Excel 2007
- Visual Galleries in PowerPoint 2007
- To-Do Bar in Outlook 2007

However you use Office and the various applications, you will find yourself doing more and doing it quicker.

Versions, Versions, and More Versions

Sometimes the hardest part of a new release of Office is to figure out what has changed from version to version or what version is right for you. With the release of Office 2007 there are eight version of Office to choose from. If you are a volume licensing customer then you will most likely focus on Office Standard 2007, Office Professional Plus 2007 (which replaces Office Professional 2003 Enterprise Edition) or the new Office Enterprise 2007.

| | Microsoft Office Basic 2007 | Microsoft Office Home & Student 2007 | Microsoft Office Standard 2007 | Microsoft Office Small Business 2007 | Microsoft Office Professional 2007 | Microsoft Office Ultimate 2007 NEW! | Microsoft Office Professional Plus 2007 | Microsoft Office Enterprise 2007 NEW! |
|--|-----------------------------|--------------------------------------|--------------------------------|--------------------------------------|------------------------------------|-------------------------------------|---|---------------------------------------|
| Microsoft Office Word 2007 | ● | ● | ● | ● | ● | ● | ● | ● |
| Microsoft Office Excel 2007 | ● | ● | ● | ● | ● | ● | ● | ● |
| Microsoft Office PowerPoint 2007 | | ● | ● | ● | ● | ● | ● | ● |
| Microsoft Office Outlook 2007 | ● | | ● | | | | ● | ● |
| Microsoft Office Outlook 2007 with Business Contact Manager ¹ | | | | ● | ● | ● | | |
| Microsoft Office Accounting Express 2007 ² | | | | ● | ● | ● | | |
| Microsoft Office Publisher 2007 | | | | ● | ● | ● | ● | ● |
| Microsoft Office Access 2007 | | | | | ● | ● | ● | ● |
| Microsoft Office InfoPath 2007 | | | | | | ● | ● | ● |
| Microsoft Office Groove 2007 | | | | | | ● | | ● |
| Microsoft Office OneNote 2007 | | ● | | | | ● | | ● |
| Microsoft Office Communicator 2007 ³ | | | | | | | ● | ● |
| Integrated Enterprise Content Management | | | | | | ● | ● | ● |
| Integrated Electronic Forms | | | | | | ● | ● | ● |
| Advanced Information Rights Management and Policy Capabilities | | | | | | ● | ● | ● |

To help sort out the features of the eight different versions of Office 2007, refer to the chart which shows what is included in the different Office suites and contact SARCOM with any questions.

So What Does All This Mean?

It has been said that when it comes to Microsoft Office, people only use about 5% to 10% of the total functionality that it has to offer. In short, Office 2007 allows you to unlock the remaining 90% to 95% of the functionality that has been hidden and/or has gone unnoticed leading up to this release. The Tabbed Ribbon, Office Button, and many of the other new features allow the user to quickly find a function or complete the task that they are trying to accomplish. The elimination of pull down menus allows the end user to perform tasks in fewer clicks and with fewer dialog boxes. This allows you to create “results oriented” documents and places the power into your hands to really make your data “pop.”

Once you master the new Office User Interface and discover all the great things that you can now do in Office 2007 then you will find yourself becoming more productive, more creative and never wanting to go back to the old way of using Office. Again, if you haven't found a reason to upgrade Office over the past few versions, then take a look at Office 2007 and all that it has to offer...you won't regret it.