

**SONS IN RETIREMENT**

©



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 Publisher 2007				●	●	●	●	●
Microsoft Office Outlook 2007	●		●				●	●
Microsoft Office Access 2007					●	●	●	●
Microsoft Office OneNote 2007		●				●		●
Microsoft Office Outlook 2007 with Business Contact Manager				●	●	●		
Microsoft Office InfoPath 2007						●	●	●
Integrated Enterprise Content Management						●	●	●
Electronic Forms						●	●	●
Advanced Information Rights Management and Policy Capabilities						●	●	●
Microsoft Office Communicator 2007 <sup>1</sup>							●	●
Microsoft Office Groove 2007						●		●

# APPROXIMATE COST

- BASIC 2007: AVAILABLE ONLY THRU OEM/PRICE NOT KNOWN
- HOME & STUDENT: \$149
- STANDARD 2007: \$399/\$239 upgrade
- SMALL BUSINESS 2007: \$449/\$279 upgrade
- PROFESSIONAL 2007: \$499/\$329 upgrade
- ULTIMATE 2007: \$679/\$539/upgrade
- PROFESSIONAL PLUS 2007: Not quoted\*
- ENTERPRISE 2007: Not quoted\*

\* Available only through volume licensing

# COMPATABILITY

## COMPATIBILITY PACK (BETA 2 TECHNICAL REFRESH)

CAN OPEN, SAVE, CREATE FILES IN OFFICE 2007

NEW FILE FORMAT AND USE THE "SAVE AS"

COMMAND TO CREATE A DOCUMENT THAT IS

COMPATABLE WITH OFFICE 2000 AND NEWER

VERSIONS OF OFFICE SUITE

# SOME HIGHLIGHTS

- EASIER TO FIND AND USE COMMANDS
- NUMEROUS TEMPLATES AVAILABLE  
SIMPLIFYING FORMATING & THEMES
- BETTER SECURITY-PARTICULARLY  
MACROS
- CONVERT DOCUMENTS TO PDF OR XML  
FORMAT
- REDUCES FILE SIZE & IMPROVES  
CORRUPTION RECOVERY
- IMPROVED/NEW METHODS FOR  
FORMATING TEXT AND TABLES

# SOME HIGHLIGHTS

- NEW EQUATION & EDITING INSERTION TOOLS
- NEW WORD COUNT AND ZOOM FEATURES
- MORE CHOICES IN A NUMBER OF COMMANDS
- NEW MAIL MERGE FEATURES
- OUTLOOK CAN TEXT MSG PHONES/PDA'S
- QUICKLY COMPARE TWO VERSIONS OF THE SAME DOCUMENT
- FRONT PAGE IS HISTORY

# NEW FILE FORMATS

## MICROSOFT WORD

.DOCX – DOCUMENT

.DOCM – MACRO-ENABLED DOCUMENT

# NEW FILE FORMATS

## MICROSOFT EXCEL

- .XLSB – BINARY WORKBOOK
- .XLSX – WORKBOOK
- .XLSM – MACRO-ENABLED WORKBOOK
- .XLTX – TEMPLATE
- .XLTM – MACRO-ENABLED TEMPLATE
- .XLAM – ADD-IN

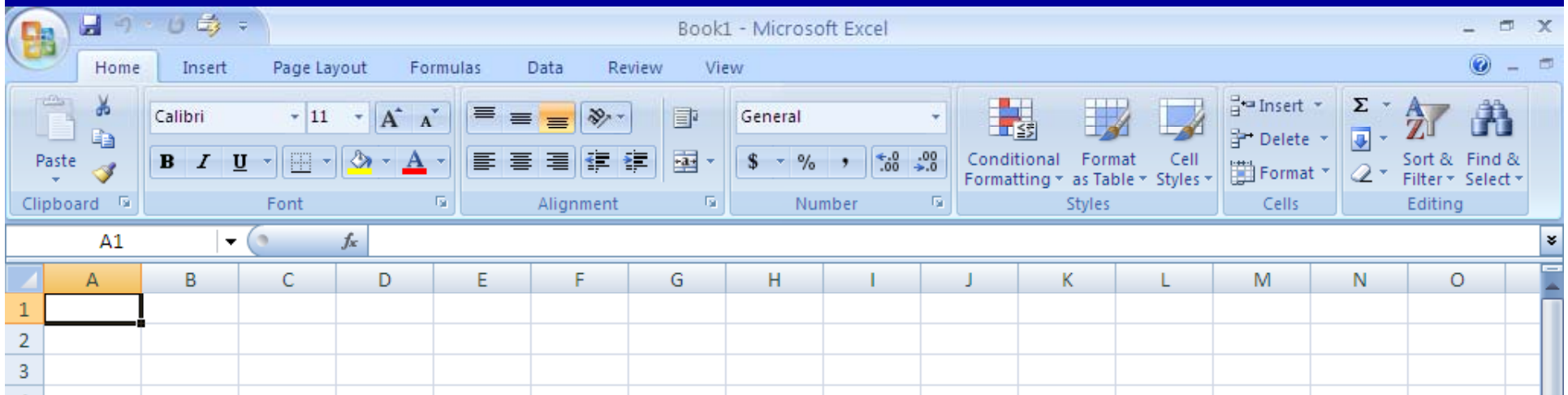
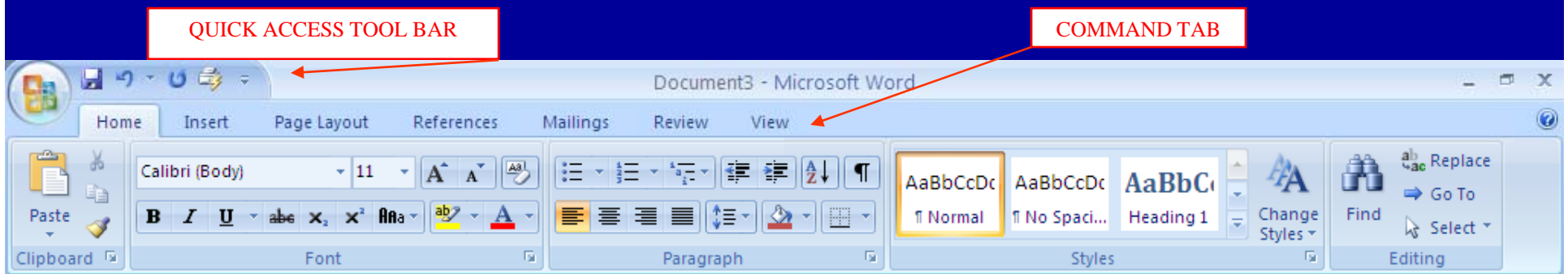
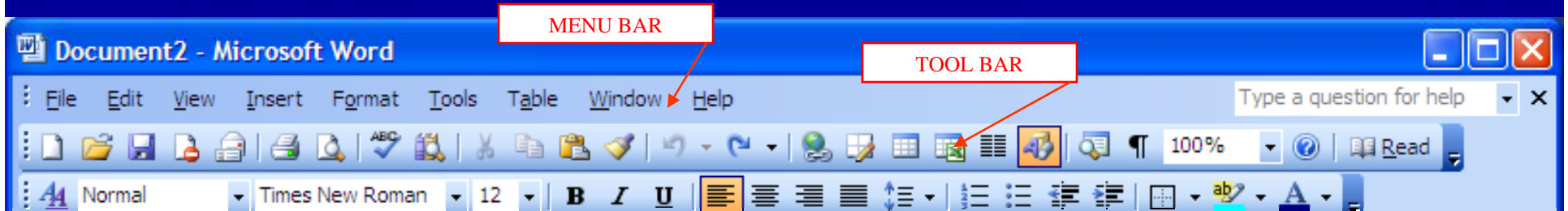


# NEW FILE FORMATS

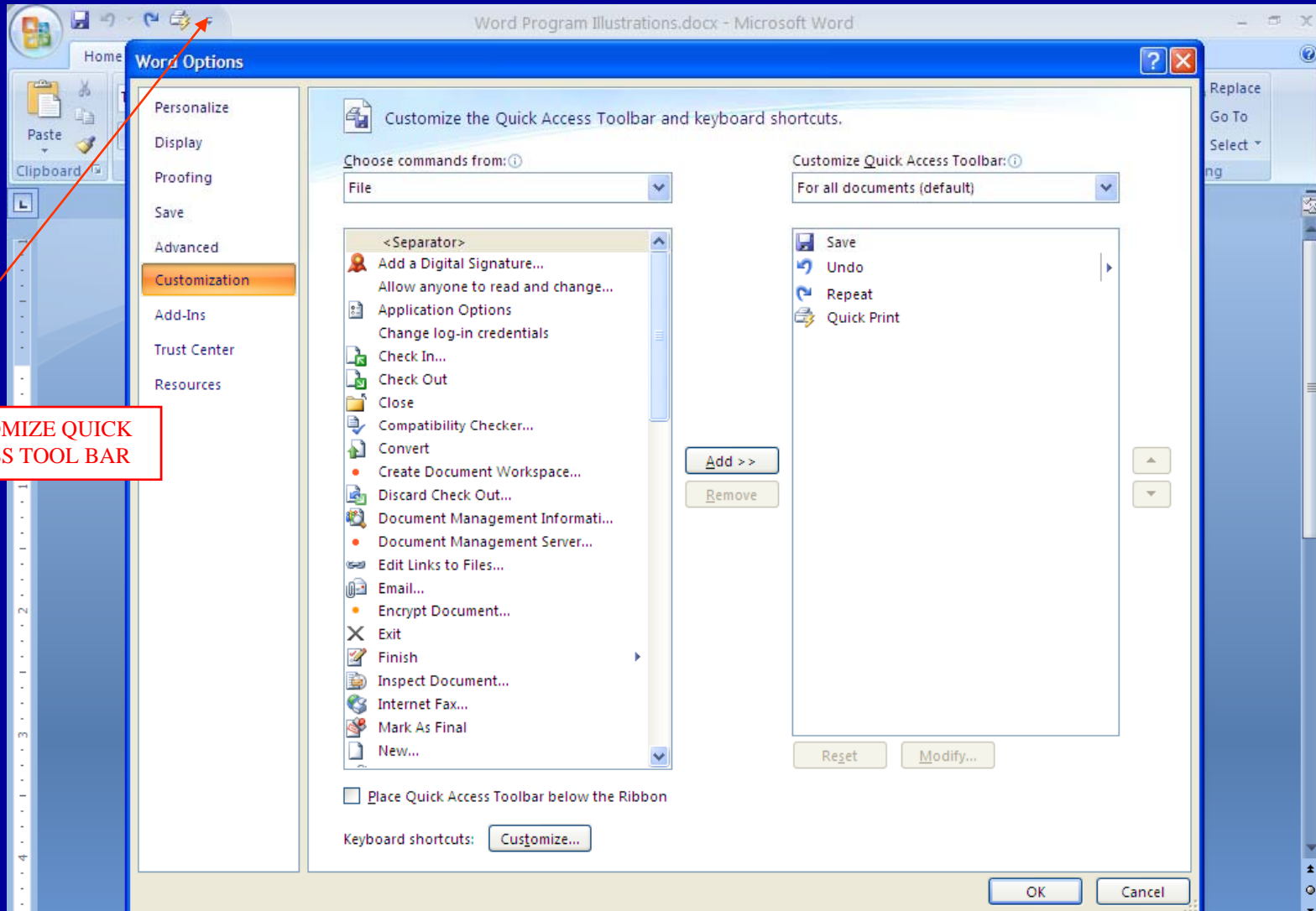
## POWERPOINT

- .PPTX – PRESENTATION
- .PPTM – MACRO-ENABLED PRESENTATION
- .POTX – TEMPLATE
- .POTM – MACRO-ENABLED TEMPLATE
- .PPSX – SHOW
- .PPSM – MACRO-ENABLED SHOW

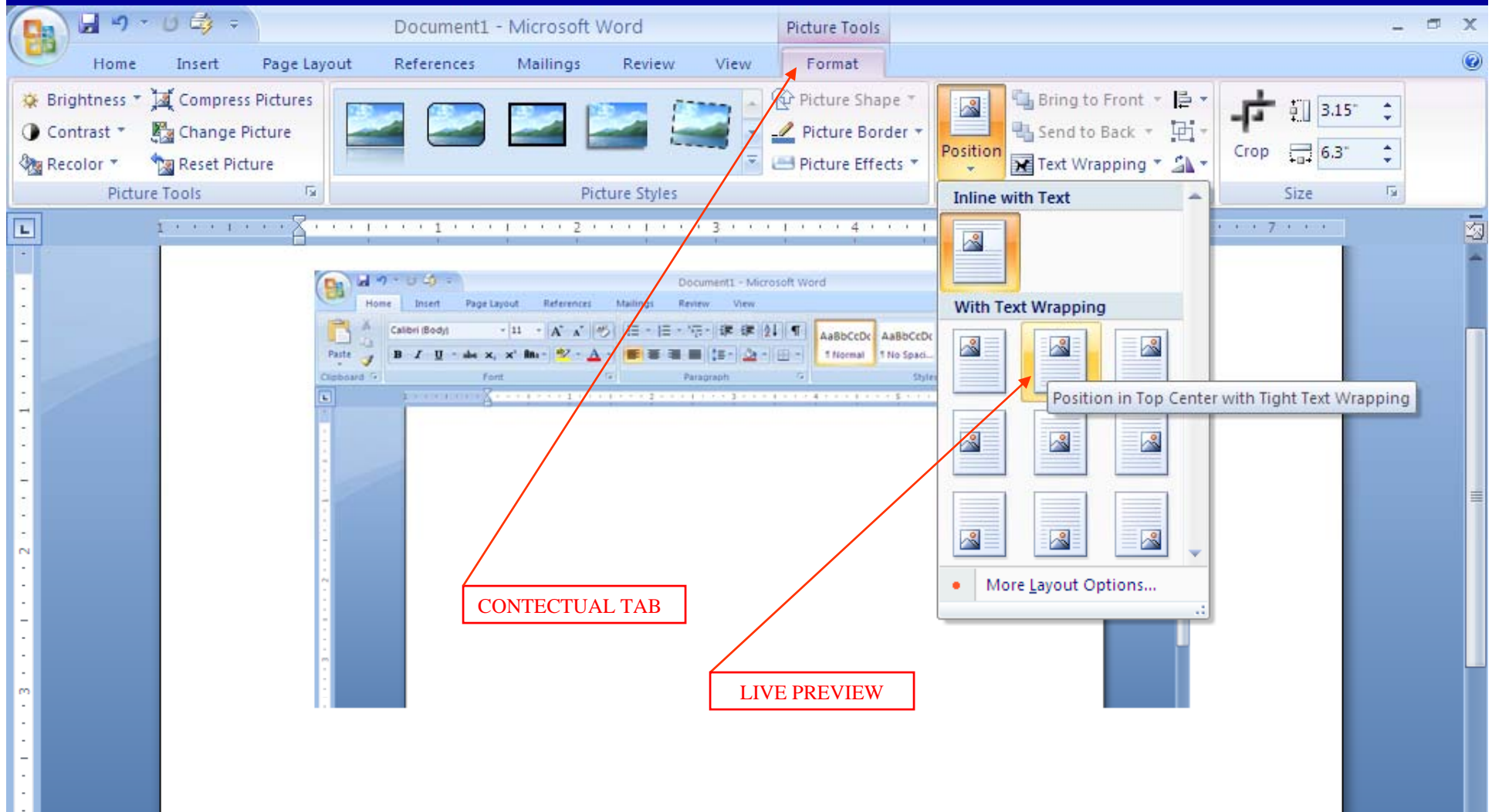
# THE RIBBON



# QUICK ACCESS TOOL BAR



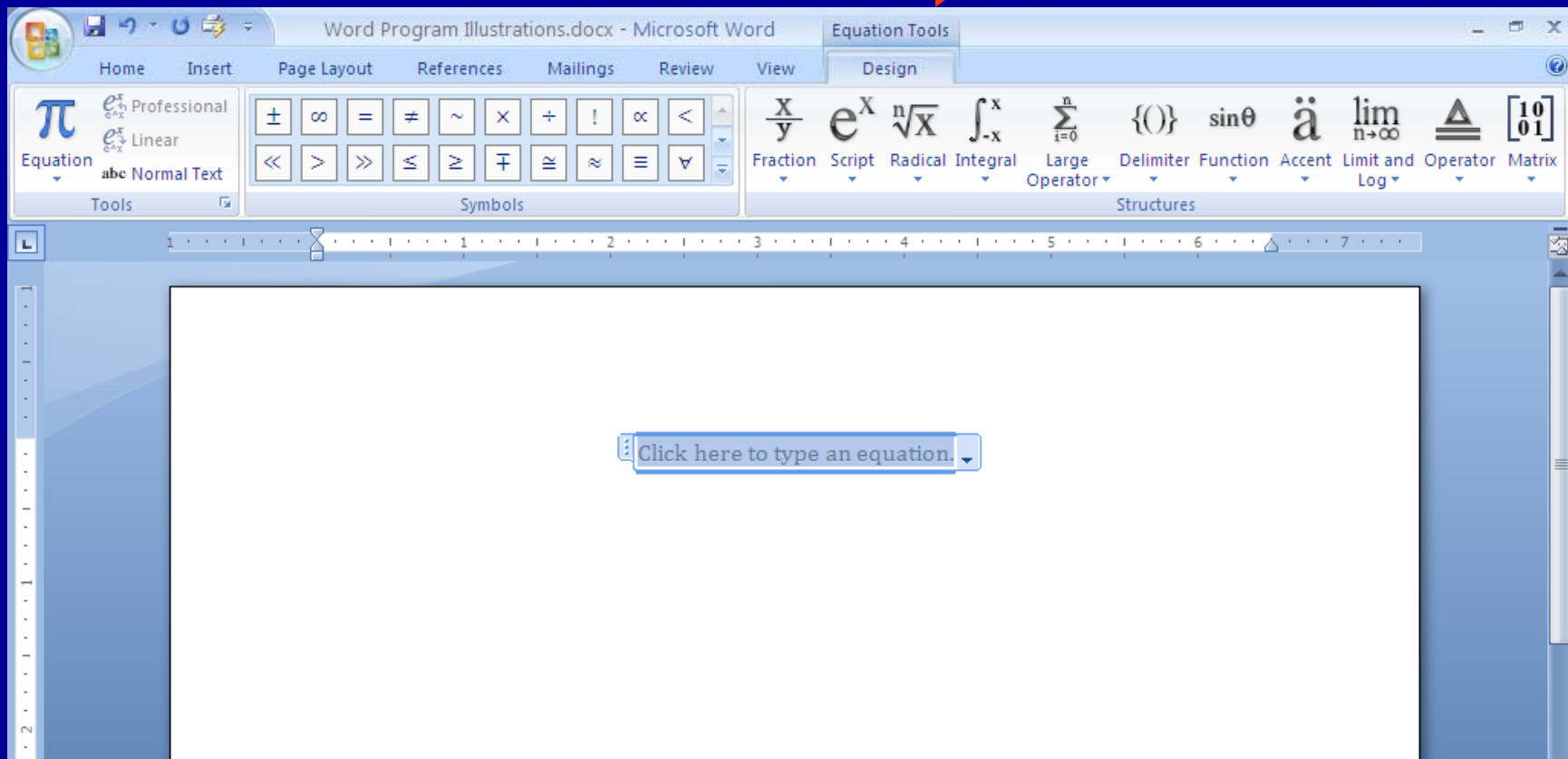
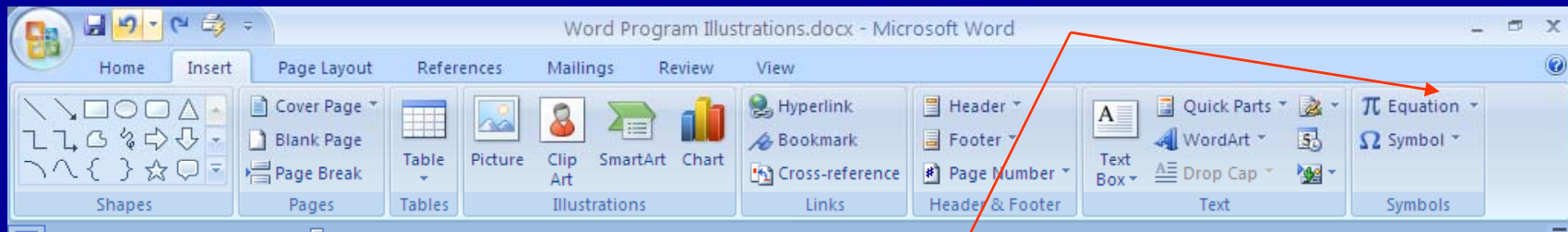
# CONTECTUAL TABS & LIVE PREVIEW



CONTECTUAL TAB

LIVE PREVIEW

# EQUATIONS CONTEXTUAL TAB



# GALLERIES

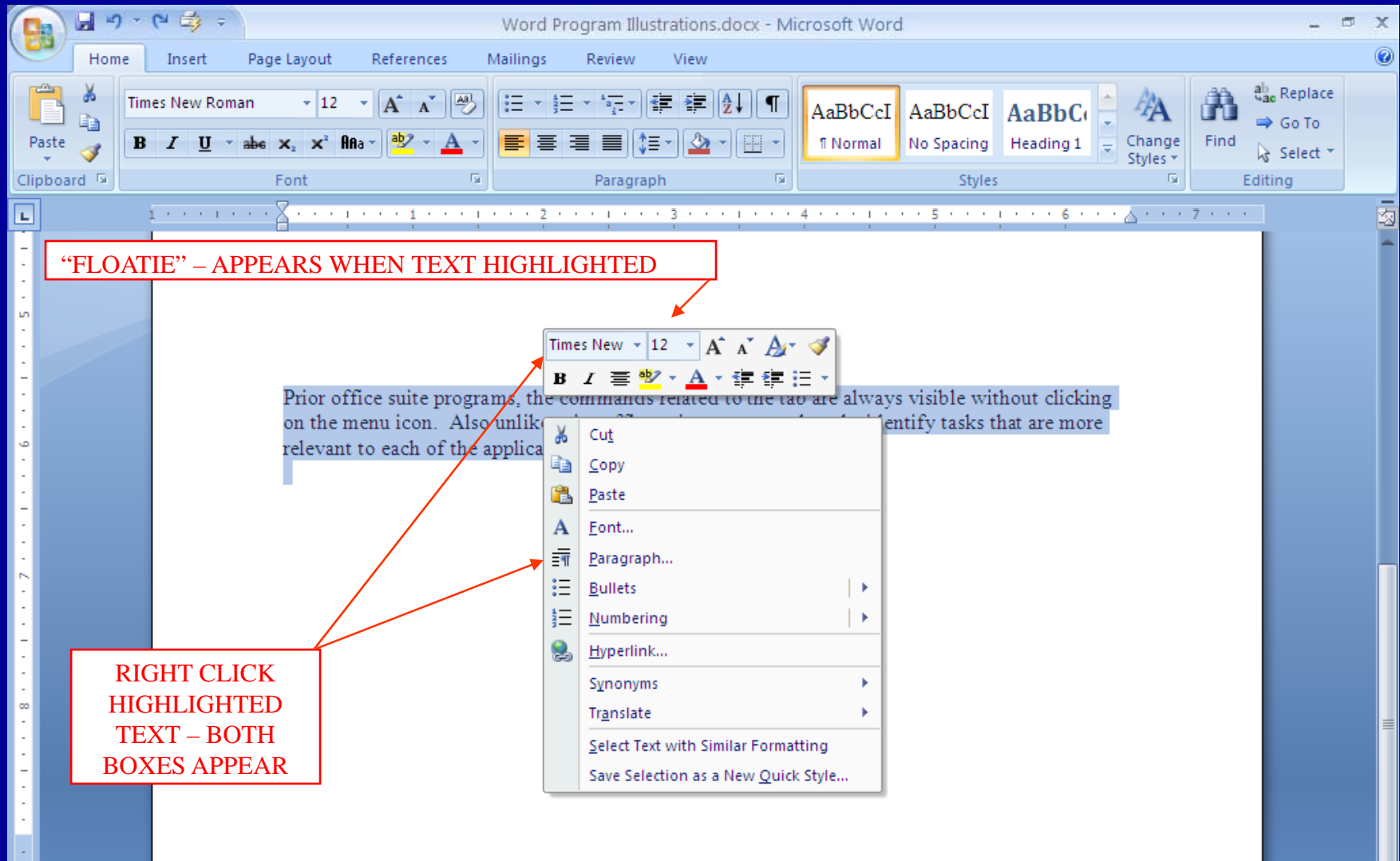
The screenshot displays the Microsoft Word 2010 ribbon interface. The 'Home' tab is active, showing the 'Font' and 'Paragraph' groups. The 'Styles' group is expanded, revealing the 'Styles Gallery'. A red box labeled 'STYLES GALLERY' points to the gallery. The gallery contains various styles such as 'Normal', 'No Spacing', 'Heading 1', 'Heading 2', 'Title', 'Subtitle', 'Subtle Em...', 'Emphasis', 'Intense E...', 'Strong', 'Quote', 'Intense Q...', 'Subtle Ref...', 'Intense R...', 'Book Title', and 'List Para...'. The 'Normal' style is highlighted with a yellow border. Below the gallery, there are options to 'Save Selection as a New Quick Style...', 'Clear Formatting', and 'Apply Styles...'. The document title is 'Word Program Illustrations.docx - Microsoft Word'.

STYLES GALLERY

*Prior office suite programs, the commands related to the tab are always visible without clicking on the menu icon. Also unlike prior office suite programs the tabs identify tasks that are more relevant to each of the applications in office suite*

---

# “FLOATIES”



# GALLERIES

Word Program Illustrations.docx - Microsoft Word

Home Insert Page Layout References Mailings Review View

Shapes

Cover Page

[Type the document title]

Cubicles  
Centered title block with pattern of overlapping blocks at the bottom

[Type the document title]  
[Year]

Exposure  
Vertical title, author, and date blocks aligned on top left corner; top-aligned background photograph with abstract below

[Year]

Format Page Numbers...  
Remove Current Cover Page  
Save Selection to Cover Page Gallery...

title]

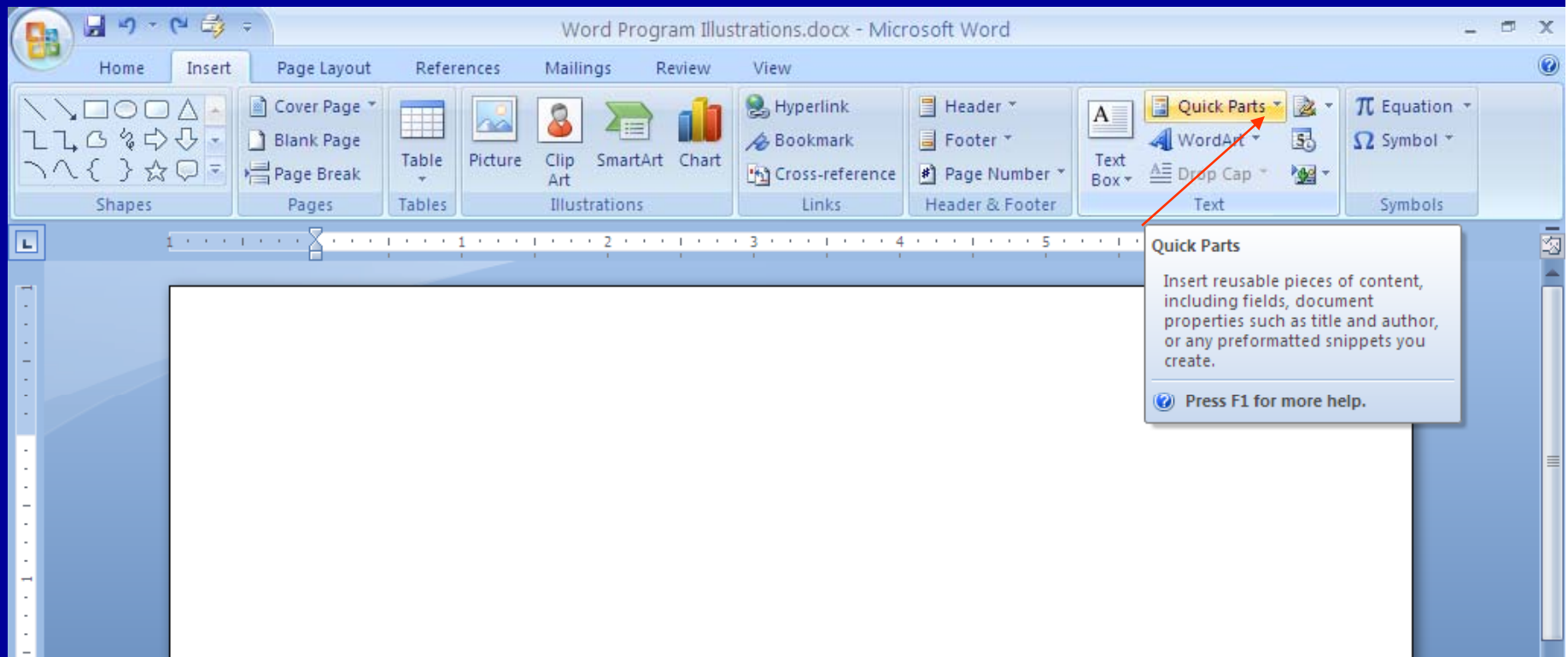
[Year]

Page: 1 of 2 Words: 53 100%

start Presentation.ppt Microsoft Office Word Program Illustr Adobe Reader - [First... 10:55 AM

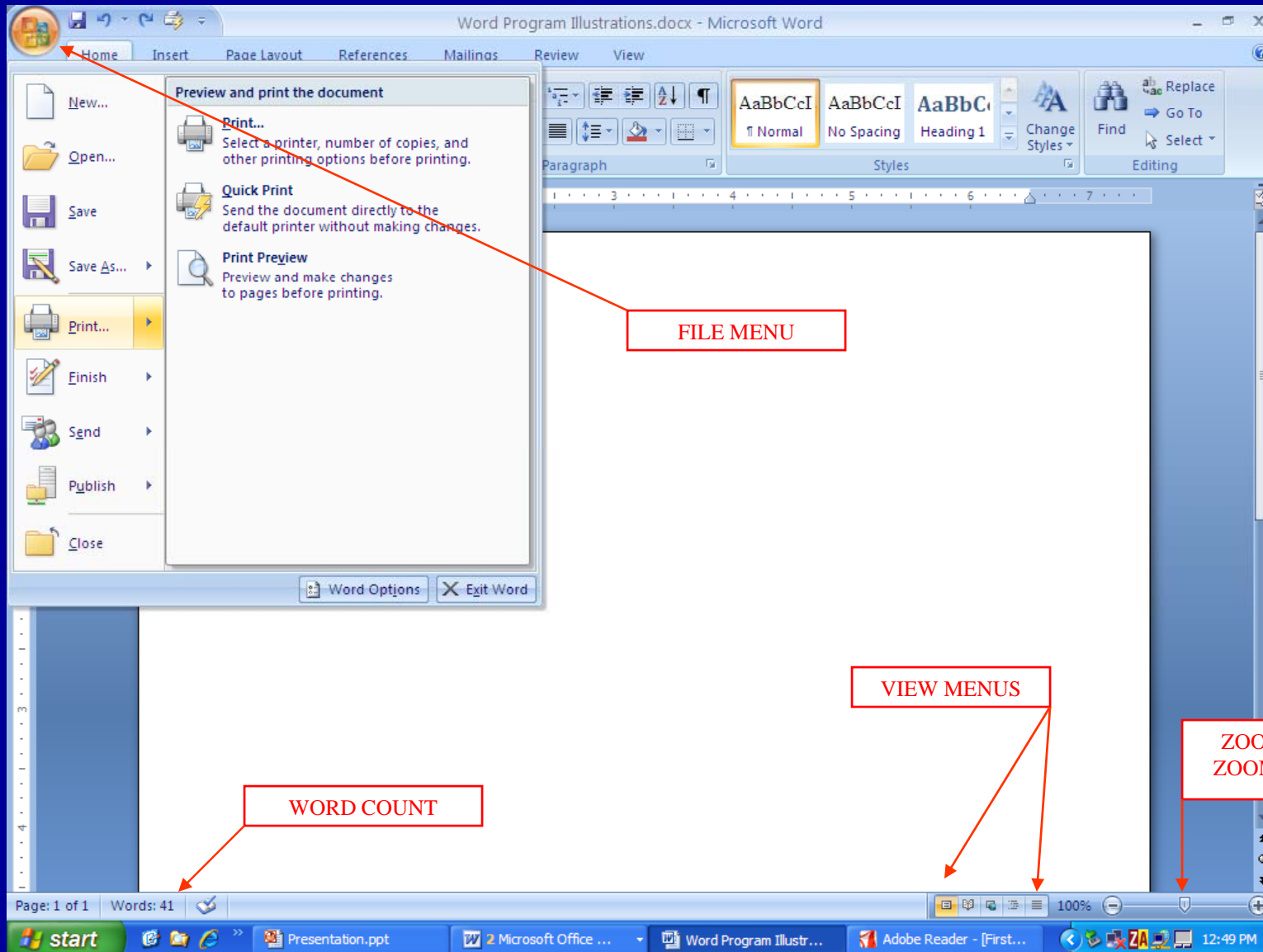


# BUILDING BLOCKS



# FILE AND VIEW MENUS

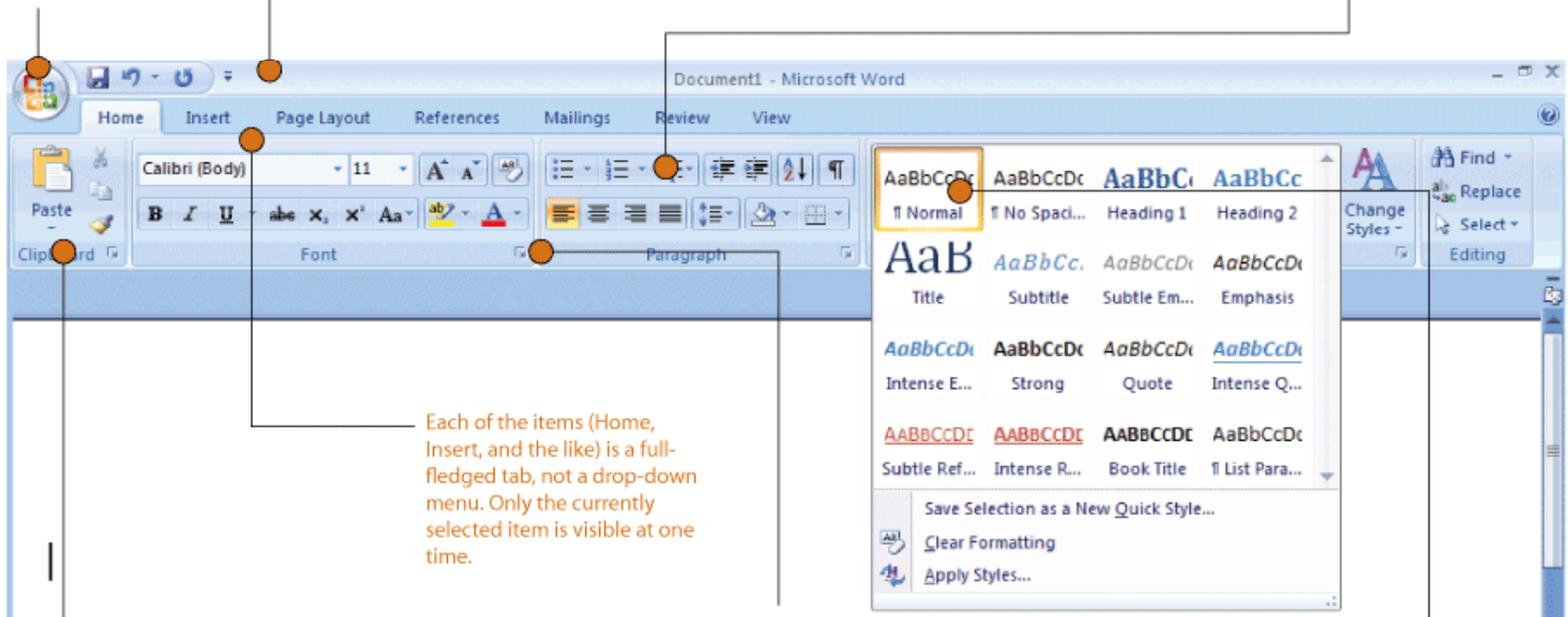
## ZOOM IN/ZOOM OUT



The Office Button is an enhanced version of the old File menu.

You can customize the Quick Access toolbar to show as many buttons as you like; you can also move it below the Ribbon if you want it to extend across the window without bumping into the window title.

These down arrows lead to mini galleries of bullet and numbering options.



This down arrow opens a list of items previously saved to the clipboard, ready for pasting.

Each of the items (Home, Insert, and the like) is a full-fledged tab, not a drop-down menu. Only the currently selected item is visible at one time.

The down-left arrow opens the familiar dialog named in the label to the left (in this case, the Font dialog).

In Galleries, only the top row appears, until you click to display a larger list of options.

# EXCEL HIGHLIGHTS

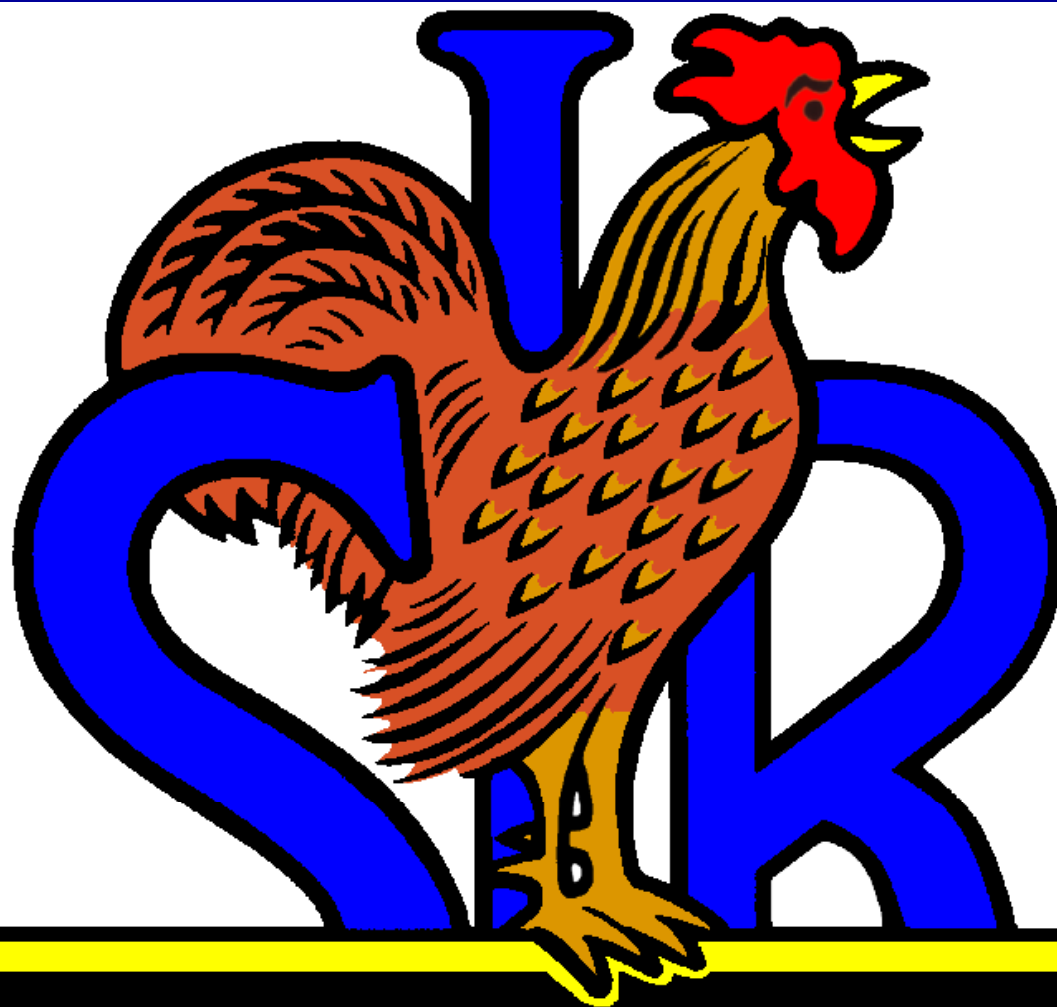
- IMPROVED TOOLS
- IMPROVED STYLES AND EFFECTS
- IMPROVED PRINTING AND PAGE LAYOUT
- SUPPORT FOR PDF & XPS FORMATS
- NEW FORMULA & RANGE MANAGEMENT TOOLS
- INCREASED ROW & COLUMNS  
1-MILLION ROWS; 16,000 COLUMNS
- ENHANCED TABLE CREATION TOOLS

# OFFICE 2007 BETA 2

- DOWNLOAD FROM INTERNET FOR \$1.50. DIFFICULT; 451 MB FILE
- CAN PURCHASE CD FOR \$7.53 WITH SHIPPING & TAX

INCLUDES: COMPLETE SET OF SYSTEMS INCLUDING SHARE POINT, GROOVE & GROOVE SERVER, ONE NOTE, VISIO PRO, AND PROJECT SERVER

- ALSO NUMEROUS FREE LEARNING COURSES ON OFFICE 2007 AT <http://www.microsoftelearning.com/>  
CLICK ON COURSE CATALOG TAB.
- ON-LINE TEST DRIVE OF OFFICE 2007 BETA 2 AT:  
<http://office.microsoft.com/en-us/products/HA101687261033.aspx>
- ALSO GO TO <http://microsoft.com> and search for Office 2007



**SONS IN RETIREMENT**

©