2007 Microsoft Office System
Versions Comparison

White Paper

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# Introduction to the 2007 Microsoft® Office Suites

The Microsoft® Office suites of productivity applications give information workers the tools they need to create compelling and powerful documents and solutions. With each new release of the Microsoft Office system, Microsoft has continued to expand and enhance the technologies that comprise Microsoft Office, giving people access to tools that keep pace with today’s changing work environment.

The previous release—the Microsoft® Office 2003 Editions—provided users with a broad range of collaborative tools as well as a platform for a new generation of productivity solutions. The 2003 editions enabled users to create and share documents and information more easily than ever before. The 2007 Microsoft Office suites continue this trend with new collaborative tools as well as enhanced integration with Microsoft® Office SharePoint® Server 2007.

Microsoft® Office Professional Plus 2007 includes the following applications:

* Microsoft® Office Access 2007
* Microsoft® Office Communicator 2007[[1]](#footnote-2)
* Microsoft® Office Excel® 2007
* Microsoft® Office InfoPath® 2007
* Microsoft® Office Outlook 2007
* Microsoft® Office PowerPoint® 2007
* Microsoft® Office Publisher 2007
* Microsoft® Office Word 2007

The 2007 Microsoft Office suites introduce three major areas of innovation to help individuals and organizations reach new levels of performance:

* **Make it easier for people to deliver better results faster –** The 2007 release simplifies the way that Microsoft Office programs work so that users can focus on their work. The Microsoft Office Fluent™ user interface in Microsoft Office Access 2007, Excel 2007, Outlook 2007, Word 2007, and Outlook 2007 organizes program features according to the tasks the user wants to accomplish, reveals additional features when needed, and previews formatting and editing changes as options are browsed.
* **Introduce new capabilities** – Each Microsoft Office application introduces new capabilities to help information workers use information efficiently and effectively. A dramatically upgraded graphics engine makes it much easier to produce great-looking, high-impact documents, spreadsheets, and presentations without spending hours tweaking formatting commands.
* **Provide information management** **and workflow** – The 2007 Microsoft Office suites provide information management and workflow capabilities through integration with Microsoft Office SharePoint Server 2007, giving knowledge workers with new ways to find, share, and use information.

This whitepaper will discuss the primary differences between Microsoft Office Professional Plus 2007 and the previous Microsoft Office versions – Microsoft Office Professional Enterprise Edition, Microsoft Office XP, and Microsoft Office 2000 Professional.

# What’s New, Better, and Different in the 2007 Microsoft Office Release?

Many features present in previous versions of Microsoft Office have been improved in the 2007 Microsoft Office suites to make them easier to use and to give information workers new and expanded capabilities. Other features have been added to provide users with new tools. This section concentrates on those features that have changed or been added since the previous release, Microsoft Office Professional Enterprise Edition.

## Microsoft Office Professional Plus 2007 General Features

Office Professional Plus 2007 includes new features and enhancements that have effects across a range of Microsoft Office applications. These include changes to the user interface, a new file format based on the Extensible Markup Language (XML) protocol, enhancements to protect privacy and confidential information, and integration points with Office SharePoint Server 2007.

### Microsoft Office Fluent User Interface

As each new version of Microsoft Office introduced new features and ways of working, the Microsoft Office user interface became more sophisticated to match these capabilities. Microsoft Office Professional Plus 2007 introduces the Microsoft Office Fluent™ user interface in order to keep pace with new innovations. The Office Fluent user interface is simpler to use and more responsive to the tasks that users need to carry out. The Office Fluent user interface:

* Makes it easier for users to find the features and capabilities they need
* Reduces clutter and interruptions so users can focus on their work
* Enables people to create great-looking documents as quickly and easily as possible

### New Ecma Office Open XML File Formats

Office Professional Plus 2007 introduces new Microsoft Office file formats based on the Extensible Markup Language (XML) format. These new formats, called the Ecma Office Open XML Formats are more robust and compact and enable a wealth of integration opportunities with external data sources and business applications. These new formats help organizations leverage the power of the new generation of service-oriented applications based on XML. Because this new file format is open and based on common standards, organizations and third-party providers can extend them to provide enhanced and custom functionality. The new format also results in smaller files that are easier to share and distribute.

### Protect Integrity and Privacy of Documents and Information

Office Professional Plus 2007 helps organizations maintain the integrity of documents and protect their intellectual property while making it easy for users to share information. Microsoft Office documents can be signed with digital signatures. A digital signature verifies that a document has not been altered since it was digitally signed. Office Professional Plus 2007 also supports Microsoft Rights Management Services, allowing companies to protect confidential documents and e-mail and limit who can view, edit, print, and access content. Finally, the new Document Inspector protects information by scanning documents and removing invisible identifying information, such as hidden text or comments.

### Provide Collaboration and Document Management Tools

Microsoft Office SharePoint Server 2007 extends Microsoft Office applications by providing collaborative tools as well as support for automating workflow and review processes. Content on SharePoint sites, including lists and other information can be edited from within Office applications. SharePoint provides server-based managed document libraries to help facilitate the security and distribution of documents.

Information management policies with Office SharePoint Server 2007 allow organizations to set and enforce consistent document labeling, auditing, and expiration policies on documents stored on SharePoint.

### Improve Business Insight

Office Professional Plus 2007 extends the capabilities of information workers beyond individual programs, by enabling them to find, use, and manage information better. The new search in Office Outlook 2007 helps people find e-mail messages quickly and support for Really Simple Syndication (RSS) delivers subscription-based information to the inbox. Office Excel 2007 features new and improved data visualization tools that help people make better informed decisions. Office Access 2007 includes new and improved tools to compile and track information from multiple sources. Documents, spreadsheets, and forms can be linked to corporate data sources, making it easier to get information and stay up to date.

### Other New and Improved Features of Office Professional Plus 2007

Office Professional Plus 2007 has many other new and improved features to improve productivity and collaboration:

* **SmartArt™** graphics is an enhanced set of design tools available across Microsoft Office applications to make it easy for people to create visually stunning diagrams and charts in Microsoft Office documents.
* **Support for Portable Document Format (PDF) and XML Paper Specification (XPS)\*** document formats make it easy for users to create and share paper-equivalent documents without requiring additional applications with support for PDF and XPS files. With PDF and XPS, Microsoft Office users can create fixed-format documents and distribute them to users who do not need to have the application that created the document.
* **Office Themes** make it easy for users to create attractive documents based on a consistent style across their Microsoft Office applications.
* **Help and User Assistance** has been improved and extended to reach beyond Microsoft Office applications by including resources and training through Office Online.

\*You can save as a PDF or XPS file from a 2007 Microsoft Office system program only after you install an add-in. For more information, see [Install and use a PDF or XPS add-in](http://r.office.microsoft.com/r/rlidOOPDFXPSAddin?clid=1033)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Microsoft Office Professional Plus 2007 Feature** | **Access** | **Communicator** | **Excel** | **InfoPath** | **Outlook** | **PowerPoint** | **Publisher** | **Word** |
| Office Fluent™ User Interface | Yes |  | Yes |  | Yes | Yes |  | Yes |
| New Ecma Open XML file formats |  |  | Yes |  |  | Yes |  | Yes |
| Digital Signature support ^ |  |  | Yes |  |  | Yes |  | Yes |
| Windows Rights Management Services integration ^ |  |  | Yes | Yes | Yes | Yes |  | Yes |
| Information management policies |  |  | Yes | Yes |  | Yes |  | Yes |
| Document Inspector |  |  | Yes |  |  | Yes |  | Yes |
| Office SharePoint Server integration | Yes |  | Yes | Yes | Yes | Yes |  | Yes |
| Initiate workflow and review processes † |  |  |  | Yes |  | Yes |  | Yes |
| Find, use, and manage information more easily | Yes |  | Yes | Yes | Yes | Yes |  | Yes |
| SmartArt™ Diagrams  |  |  | Yes |  |  | Yes |  | Yes |
| Save files in PDF and XPS file formats\* | Yes |  | Yes | Yes |  | Yes | Yes | Yes |
| Office Themes | Yes |  | Yes |  | Yes | Yes |  | Yes |
| Improved Help and user assistance | Yes |  | Yes | Yes |  | Yes | Yes | Yes |

**Table 1: Features affecting multiple Microsoft Office applications which are new or have been significantly improved since the 2003 Microsoft Office system**

^ Requires Windows Server 2003 with Windows Rights Management Services

† Requires Microsoft Office SharePoint Server 2007

*\*You can save as a PDF or XPS file from a 2007 Microsoft Office system program only after you install an add-in. For more information, see* [*Install and use a PDF or XPS add-in*](http://r.office.microsoft.com/r/rlidOOPDFXPSAddin?clid=1033)

## Microsoft Office Access 2007

### Quickly Start Tracking

Office Access 2007 makes it easy to create powerful applications quickly, even without deep database development knowledge. Pre-built templates allow the rapid creation of tracking applications. Tables can be quickly created simply by entering information into a datasheet. Office Access 2007 allows creation of multi-value fields that allow more complex data types, and allow documents and files to be attached to a data table for easy reference. Improved filtering and sorting capabilities make it easier to find the information you need. New “what you see is what you get” (WYSIWYG) design tools help people design powerful forms and reports for their applications.

With Office Access 2007, it is easier than ever to get data from external sources into an Access database or to export it for other users and applications to use. Data can be transferred from an Excel spreadsheet with a simple cut and paste action and other import and export activities have been improved. Commonly used import operations can be saved for quick re-use. Import and save improvements make it easy to move contact information between Office Access 2007 and Office Outlook 2007.

### Effectively Share Information

Office Access 2007 makes it easier than ever before to share information and applications. New integration features with other Office applications have been added, including the ability to use an e-mail form in Office Outlook 2007 to gather information for an Access application.

SharePoint lists can be stored locally for offline work and Office Access 2007 forms, reports, and datasheets can be stored as views on a SharePoint server. Users can subscribe to receive e-mail or RSS notifications when records are added, deleted, or changed.

### Manage and Audit Information

Office Access 2007 makes it easier for you to meet your information management needs. Security features in Office Access have been improved, and data auditing features with Office SharePoint Server help you store and manage records with confidence. The new revision history capability lets you see when Access data stored in SharePoint was created, editing, or deleted. You can also set permissions to control who can access or edit your data. A new recycle bin for deleted data helps avoid data loss through user error.

### Build and Adapt Reports to Suit Your Business Needs

Office Access 2007 helps your organization make sense of complex data. Improved tools for editing reports, including an interactive designer that shows how your report will look while you’re editing, help you create data driven applications quickly. Filtering and sorting are now easier and more flexible. New tools help you manage and group information in reports while you are designing them.

|  |  |  |
| --- | --- | --- |
| **Microsoft Office Access 2007 Feature** | **New** | **Improved** |
| New templates for tracking applications | X |  |
| Interactive forms design experience | X |  |
| Interactive reports design experience | X |  |
| Quickly create tables |  | X |
| Import and save contact information as Office Outlook 2007 contacts | X |  |
| Work with multi-value fields | X |  |
| Attach documents and files to records in the data store |  | X |
| Improved import and export capabilities |  | X |
| Filter and sort data |  | X |
| Collect data using Office Outlook 2007 | X |  |
| Data Migration to Windows SharePoint Services \* |  | X |
| Take Windows SharePoint Services information offline | X |  |
| Access 2007 views (Reports, Forms) as Windows SharePoint List views | X |  |
| E-mail and RSS notifications \* | X |  |
| Filter and sort information in reports easily |  | X |
| Group information in reports |  | X |
| Improved security |  | X |
| Revision history auditing \* | X |  |
| User permissions settings \* | X |  |
| Recycle bin for deleted data \* | X |  |

Table 2: New and improved features in Office Access 2007

\* Requires Windows SharePoint Service 3.0

## Microsoft Office Communicator 2007[[2]](#footnote-3)

The solutions contained within Communicator—including instant messaging (IM), phone, and voice conferencing, video conferencing, and Web conferencing—enable increased communication with users across locations and even time zones. Integration with Microsoft Office applications, including Word, Excel, PowerPoint, OneNote, Groove, and SharePoint, allows teams instant access to a full set of collaboration tools.

Office Communicator is included in both Microsoft Office Professional Plus 2007 and Microsoft Office Enterprise 2007.

## Microsoft Office Excel 2007

### Create Better Spreadsheets Faster

Office Excel 2007 makes it easier to quickly create compelling spreadsheets with improved formatting capabilities and editing tools, including fast formatting for cell styles, as well as improved tools for creating and editing formulae and charts. With new table formatting tools, new professionally looking charts, and the new page layout view, creating printable reports has never been easier. Spreadsheet capacity has been enhanced to allow spreadsheets of up to 1 million rows and 16,000 columns. Limits on formula size have also been greatly expanded.

### Effectively Share Information

Excel Services, a new technology in Office SharePoint server, extends the capabilities of Office Excel 2007 allowing broad sharing of spreadsheets, improved manageability and security, and re-use of models through a server-based calculation service and interactive Web interface. Excel spreadsheets can be published with a high degree of fidelity and interactivity, giving users access to spreadsheet functionality from within their Web browser. Excel Services also simplifies the process of creating business dashboards for Key Performance Indicator (KPI) tracking. Other applications can leverage the new Excel Services Application Programming Interface (API), a powerful calculation engine.

When publishing, you have control over what portions of your spreadsheet can be viewed and edited. Excel 2007 also includes improved report management features that help protect confidential information by controlling access to hidden or proprietary data when spreadsheets are published.

### Manage Business Information More Effectively

Microsoft Office Excel 2007 and Excel Services enable spreadsheets to be managed and controlled on a server to better protect important business information and help ensure people are working with the most current data. Office Excel 2007 includes Information Rights Management technology that works with Windows Rights Management Services (RMS) to enable you to apply persistent usage policies to spreadsheets, helping protect and control intellectual property and sensitive information no matter where it goes, inside or outside the organization.

### Improve Spreadsheet Analysis

Microsoft Office Excel 2007 provides new data analysis and visualization tools to help you analyze information and make more informed decisions. With Office Excel 2007, you can analyze data more efficiently, enabling you to come to better decisions quickly. PivotTable dynamic views are easier to assemble. Improved sorting and filtering, including the ability to sort by color, helps you make sense of data quickly. Improved conditional formatting and data visualization tools help you make sense of data and makes complex spreadsheets more intuitive. Office Excel 2007 also includes improved support for Microsoft SQL Server 2005 Analysis Services, allowing Excel users to carry out sophisticated analysis from SQL Server sources. New data connection features allow Excel users to access a library of commonly-used corporate data sources.

|  |  |  |
| --- | --- | --- |
| **Microsoft Office Excel 2007 Features** | **New** | **Improved** |
| Increased spreadsheet row and column capacity |  | X |
| Support for multiple CPUs or multiple core CPUs to speed complex calculations | X |  |
| Easier editing for tables of data |  | X |
| New and improved formulae editing and management tools |  | X |
| Conditional formatting and rich data visualization capabilities |  | X |
| Improved sorting and filtering |  | X |
| Easy to use PivotTable and PivotChart views |  | X |
| Integration with SQL Server 2006 Analysis Services |  | X |
| Improved charting tools with new visual effects |  | X |
| Faster formatting with Cell Styles |  | X |
| Edit report headers and footers | X |  |
| Improved printing experience | X |  |
| Excel Services – High fidelity HTML representation of Excel spreadsheets \* | X |  |
| Excel Services – High fidelity representation of Excel spreadsheets \* | X |  |
| Excel Services – Create business dashboards from Excel spreadsheets \* | X |  |
| Excel Services API \* | X |  |
| Data connection library | X |  |
| Report management features to help protect confidential and proprietary information \* | X |  |

Table 3: New and improved features in Office Excel 2007

\* Requires Office SharePoint Server 2007

## Microsoft Office InfoPath 2007

### Build Efficiency into Your Business Forms

Business forms solutions have the potential to revolutionize business by enabling you to gather information quickly and efficiently. Office InfoPath 2007 makes it easier to create powerful business forms solutions. Office Word documents and Office Excel spreadsheets can now be saved as InfoPath form templates for rapid forms creation. Pre-built sections of forms can be dragged and dropped into a form from a centrally hosted library. Records of completed forms data can be archived as PDF or XPS format documents. Information validation and user experience features such as screen tips help to ensure that the correct information is gathered the first time when a form is filled out.

### Extend the Reach of Your Business Forms

With Office InfoPath 2007, the reach of electronic forms is extended to reach potentially almost any user. InfoPath Forms Services of Office SharePoint Server 2007 enable people to fill in forms using Web browsers and mobile devices. Office InfoPath 2007 includes new ways to gather business information, including the ability to deploy a form to Outlook users as e-mail. Forms can be saved locally, allowing forms to be taken and completed offline.

### Deploy Effective Form Design and Management Tools

Close integration with Office SharePoint Server allows quick deployment of forms-based business applications. The new Office InfoPath 2007 Design Checker ensures more consistent forms design and checks compatibility for a variety of client and browser environments. InfoPath forms can embed Visual Studio Tools for Applications to create new opportunities for customer interaction. Office InfoPath 2007 can also be embedded into internal applications, allowing developers to take advantage of the InfoPath environment. Integration with the Visual Studio 2005 development environment brings deep developer tools and functionality to the forms authoring experience.

|  |  |  |
| --- | --- | --- |
| **Microsoft Office InfoPath 2007 Features** | **New** | **Improved** |
| Convert Word Documents and Excel Workbooks into forms | X |  |
| Build forms from a predefined library of parts | X |  |
| Build forms quickly using templates |  | X |
| Create PDF or XPS records of form data | X |  |
| Deploy forms for mobile clients and multiple Web browsers ^ | X |  |
| Extend workflow-based forms to Web browsers using InfoPath Forms Services and SharePoint Server. \* | X |  |
| Deploy forms as Outlook e-mail messages | X |  |
| Complete forms online or offline | X |  |
| Automate forms-driven process with Office SharePoint Server \*  | X |  |
| Embed Visual Studio for Applications | X |  |
| Host InfoPath inside applications` | X |  |
| Integration with Microsoft Visual Studio 2005 |  | X |

Table 4: New and Improved Features in InfoPath 2007

^ Requires InfoPath Forms Services of Office SharePoint Server 2007
\* Requires Office SharePoint Server 2007

## Microsoft Office Outlook 2007

### Better Manage Time and Information

Office Outlook 2007 helps users manage their time and information more efficiently so they can focus on what’s important. Office Outlook 2007 features new, integrated Instant Search capabilities that allow you to find information in e-mail, calendar, contacts, or tasks very quickly. Instant Search uses “word wheeling,” so that results being to appear as soon as you begin typing. More complex queries can also be used to create sophisticated searches based on a variety of criteria.

Office Outlook 2007 has also been improved to help you manage your tasks and e-mail with confidence so that important items and information don’t get lost. The new To-Do Bar brings together tasks, prioritized e-mail, appointments and calendar items in one place to give you an organized view of your day. E-mail can be easily be converted to a task or marked for follow-up. Tasks and e-mail requiring action can also be dragged and dropped onto the calendar to schedule time to complete them.

### Effectively Share Information

Office Outlook 2007 helps you keep information where you need it so you can use it at your convenience. Office Outlook 2007 features improved integration with Windows SharePoint Services. You can access calendars, contacts, and tasks stored on SharePoint at any time with full editing capabilities offline or online. Really Simple Syndication (RSS) support lets you use Outlook to subscribe, read, and organize information from different sources, like Web sites or blogs. Automatic setup allows you to set up e-mail quickly with just your e-mail address and password.

Office Outlook 2007 helps you prioritize your time so you can focus on what’s important. New calendar sharing and publishing features let you share calendar information with coworkers, friends, and family no matter where you are working. In order to more easily navigate all your calendars, the new calendar overlay mode allows you to view multiple calendars at once. Electronic business cards make it easy to distribute contact information.

You can publish your calendar through Office Online for easy sharing, and integration with Office SharePoint Server makes it easier to co-ordinate your calendar with team members. In addition, calendar snapshots provide an easy way to share calendar information with colleagues. With Microsoft Exchange Server 2007, you can easily coordinate large meetings using new smart scheduling functionality. Out-of-office functionality has been enhanced with Microsoft Exchange Server 2007, including the ability to have different out-of-office messages for internal and external people. Also with Microsoft Exchange Server 2007, you can remain up-to-date through unified messaging which delivers voicemail and faxes directly to your inbox.

### Improve E-mail Control and Protection

Office Outlook 2007 provides a new level of confidence, allowing you to use e-mail more securely. E-mail postmarks help to ensure the authenticity of e-mail you send and receive. Improved anti-phishing attack protections and junk e-mail filters help keep your inbox clear and organized.

|  |  |  |
| --- | --- | --- |
| **Microsoft Office Outlook 2007 Features** | **New** | **Improved** |
| Instant Search | X |  |
| Color categories for better organization across all data types |  | X |
| Attachment Previewer to view attachments without opening them | X |  |
| To-Do bar  | X |  |
| Flag e-mails as tasks |  | X |
| Task integration with the calendar |  | X |
| SharePoint integration \* |  | X |
| Support for RSS feeds | X |  |
| Auto Account Setup using only e-mail and password | X |  |
| Distribute calendar information with calendar snapshots | X |  |
| Calendar overlay to view multiple calendars at once | X |  |
| Electronic business cards, making it easier to distribute contact information | X |  |
| Improved scheduling for large groups with suggested times and locations † |  | X |
| Improved out-of-office capabilities, including different messages to internal and external people † |  | X |
| Unified messaging, including voice and faxes † |  |  |
| Outlook e-mail postmark to help prevent e-mail spam | X |  |
| Anti-phishing and junk mail technologies |  | X |

Table 5: New and Improved Features in Office Outlook 2007

\* Requires Office SharePoint Server 2007

† Requires Microsoft Exchange Server 2007

## Microsoft Office PowerPoint 2007

### Create Dynamic Presentations

Office PowerPoint 2007 features new and enhanced tools to help you create professional presentations quickly and easily. With Office PowerPoint Themes, you can apply a consistent look across all the graphics, fonts, and shapes in a single presentation with one click.

Tools for creating visual elements have also been enhanced and expanded. SmartArt™ Diagrams are easy to create and offer more diagram options. PowerPoint SmartArt™ Graphics add a new range of graphic design effects, such as glow, reflection, and bevel, allowing users to create more striking presentations easily. Improved typography tools give you more flexibility in how text is drawn, wrapped, and edited. Tools for creating and editing tables have been improved to provide greater flexibility and ease of use. Custom layouts make it easy to create striking presentations that are not limited by traditional layouts.

### Effectively Share Presentations

Office SharePoint Server can now be used to create PowerPoint Slide Libraries so that people throughout your organization can share designs and information. This not only makes it easier to share your presentations with others, it makes it easier to find slides and presentations for your own use. You can select individual slides from a PowerPoint Slide Library and import them to PowerPoint to create a new presentation. Slide in PowerPoint presentations can also be linked to a Slide Library, ensuring that when the original is updated, the local version stays up-to-date.

### Manage Presentations Efficiently

PowerPoint presentations often need to be customized for a particular audience or event. New features in PowerPoint 2007 make this task faster and easier. You can create a custom slide show quickly without having to make a new presentation. Presentation setup options let you customize timing, slide, and presentation settings before presenting. Multiple monitor view allows the presenter and the audience to see different views of a presentation, making presenting easier.

|  |  |  |
| --- | --- | --- |
| **Microsoft Office PowerPoint 2007 Features** | **New** | **Improved** |
| Office PowerPoint Themes | X |  |
| Professional diagrams and models |  | X |
| SmartArt™ Graphics | X |  |
| Rich text and typography effects |  | X |
| Improved table editing and design |  |  |
| Custom layouts | X |  |
| PowerPoint Slide Libraries \* | X |  |
| Import individual slides from a slide library to create a new presentation \* | X |  |
| Link slides in a presentation to a PowerPoint slide library \* | X |  |
| Custom slide shows | X |  |
| Presentation setup options  | X |  |
| Multiple monitor views | X |  |

Table 6: New and Improved Features in PowerPoint 2007

\* Requires Office SharePoint Server 2007

## Microsoft Office Publisher 2007

### Efficiently Create High-Quality Publications that Reflect your Brand Identity

Office Publisher 2007 helps you create communication materials quickly in-house. Powerful tools and templates help you get started quickly. A new, expanded template library gives you access to hundreds of pre-made designs, and additional templates are available from Office Online. The My Templates library makes it easy to create, find, and categorize your publication templates. A startup screen shows recently used work, making it easy to find your work. Over 100 new blank presentation templates give you more choices to work with. You can also insert your brand identity elements into templates before you begin editing. Office Publisher 2007 allows you to create multiple business information sets with logo, company name, and contact information that you can then apply consistently to your publications.

### Achieve More Professional Results with Custom Publications

A wide range of new and improved design and layout tools give you a greater degree of control over images, typography, and other publication elements. The new Design Checker checks your publication for common design, Web, or e-mail mistakes before you publish.

### Easy Share, Print, and Publish your Publications

Improved desktop publishing tools further improve productivity. Improved e-mail fidelity and multi-page e-mail templates help you create compelling e-mail campaigns. The Convert to Web feature creates high-fidelity Web versions of your publications. Office Publisher 2007 also features improved support for commercial printing technologies, making it easier to create large-scale publications.

### Bring It all Together for Effective in-house Marketing

Officer Publisher 2007 helps you improve your marketing efforts with tools to help you manage and merge customer and campaign information. You can use Office Publisher 2007 to create and edit a custom client list and import data from Office Outlook, Office Excel, or Office Access. Catalog merge lets you quickly build custom collateral, such as a datasheet or client segment and merge it with targeted text and images from a database. E-mail merge helps you create and distribute personalized e-mail. Additional integration with Microsoft Business Contacts Manager and Microsoft List Manager helps you plan, track, and manage marketing campaigns.

|  |  |  |
| --- | --- | --- |
| **Microsoft Office Publisher 2007 Feature** | **New** | **Improved** |
| Choose from hundreds of templates |  | X |
| Easily save and locate customized templates | X |  |
| Start with a recent publication | X |  |
| Over 100 new templates and paper sizes |  | X |
| Apply elements form your brand identity | X |  |
| Create a business information set | X |  |
| Improved layout and design tools |  | X |
| Check your work with Design Checker |  | X |
| Improved e-mail fidelity and e-mail templates |  | X |
| Multi-page e-mail templates | X |  |
| Convert publications for the Web |  | X |
| Support for commercial printing technologies |  | X |
| Consolidate client lists | X |  |
| E-mail merge for personalized e-mail publications | X |  |
| Measure the effectiveness of your marketing campaigns | X |  |

Table 7: New and Improved Features in Publisher 2007

## Microsoft Office Word 2007

### Effortlessly Create Professional-Looking Documents

Office Word 2007 helps you to create high-impact documents quickly and easily. The new Building Blocks feature makes it easy to add often-used blocks of text to documents, making document creation faster and avoiding errors. Quick Styles and document themes enable you to rapidly apply consistent formatting to a document. The new Equation Builder allows you to easily create mathematical equations. Typography improvements include new fonts and better on-screen font display. Support has been added for bibliographies and citations. The new contextual spelling checker helps make sure you’re using the right word in the right place.

### Share Information Effectively

New and improved tools for managed collaboration help you work with more effectively with other people to create and edit documents. The new Document Comparison feature makes it easy to compare changes in multiple versions of a document even if you do not know who made the changes and tri-pane preview lets you compare versions of a document from multiple reviewers in the same window. A new Full-Screen Reading View makes it easier to read document on-screen, reducing the need to print documents. The new Document Inspector lets you remove private information from a document easily before publishing. Documents can also be marked as final, removing all spell checking, grammar checking, and other editing information from the document.

### Streamline Document Authoring Process

Office Word 2007 and SharePoint Server 2007 provide a complete solution for managing the creation, sharing, and publishing of Word documents by offering built-in workflow, records management, and advanced search capability.

As documents proliferate and records move to electronic format, robust content management becomes more and more important. Office Word 2007 makes it easier to manage documents and information. Office Word 2007 is integrated with Windows Rights Management Services for Windows Server 2003. Integration with Office SharePoint Server records management and information management policies allow you to control how important records and information are stored and managed.

### Go Beyond Static Documents

Office Word 2007 helps you go beyond “electronic paper” with new file formats and data binding capabilities, delivering compact, robust documents with live connections to external information sources. In today’s highly connected business environment, access to business information is more important than ever. Office Word 2007 helps you connect documents with business information more easily than ever before. New data binding in Office Word 2007 lets you connect to corporate data sources to ensure that your documents contain the most up-to-date content. Document Controls allow you to bring more structure to the document editing process by requiring certain kinds of information and locking sections of a document for editing. The new Document Information Panel allows you to place an InfoPath form into Office Word 2007 to provide sophisticated and integrated document management capabilities.

|  |  |  |
| --- | --- | --- |
| **Microsoft Office Word 2007 Feature** | **New** | **Improved** |
| Add commonly-used text to document with Word Building Blocks | X |  |
| Format documents quickly with Quick Styles | X |  |
| Use Document Themes to enforce consistent formatting | X |  |
| Create and edit equations with Equation Builder | X |  |
| Improved typography |  | X |
| Automatic style-guide based formatting of references and bibliographies | X |  |
| Contextual spell checker | X |  |
| Document comparison |  | X |
| Improved reading experience |  | X |
| Document Inspector | X |  |
| Mark as final |  | X |
| Information rights management † |  | X |
| Records management \* | X |  |
| Information management policies \* | X |  |
| Data binding  | X |  |
| Document controls  | X |  |
| Document Information Panel  | X |  |

Table 8: New and Improved Features in Word 2007

\* Requires Office SharePoint Server 2007

† Requires Windows Server 2003 with Windows Rights Management Services

## Microsoft Office SharePoint Server 2007

Today’s connected infrastructure has created a wealth of opportunities for collaboration and advanced content management. Office SharePoint Server 2007 helps organizations take advantage of these opportunities.

### Effectively Manage and Repurpose your Information Assets

Effectively managing digital assets is often the key to getting the best value out of information. Office SharePoint Server 2007 helps organizations manage content so that people can find and use the information they need. Document management policies allow organizations to effectively manage access rights and document retention and expiration policies. New features for creating records repositories facilitate auditing and regulatory compliance. Office SharePoint Server 2007 provides central storage of documents and content, making it easier for users to find and use information. New Office PowerPoint 2007 slide libraries helps users find and repurpose presentations.

### Accelerate Internal and External Shared Business Processes

By providing a platform for workflow solutions, Office SharePoint Server 2007 helps organizations automate business processes with familiar tools that are easy to use. InfoPath Forms Services allows electronic forms to be extended beyond the corporate firewall without requiring specialized client software, and integration with information rights management helps organizations share their content with confidence. Forms-based business solutions can easily be integrated document libraries, workflow solutions, and service-oriented applications.

### Make Better Informed Decisions Through Centralized Access to Information

Office SharePoint Server 2007 provides people with a single location to find and access business information so they can make better, more informed decisions. Office SharePoint Server 2007 provides a platform for business intelligence portals that present important business information and KPIs in one location. SharePoint Enterprise Search helps users find information across multiple locations. Information in SharePoint lists and document libraries can be taken offline so people can work whenever and wherever they want.

### Share Business Information Within and Outside your Organization

Office SharePoint Server 2007 helps organizations expand the efficiency of knowledge sharing inside and outside the company. Excel Services running on Office SharePoint Server 2007 provides access to real-time interactive Microsoft Office Excel spreadsheets from within the Web browser. Forms-based solutions enable you to gather business information from partners, suppliers, and customers. The new Report Center provides a central location to find business-critical information.

### Use a Single Integrated Platform to Manage Intranet, Extranet, and Internet Applications

Organizations need a scalable platform that lets them expand their Web-based operations as the business grows. Office SharePoint Server 2007 provides infrastructure for innovative business solutions that leverage industry standard technologies such as Web services and XML. Powerful tools for site staging and deployment make it easier to create sites and publish content.

|  |  |  |
| --- | --- | --- |
| **Microsoft Office SharePoint Server 2007** | **New** | **Improved** |
| Document management policies | X |  |
| Records Repository | X |  |
| Central, managed document storage |  | X |
| Office PowerPoint 2007 slide libraries | X |  |
| Platform for workflow and approval solutions |  | X |
| InfoPath Forms Services | X |  |
| Information rights management integration |  | X |
| Platform for integration of forms-based solutions and workflow |  | X |
| Business intelligence portal for more informed decision making |  | X |
| Enterprise search |  | X |
| Take documents and lists offline |  | X |
| Excel Services |  | X |
| Extend forms-based solutions beyond the firewall | X |  |
| Report Center | X |  |
| Platform for scalable solutions that leverage open technologies |  | X |
| Tools for staging and site deployment |  | X |

Table 9: New and Improved Features in Office SharePoint Server 2007

## Microsoft® Office Enterprise 2007

A new suite is being added with the 2007 release, Microsoft® Office Enterprise 2007. Office Enterprise 2007 provides teams and organizations with a comprehensive set of tools to find and share information across geographical and organizational boundaries. In addition to those included in Office Professional Plus 2007, Office Enterprise 2007 provides the following applications and technologies:

* Microsoft® Office Groove® 2007 is a new addition to the Microsoft Office Enterprise suite. Office Groove helps teams share information in any location, even when they’re not connected to the corporate network.
* Microsoft® Office OneNote® 2007 provides people with tools to take and share notes and information and to carry on live information sharing sessions.

# Conclusion

The 2007 Microsoft Office release represents a significant evolution for the Microsoft Office suite of productivity tools. The Office Fluent user interface helps to simply the user experience, enabling people to focus on content and find functionality when they need it. New Microsoft Office file formats based on XML provide new opportunities for integration with back-end systems. The 2007 release provides rich compatibility with previous versions of Microsoft Office. A new Compatibility Mode and a file format patch for previous versions of Microsoft Office enable smoother sharing of documents across versions. Office Professional Plus 2007 introduces new features and functionality to help people create compelling content quickly, to share that content with others, and to manage and control the collaborative content development processes.

# Additional Information

Microsoft Office Online:

[www.microsoft.com/office](http://www.microsoft.com/office)

Microsoft Office Professional Plus 2007:

[www.microsoft.com/office/suites/professionalplus](http://www.microsoft.com/office/suites/professionalplus)

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1. *Microsoft Office Communicator 2007 is scheduled for release in the second quarter of 2007* [↑](#footnote-ref-2)
2. *Microsoft Office Communicator 2007 is scheduled for release in the second quarter of 2007* [↑](#footnote-ref-3)