

Top 5 new Features

for the Microsoft® 2007 Office system



Microsoft® Office E-mail

- ① **Instantly search your information.** Having problems finding the information you need? Use Microsoft Office Outlook® 2007 to search for keywords, dates, or other flexible criteria to locate items in your e-mail, calendar, contacts, or tasks to save valuable time. Instant Search in Office Outlook 2007 is fully integrated within the interface so you don't have to leave Outlook to find the information you need.
- ② **Easily manage your daily priorities and information.** Check your priorities for the day by looking at the To-Do Bar where your flagged mails and tasks are clearly laid out. The To-Do Bar also connects tasks you may have stored in Microsoft Office 2007 programs like Project, OneNote®, and Microsoft Windows® SharePoint® Services technology. Finally, the integration of the To-Do Bar items on the calendar helps you easily schedule and block off time to follow up on items.
- ③ **Connect with people easily and effectively.** New Office Outlook 2007 calendaring functionalities provide easy ways to share your calendar with anyone within or outside of your organization, giving your important contacts immediate access to your information. You can create and publish Internet calendars to Microsoft Office Online, add and share Internet calendar subscriptions, e-mail calendar snapshots, or even send a customized electronic business card to one of your contacts, making it easy to communicate with anyone.
- ④ **Organize your information in new, rich ways.** Using Color Categories in Office Outlook 2007, you can easily personalize and add categories to any type of information—e-mail, calendar items, contacts, or tasks. Color categories give you a simple, visual way to distinguish items from one another, making it easy to organize your data and search for information.
- ⑤ **Access information in one easy click.** Accessing attachments is often a multi-step process with no easy way to gain instant insight to that content. Using Attachment Preview, you can preview your Office Outlook 2007 attachments with one click directly in the reading pane, saving you time and effort.

Microsoft Office Excel 2007

- ① **Import, organize, and explore massive data sets within significantly expanded spreadsheets.** Work with massive amounts of data in Office Excel 2007, which supports spreadsheets that can be up to 1 million rows by 16,000 columns in size. Now, users will no longer have to work on multiple spreadsheets or in other applications when they need to analyze large amounts of information.
- ② **Use the completely redesigned Office Excel 2007 charting engine that helps you share your analysis in professional-looking charts.** Build professional-looking charts faster with fewer clicks using charting tools in the new user interface. Apply rich visual enhancements to your charts such as 3-D, soft shadowing, and transparency. Create and interact with charts the same way, regardless of the application you are using, because the Office Excel 2007 charting engine is consistent in Microsoft Office Word 2007 and Microsoft Office PowerPoint® 2007.
- ③ **Enjoy improved and powerful support for working with tables.** Create, format, expand, and refer to tables within formulae because Office Excel 2007 has greatly improved support for tables. When analyzing data contained in a large table, Office Excel 2007 keeps table headings in view while you scroll.
- ④ **Create and work with PivotTable views—with ease.** PivotTable® views allow you to quickly reorient your data to help you answer multiple questions. Find the answers you need faster because Office Excel 2007 will help you to create and use PivotTable views more easily.
- ⑤ **See important trends and find exceptions in your data.** Apply conditional formatting to your information more easily. Then, discover patterns and highlight trends in your data using rich visualization schemes like gradients, thresholds, and performance indicator icons.

Microsoft Office Word 2007

- ① **Communicate more effectively with new formatting features and high-impact graphics.** New charting and diagramming features that include 3-D shapes, transparency, drop shadows, and other effects help you create professional-looking graphics that can result in more effective documents. Using Quick Styles and Document Themes, you can quickly change the appearance of text, tables, and graphics throughout the entire document to match your preferred style or color scheme.
- ② **Quickly assemble documents from pre-defined content.** Building Blocks in Office Word 2007 can be used to assemble documents from frequently used or pre-defined content like disclaimer text, pull quotes, sidebars, cover pages, and other types of content. This will help ensure you don't spend needless time re-creating content; it also helps create consistency across the documents created within your organization.

- ③ **Quickly compare two versions of a document.** Office Word 2007 makes it easy to find out what changes were made to a document. A new tri-pane review panel helps you see both versions of a document with the deleted, inserted, and moved text clearly marked.
- ④ **Enhance protection of the private information in your documents.** Detect and remove unwanted comments, hidden text, or personally identifiable information using the Document Inspector to help ensure that sensitive information doesn't escape when it is published.
- ⑤ **Formatting Features.** Office Word 2007 offers a wide range of new and upgraded formatting capabilities to help you create professional-looking, consistent documents quickly and easily. Using document themes, you can quickly apply font, color, and style changes to an entire document with a single click of the mouse. Table Quick Styles help you format complex tables with ease. And with the new Live Preview feature, you can view your changes easily, so you no longer have to undo or redo formatting selections.

Microsoft Office PowerPoint 2007

- ① **Create powerful, dynamic SmartArt™ Diagrams.** Easily create professional and dynamic relationship, workflow, or hierarchy diagrams from within Office PowerPoint 2007. You can even convert a bulleted list into a diagram, or modify and update existing diagrams. It's easy for users to take advantage of rich formatting options with the user interface contextual SmartArt Diagram tools.
- ② **Use custom layouts to assemble presentations more quickly.** In Office PowerPoint 2007, you can define and save your own custom slide layouts so you don't need to cut and paste your layouts onto new slides or delete content on a slide with your desired layout. With PowerPoint slide libraries, it is easy to share these custom slides with others so that your presentations have a consistent and professional look and feel.
- ③ **Uniformly format your presentations with Office PowerPoint 2007 themes.** Office PowerPoint 2007 themes enable you to change the look and feel of your entire presentation with just one click. Changing the theme of your presentation not only changes the background color, but the color of a diagram, table, chart, font, and even the style of any bullet points within a presentation. By applying a theme, you can be confident that your entire presentation has a professional and consistent look and feel.
- ④ **Dramatically modify shapes, text, and graphics with new tools and effects.** You can manipulate and work with your text, tables, charts, and other presentation elements in richer ways than ever before. Office PowerPoint 2007 makes these tools readily available through the streamlined user interface and contextual menus, so that in just a few clicks, you can add impact to your work.
- ⑤ **Add more security to your Office PowerPoint 2007 presentations.** You can now add a digital signature to Office PowerPoint 2007 presentations to help ensure the integrity of the file, or mark a presentation as "final" to help prevent inadvertent changes. These features help ensure that your content can only be modified or shared the way you intended.

Microsoft Office SharePoint Server 2007 and Microsoft Windows SharePoint Services V3

- ① **Control documents through detailed, extensible policy management.** Define customized document management policies to control item-level access rights, retention period, expiration actions, and document-auditing settings. Policy integration with familiar client applications helps make compliance transparent and easy for employees. Extensible design helps organizations to modify product behavior to suit their unique business needs.
- ② **Manage your shared information and content in one interface.** Office Outlook 2007 provides you a rich interaction with information stored in Windows SharePoint Services technology. You can connect Windows SharePoint Services documents, calendars, contacts, tasks, and other information to Office Outlook 2007, giving you a central place to manage your information. Additionally, you have full editing capabilities, so that any changes you make to this information stored in Office Outlook 2007 will be reflected on the server version.
- ③ **Use Office Excel 2007 and Excel Services to help share spreadsheets more securely with others.** Excel Services dynamically renders a spreadsheet as HTML so others can access a spreadsheet stored on Microsoft Office SharePoint Server 2007 within any Web browser. Because of the high degree of fidelity with the Office Excel 2007 client, with Excel Services users can navigate, sort, filter, input parameters, and interact with PivotTable views, all within their Web browser.
- ④ **Master your document review processes using Office Word 2007 and Microsoft Office SharePoint Server 2007.** With built-in workflow services in Office SharePoint Server 2007, you can initiate and track document review and approval processes from within Office Word 2007, helping people accelerate review cycles across your organization without forcing them to learn new tools.
- ⑤ **Easily reuse content with Office PowerPoint 2007 slide libraries.** Wish there was a better way to reuse content from one presentation to another? With Office PowerPoint 2007 slide libraries, you can store presentations as individual slides on a site supported by Microsoft Office SharePoint Server 2007. Using slide libraries, you can share your presentation content with your teammates and co-workers, making it easy for anyone to repurpose your content. Not only does this cut down the time you spend creating presentations, but any slides you insert can remain synchronized with the server version, helping ensure that your content is always up to date.

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