

What's New in Office 2003

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Session: What's New in Office 2003

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Microsoft Office System (2003) Overview

Microsoft Office has evolved from a suite of personal productivity products to a more comprehensive and integrated system. Building on the familiar tools that many people already know, the Microsoft Office System includes programs, servers, services, and solutions designed to work together to help address a broad array of business problems.

Programs

Microsoft Office 2003 Editions

Office 2003 Editions, the successor to Microsoft Office XP, are the cornerstone of the Microsoft Office System. By helping connect to the right people, information, and business processes through innovations like integration with Microsoft intranet collaboration technologies, information rights management (IRM), and support for industry-standard Extensible Markup Language (XML), Office 2003 Editions make it easier for people to take more effective action and get better results. Other enhancements include:

- Integration with Microsoft SharePoint™ Products and Technologies can help teams work together with speed and agility, and improves their ability to contribute in increasingly demanding business environments.
- XML support in Microsoft Office Word 2003, Microsoft Office Excel 2003, and Microsoft Office Access 2003 provides the building blocks businesses can use to create solutions that improve an individual's ability to anticipate, manage, and respond to organizational and market changes.
- Support for IRM means that businesses can protect their information against misuse and misappropriation.

Office 2003 Editions may include the following Microsoft Office System programs:

Word 2003

In response to customer feedback, Word 2003 offers new features to make documents easier to create, share, and read. The review and markup features have been enhanced to address the many ways that you can track changes and manage comments. Word 2003 also supports XML as a file format and serves as a fully functional XML editor. You can use Word 2003 to save and open XML files to integrate with key business data in your organization.

Excel 2003

Excel 2003, the Microsoft Office spreadsheet program, includes support for XML and new features that make it easier to analyze and share information. You can define a portion of a spreadsheet as a list and export it to a Microsoft Windows® SharePoint Services Web site. Smart tags in Excel 2003 are more flexible than in Office XP.

Outlook 2003

Key enhancements in Outlook 2003—such as the new cached mode, automatic grouping of messages, junk mail handling, and improved reading views—dramatically improve the way you organize and manage information, and improve performance and user connectivity.

PowerPoint 2003

With improvements to the user interface and support for Smart tags, PowerPoint 2003 makes it easier to view and create presentations. Multimedia support in PowerPoint 2003 is also improved. You can easily save PowerPoint 2003 files to a CD, and integration with Microsoft Windows Media® Player allows you to play streaming audio and video within a slide show.

Access 2003

Access 2003, the Microsoft Office database management program, offers an improved ease of use and an expanded ability to import, export, and work with XML data files. Working in Access 2003 is easier because common errors are identified and flagged for you, and then you receive options to correct them. A new feature also helps database developers identify object dependencies for them.

FrontPage 2003

Microsoft Office FrontPage® 2003, the Microsoft Office Web site creation and management program, delivers powerful features and controls to help you design better Web sites, generate code faster, and extend your Web capabilities by incorporating XML and connecting to external data sources. FrontPage 2003 gives you the ability to broaden your Web publishing beyond static pages into advanced, interactive Web sites.

OneNote 2003

Microsoft Office OneNote™ 2003, the Microsoft Office note-taking and management program, enables you to capture, organize, and reuse notes on a laptop or desktop computer, or a Tablet PC. OneNote 2003 gives you one place to capture multiple forms of information, including typed and handwritten notes, hand-drawn diagrams, audio recordings, photos and pictures from the Web, and information from other programs. OneNote 2003 then helps you organize and reuse that information the way you prefer, so you can better manage the deluge of information you face each day.

Publisher 2003

Microsoft Office Publisher 2003, the Microsoft Office business publishing and marketing materials program, makes it easier than ever to create, design, and publish professional marketing and communication materials. You can create materials for print, e-mail, and the Web using the same familiar user interface in other Microsoft Office System programs. Publisher 2003 takes creating and publishing marketing materials to a new level.

InfoPath 2003

Microsoft Office InfoPath™ 2003, the Microsoft Office information gathering and management program, streamlines the process of gathering information. This new program allows you to do three key activities: create dynamic forms, complete the forms, and submit these forms to XML-enabled systems and business processes. It provides a highly efficient and flexible way to gather information, and make it reusable for everyone in your organization. InfoPath 2003 makes it easier for information workers to provide and get to the information they need in a timely fashion, which leads to better-informed decisions.

Microsoft is also releasing Project 2003 and Visio 2003 at the same time as the rest of Office System 2003.

Services

Live Meeting

Microsoft Office Live Meeting, formerly PlaceWare Conference Center, is a new service in the Microsoft Office System that lets you collaborate online with employees, clients, and customers in real time with groups of 2 or more than 2,000. All you need is a phone, computer, and Internet connection to free yourself from the cost and hassle of business travel.

Solutions

Transform your information into impact with solutions you or other companies develop using Microsoft Office System programs, servers, and services.

Microsoft Office Systems Solutions Directory

Browse the Solutions Directory to find Microsoft Office System solutions developed by companies that can deploy in your organization. Solutions are available in several categories, including Business Intelligence, Team Collaboration, Integrated Communications, Mobile Workforce, Enterprise Project Management, Six Sigma, and Business Process Automation.

Office Solution Accelerators

Solve specific business problems using Microsoft Office Solution Accelerators, an integrated set of components, templates, and Microsoft-authored guidance designed to address key enterprise needs. Office Solution Accelerators can help you compose winning proposals with greater speed, achieve and sustain breakaway business results with a Six Sigma program, and solve other business issues.

Microsoft Enterprise Project Management Solution

The Microsoft Enterprise Project Management (EPM) Solution, which consists of the Project 2003 products and technologies, enables entire organizations, departments, or teams to work together to manage projects and processes effectively. It is ideal for organizations that need strong coordination and standardization between projects and project managers, centralized resource management, or higher-level reporting about projects and resources.

Complementary Products

Other Microsoft products and technologies enhance the functionality of the products in the Microsoft Office System. These include:

- Microsoft Windows SharePoint Services
- Microsoft Windows Server 2003
- Microsoft Exchange Server 2003

Adapted from Microsoft.com Updated: August 15, 2003

TRIAD Overview of Office 2003

The Office 2003 Suite includes:

- I Word
- I Excel
- I PowerPoint
- I Outlook
- I Access
- I Publisher
- I InfoPath – (corporate version only)

Change Summary

Application	Differences from XP
PowerPoint	Minor
Outlook	Major
Word	Minor
Excel	Minor
InfoPath	New
OneNote	New

New in Office 2003

- I New Task panes
 - I Getting Started
 - I Help
 - I Search Results
 - I Shared Workspaces
 - I Document Updates
 - I Research
- I Document Workspaces for Collaboration
- I Support for Ink Devices
- I Integration with Microsoft Office Online
- I Improved Document Protection

- I Information Rights Manager
- I Compare Documents Side-by-Side
- I XML Integration

New in Outlook 2003 Email

- I The Outlook Environment
 - I “Smart Grouping”
 - I Navigation Pane replaces Outlook Bar
 - I Reading Pane

New in Outlook 2003 Email

- I Reading Layout view for Word attachments
- I Organize mail
 - I Color coding
 - I Junk email
 - I Using rules
- I Search Folders
- I Shortcuts are blocked
- I Send hyperlinks rather than shortcuts
- I Assigning Signatures to mail accounts, new messages and replies/forwards

New in Outlook 2003 Calendar

- I View Multiple Calendars
- I Propose a New Meeting Time
- I Create a Group Schedule
- I Color Calendar Items

New in Word 2003

- I Reading Layout View
 - I View > Reading Layout
- I Translate Words in Your Document
 - I Select words, then Tools > Language > Translate
 - I Entire documents can be sent over Internet for translation
- I Compare Documents Side-by-Side
- I Support for International Addresses in Mail Merge

New in Excel 2003

- I AutoSum button includes average, count, min, max
- I Screen tip formula help
- I Create List – built in sort, filter, subtotals, XML support, publish to SharePoint site
- I Built-in SmartTag libraries for stocks
- I Improved support for database queries
- I Cool new web queries feature
- I Create Borders by Drawing
- I Watching a Formula
- I Evaluate a Formula
- I Manage Links
- I Republish to the Web
- I Play Back Worksheet Data

New in PowerPoint 2003

- I Package a Presentation for CD
- I Updated Viewer
- I Send a Presentation for Review
- I Compare and Merge Presentations
- I Create Slide Show Annotations
- I Improved media playback