

# Moving to Office 2007

**TRIAD Consulting - Gini Courter, Annette Marquis**

**Saturday, July 28, 8:30 - 11:45 am**

If you are planning to upgrade any time soon from an earlier version of Office, this session will show you what you need to know to do so efficiently while making the most of the dynamic new Office tools. In this workshop, you'll learn how to:

- Navigate the new Office 2007 interface, using ribbons, and accessing familiar commands.
- Format documents using new simple tools and formats.
- Create new SmartArt diagrams and charts of your information.
- Use Building Blocks to assemble documents from frequently used or predefined content such as disclaimer text, pull quotes, sidebars, cover pages, and other types of content.
- Convert documents to Portable Document Format (PDF) or XML Paper Specification (XPS) format.
- Publish blogs directly from Office Word 2007.
- Create mega-spreadsheets up to 1 million rows by 16,000 columns.
- Apply conditional formatting to more easily discover patterns and highlight trends in your data through the use of color gradients, heat maps, data bars, and performance indicator icons.
- Search your Outlook e-mail, calendar, contacts, or tasks quickly and accurately using keywords, dates, or other flexible criteria to locate the information you need.
- Use the To-Do Bar to quickly access your priorities.
- Share your calendar with anyone within or outside of your organization, giving your important contacts immediate access to your information and publish calendars to Microsoft Office Online.
- Reuse content from one presentation with PowerPoint slide libraries.
- Use other products in the Microsoft Office family.

# Microsoft Office 2007 Product Overviews

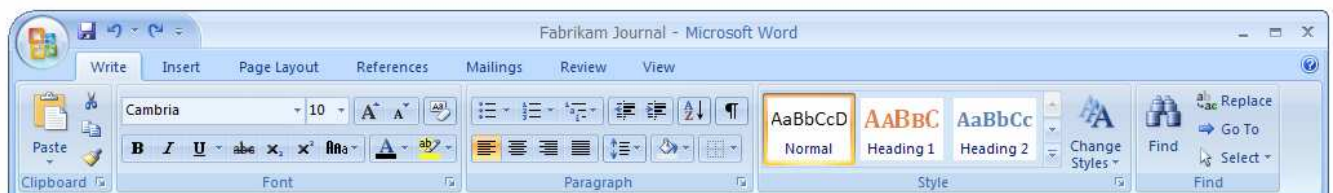
Microsoft Office 2007: Excel, Outlook, PowerPoint, Word

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<http://office.microsoft.com>

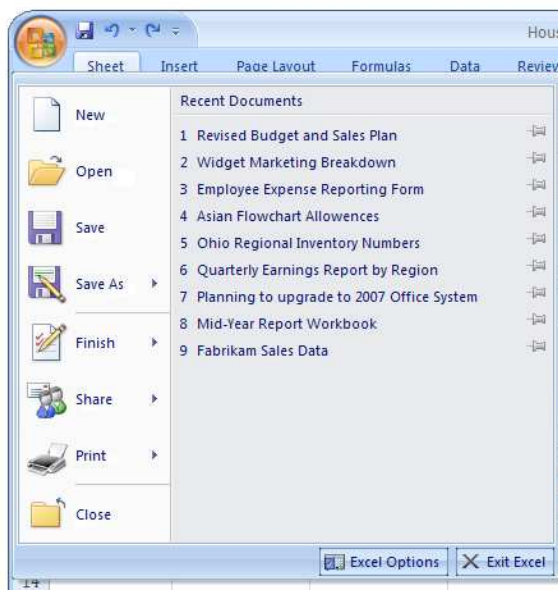
You don't need to wait for your IT Department to start learning Office 2007. Learn at home, or use your browser to learn anywhere:

To download a demo of Microsoft® Office 2007:  
<http://office.microsoft.com/search/redir.aspx?AssetID=XT101645181033&CTT=5&Origin=HA101741481033>

To "test drive" Office 2007 online in your browser (Office 2007 will *not* be installed on your computer, so you can try this at work):  
<http://office.microsoft.com/search/redir.aspx?AssetID=HA101687261033&CTT=5&Origin=HA101741481033>



Microsoft Word 2007 ribbon



Microsoft Excel 2007 Office menu

# Microsoft Office Excel 2007 product overview

## In this article

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[Create better spreadsheets](#)

[Improve spreadsheet analysis](#)

[Share spreadsheets and business information with others](#)

[Manage business information more effectively](#)

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Microsoft Office Excel 2007 is a powerful tool you can use to create and format spreadsheets, and analyze and share information to make more informed decisions. With the new results-oriented interface, rich data visualization, and PivotTable views, professional-looking charts are easier to create and use. Office Excel 2007, combined with Excel Services, a new technology that will ship with Microsoft Office SharePoint Server 2007, provides significant improvements for sharing data with greater security. You can share sensitive business information more broadly with enhanced security with your coworkers, customers, and business partners. By sharing a spreadsheet using Office Excel 2007 and Excel Services, you can navigate, sort, filter, input parameters, and interact with PivotTable views directly on the Web browser.

## Create better spreadsheets

Office Excel 2007 takes advantage of a new, results-oriented user interface to make powerful productivity tools easily accessible. It also offers more room for you to work in and delivers faster performance.

**Take advantage of the new results-oriented user interface.** Find the tools you want when you need them using the new results-oriented interface in Office Excel 2007. Based on the job you need to accomplish, whether it is creating a table or writing a formula, Office Excel 2007 presents the appropriate commands to you within the new user interface.

**Enjoy increased spreadsheet row and column capacity** of 1 million rows by 16,000 columns that enables you to import and work with massive amounts of data and achieve faster calculation performance with support for dual or multicore processors.

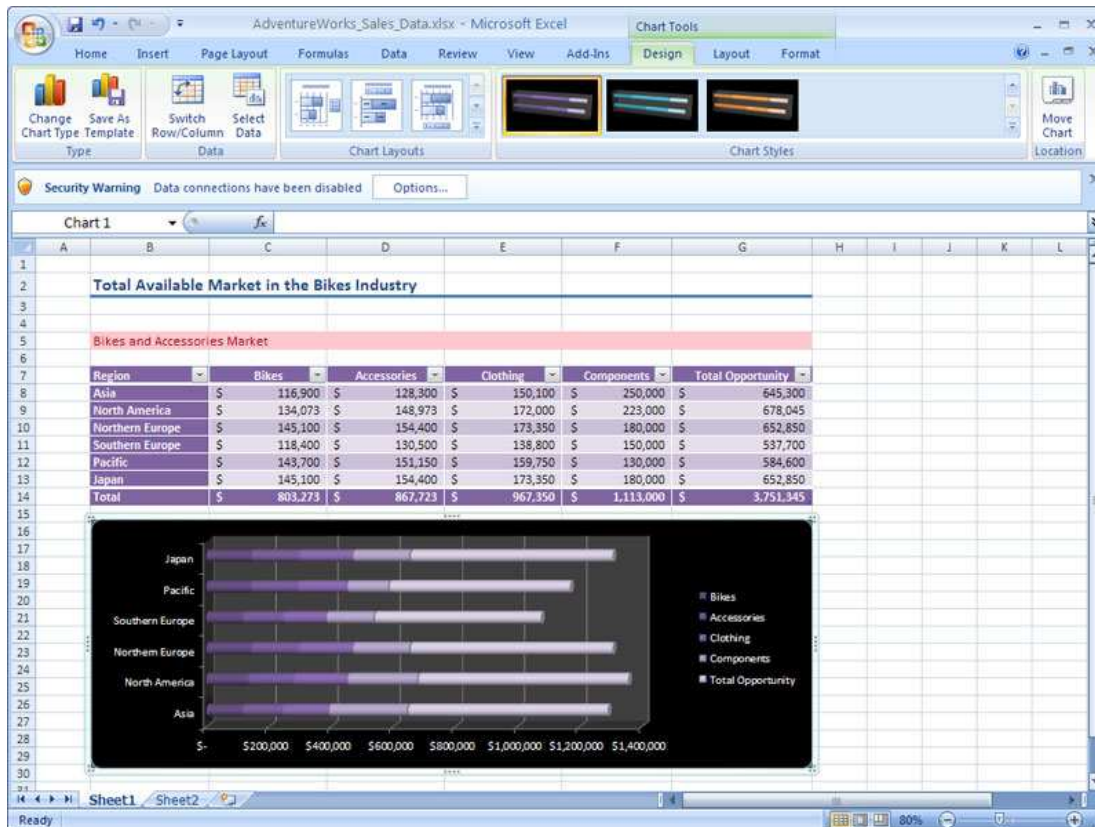
**Quickly format cells and tables.** Use Cell Styles and Table Styles galleries to quickly format your spreadsheet the way you want. Tables include AutoFilters while column headers stay in view when you scroll through the data. AutoFilters populate and expand any table automatically.

**Formulas authoring experience** includes a resizable formula bar and context-based Formula AutoComplete — so that you can write the proper formula syntax the first time, every time. You can also refer to named ranges and tables within formulas and functions.

**Create professional-looking charts** with dramatic visual effects in just a few clicks. Use predefined Chart Layouts and Chart Styles, or manually format each component, such as axes, titles, and other chart labels. You can use stunning effects such as 3-D, soft shadowing, and anti-

aliasing to help identify key data trends and create more compelling graphical summaries. Create and interact with charts the same way, regardless of the application you are using, because the Excel charting engine is consistent in Microsoft Office Word 2007 and Microsoft Office PowerPoint 2007.

**Use Page Layout View** to see exactly how your spreadsheet will print and add or edit headers and footers. Adjust page margins with direct visual feedback where the page will truncate and avoid multiple printing attempts.



Office Excel 2007 includes quick table formatting and a completely redesigned charting engine that will help you better communicate your analysis in stunning charts.

## Improve spreadsheet analysis

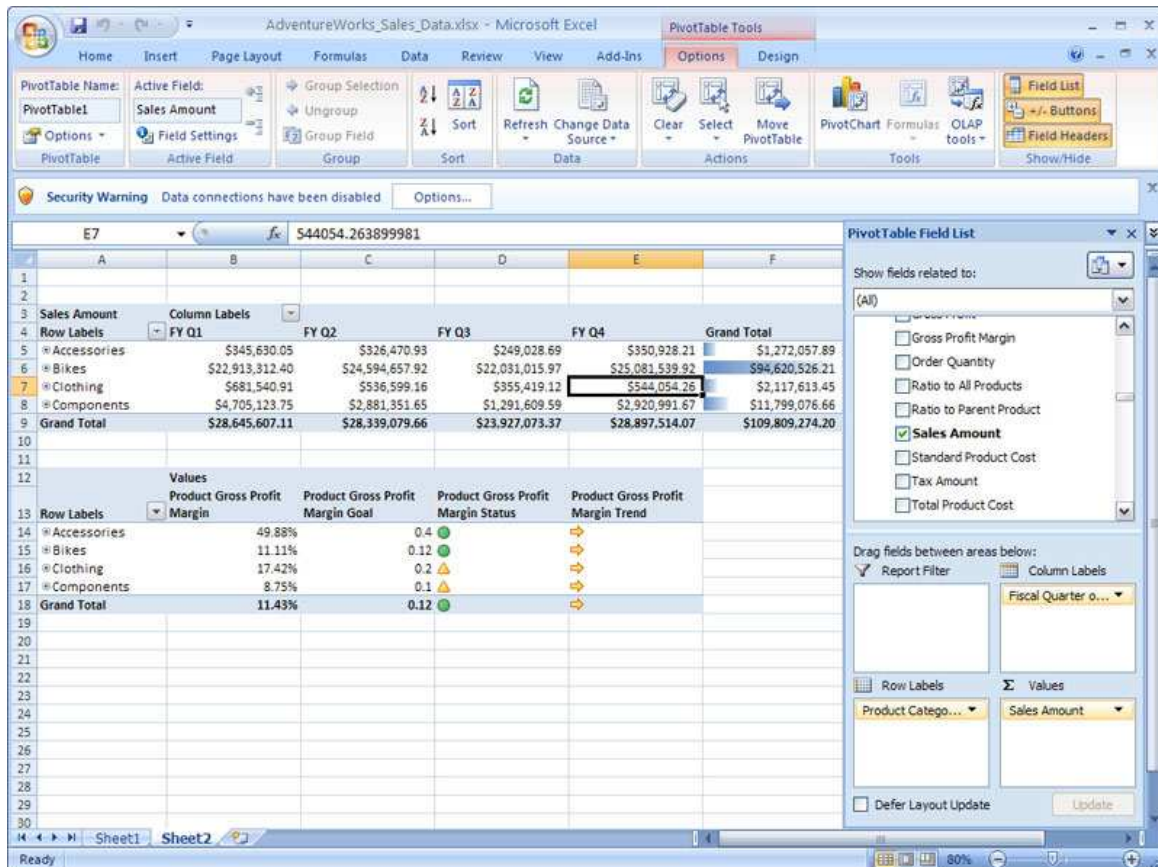
New data analysis and visualization tools help you analyze information, spot trends, and access your company information more easily.

**Use conditional formatting** with rich data visualization schemes to discover and illustrate important trends and highlight exceptions in your data with colored gradients (heat maps), data bars, and icons.

**Sorting and filtering** are two of the most important types of basic analysis that you can do with data. New options for sorting and filtering, such as multiselect in AutoFilters, sort or filter by color, and “quick filters” for specific data types make Office Excel 2007 the ideal tool for working with large amounts of complex data.

**Create a PivotTable or PivotChart view** more easily by using data fields to reorient data quickly to summarize and find the answers you need. Simply drag the fields to where you want them to display.

**Full support for Microsoft SQL Server 2005 Analysis Services** enables you to query your most current business data by using the flexibility of Office Excel 2007. With the new cube functions, you can build a custom report from an OLAP database.



Office Excel 2007 helps you analyze information by improving PivotTable view creation and conditional formatting and providing full support for SQL Server 2005 Analysis Services. [View a larger image.](#)

## Share spreadsheets and business information with others

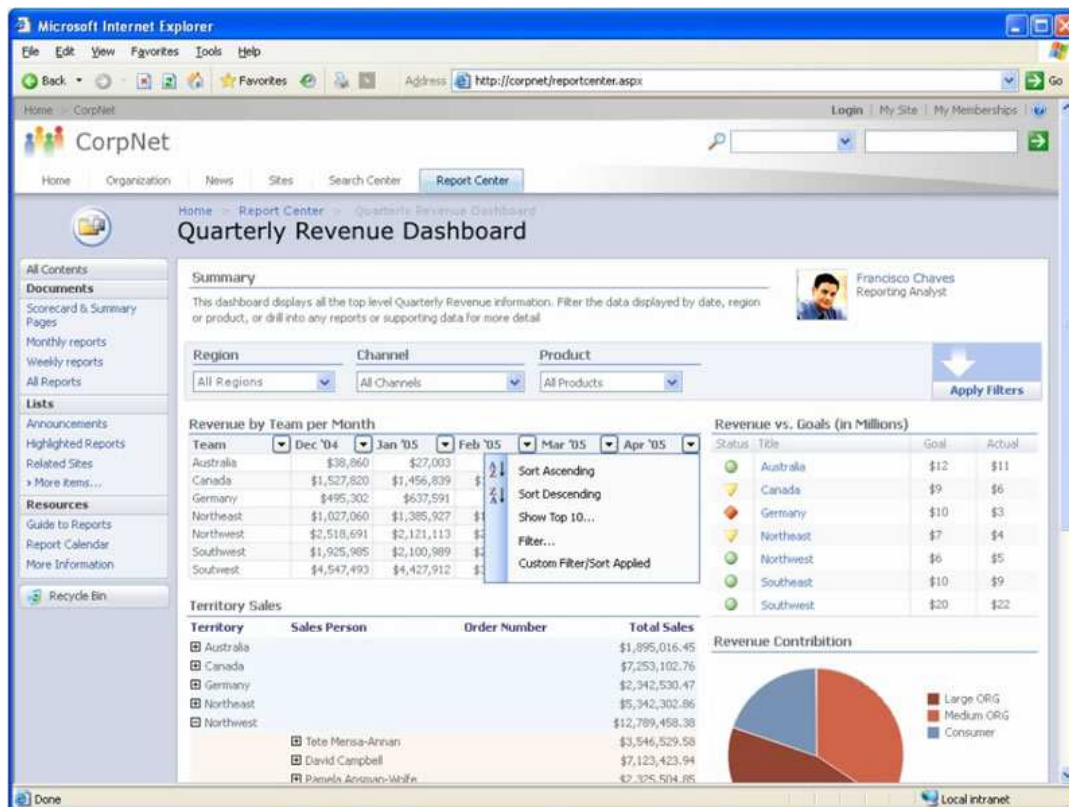
Office Excel 2007 makes sharing spreadsheets and business information easier. Integration with Excel Services and the new Microsoft Office Excel XML Format can provide a more efficient exchange of information.

**Use Office Excel 2007 and Excel Services to more securely share spreadsheets with others.**<sup>2</sup> Excel Services dynamically renders an Excel spreadsheet as HTML so others can access the information within a Web browser. Because of the high degree of fidelity with the Office Excel 2007 client, people can use Excel Services to navigate, sort, filter, input parameters, and interact with the information, all within their Web browser.

**Create business dashboards from spreadsheets and share within a portal.** Track the key performance indicators of your business using browser-based dashboards that can be created from Excel spreadsheets, Excel Web Access, and Office SharePoint Server 2007.

**Save as XPS or PDF for easier sharing.**<sup>3</sup> Convert your spreadsheet to XML Paper Specification (XPS) or Portable Document Format (PDF) format to create a fixed version of your file for easier sharing.

**New Excel XML Format enables a more efficient exchange of information.** Reduce the file sizes of spreadsheets and improve their interoperability with other data sources by using the new Excel XML Format.



Office Excel 2007 and Excel Services provide the means to share and interact with spreadsheets in a Web browser.

## Manage business information more effectively

Office Excel 2007 and Excel Services enable you to manage and control spreadsheets on a server to help protect important business information and help ensure that people are working with the most current data.

**Centrally manage sensitive information by publishing spreadsheets to Office SharePoint Server 2007** to help ensure the members of your organization are working with the most current business information and prevent the spread of multiple versions of the same file.

**Protect confidential business information** while helping to ensure people can view the data they need with report management features.

**Connect to external sources of information using the Data Connection Library.** Quickly connect to and import information from external sources of information like databases and line-of-business systems using the Data Connection Library. Using Office SharePoint Server 2007, your organization's IT staff can set up and manage "trusted" Data Connection Libraries that enable people to more safely connect to external data sources without assistance.

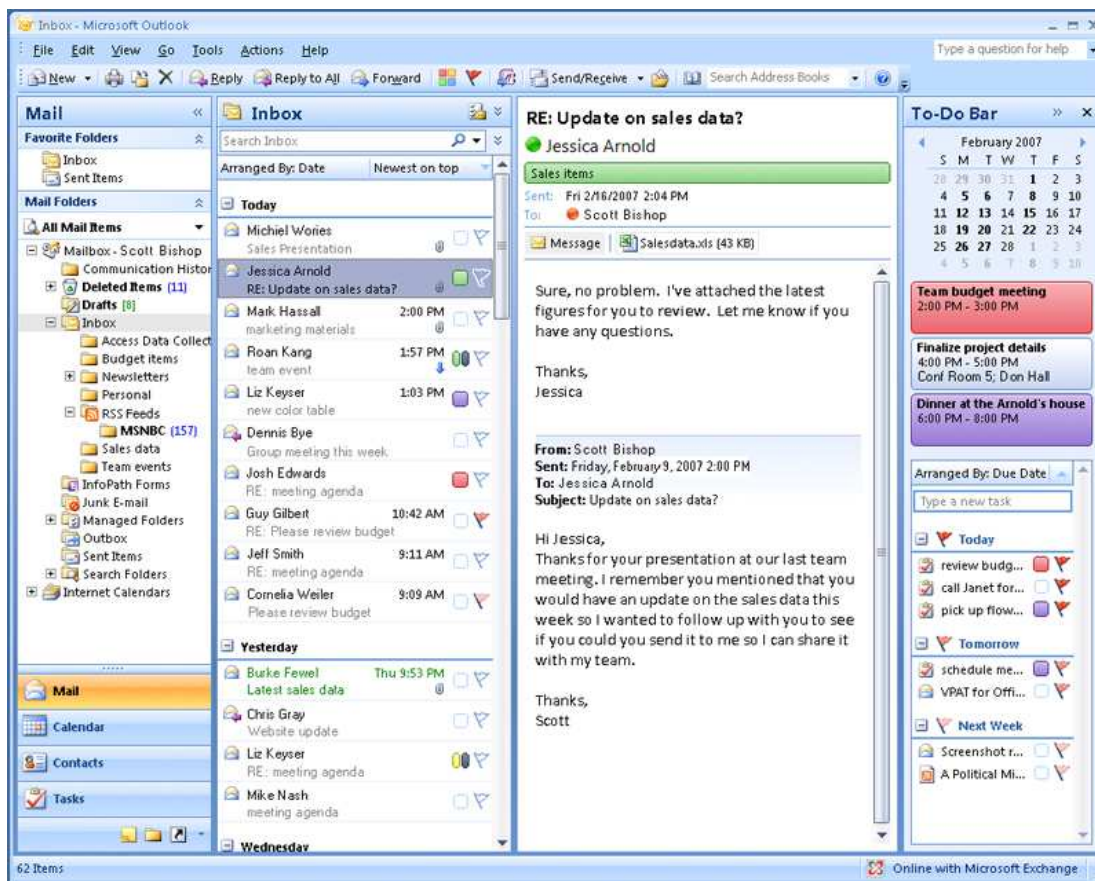
**Take advantage of the Excel calculation engine in other applications.** Use the Excel Services Web services application programming interface (API) to integrate server calculation of Excel files into other applications.

# Microsoft Office Outlook 2007 product overview

## In this article

- Manage your time and information
- Connect across boundaries
- Improve e-mail control and protection

Microsoft Office Outlook 2007 provides an integrated solution for managing your time and information, connecting across boundaries, and remaining in control of the information that reaches you. Office Outlook 2007 delivers innovations you can use to quickly search your communications, organize your work, and better share your information with others — all from one place.



Office Outlook 2007 provides an integrated solution to help you better manage your time and information.

## Manage your time and information

Better organize information to help save time and be more productive.

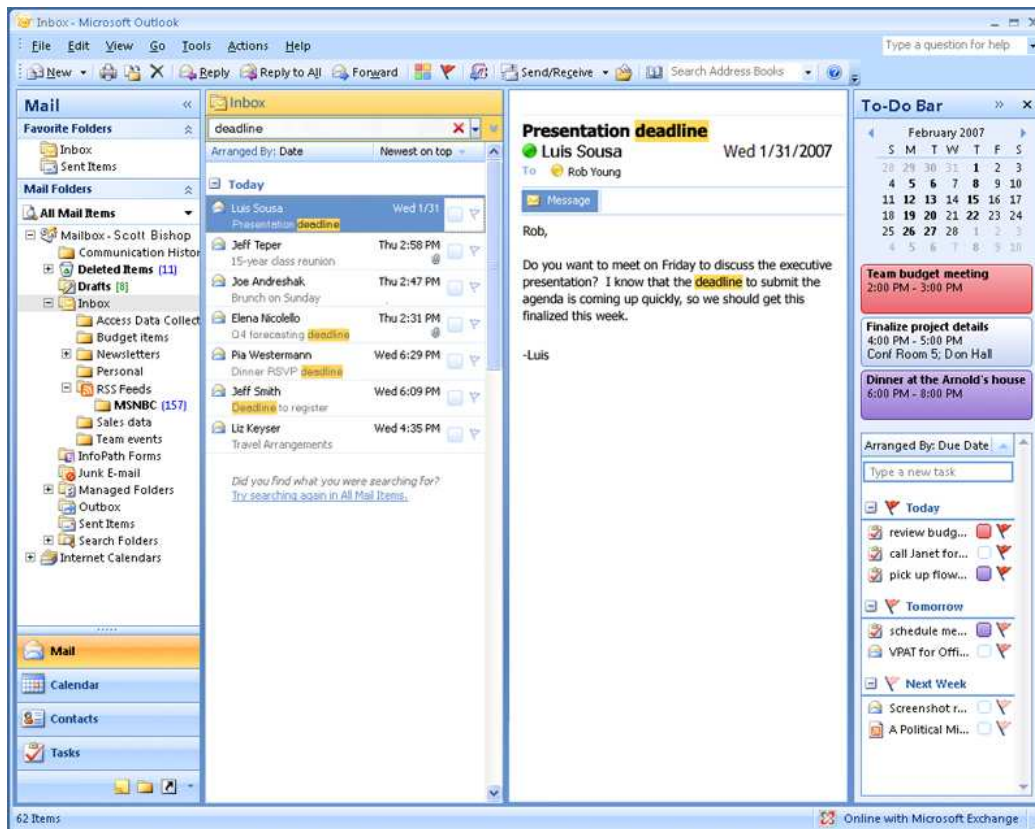
**Quickly search all your information.** With integrated Instant Search, you can locate all the information you're looking for right from within the Office Outlook 2007 interface. Not only can you search by keyword through your information, but Instant Search also looks for those keywords within your e-mail attachments. For more directed search results, the Instant Search pane provides helpful criteria to narrow your entry.

**Manage your daily priorities.** Use the To-Do Bar to organize your day and manage your priorities. The To-Do Bar gives you a consolidated view of your calendar, upcoming appointments, tasks, and flagged mail, making it easy to act on your information.

**Get better results faster using a redesigned user interface.** Office Outlook 2007 has redesigned the interface within the authoring experience, making composing, formatting, and acting on e-mail an easier and more intuitive experience. All of the rich features and capabilities of Office Outlook 2007 are now accessible and easy-to-find within the message.

**Visually identify information.** Using Office Outlook 2007 Color Categories, you can easily personalize and add categories to any type of information. Color Categories give you an easy, visual way to distinguish items from one another, so it's easy to organize your data and search your information.

**Preview attachments in one click with Attachment Preview.** Accessing e-mail attachments is often a multistep process with no easy way to gain quick insight into the content. With Attachment Preview, you can easily preview your attachments in one click directly from within Office Outlook 2007.



Use Instant Search to locate the information you want within an integrated, familiar interface.

## Connect across boundaries

Share all types of information with coworkers, customers, friends, and family.

**Create and subscribe to Internet calendars.** Internet calendars provide a way to view and remain up to date on industry events or personal interest calendars and schedules. You can add a static Internet calendar, subscribe to a dynamic Internet calendar in Office Outlook 2007, and create your own Internet calendars to share with others.

**Send your calendar information to anyone with calendar snapshots.** Need an easy way to share your calendar information with others? With calendar snapshots, Office Outlook 2007 creates an HTML representation of your calendar so you can share this information with anyone.

**Publish your Internet calendar to Microsoft Office Online.** With Office Outlook 2007, you can easily create a new Internet calendar within Office Outlook 2007 and publish it to Office Online to share with others. Using Microsoft Passport credentials, you can invite a group of your coworkers, customers, friends, or family to view and work with your calendar so that everyone has the latest information.

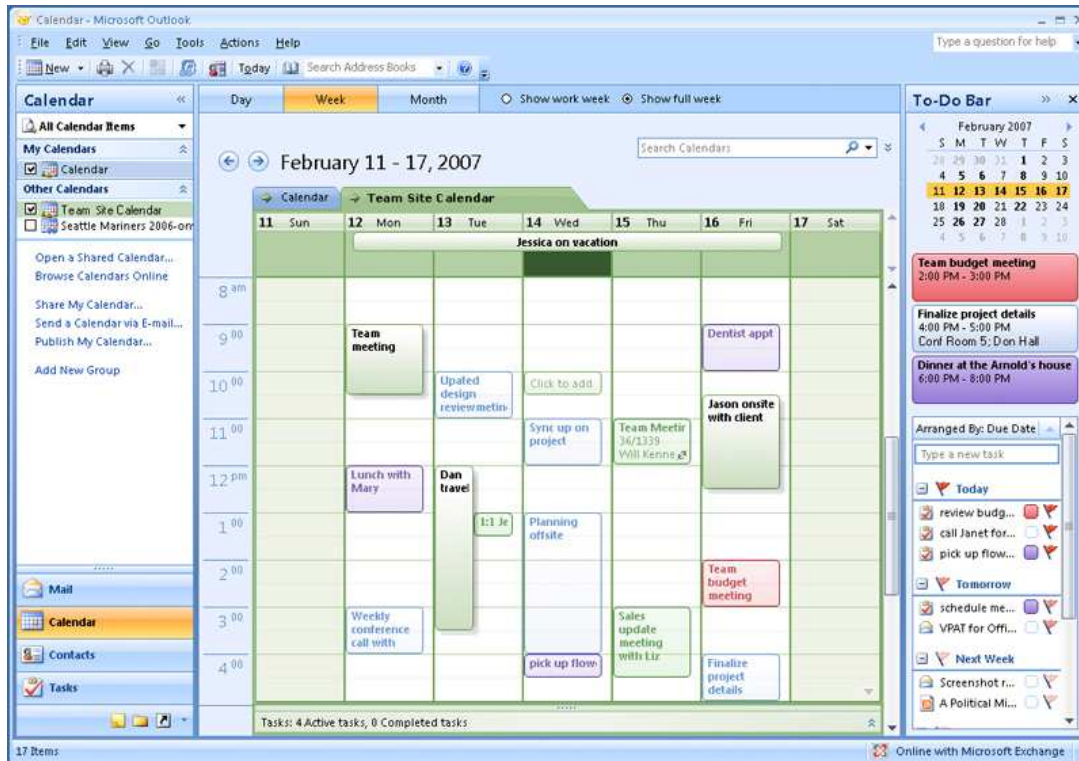
**Fully integrate with Microsoft Windows SharePoint Services technology.** With Office Outlook 2007, you can fully interact with information stored in Windows SharePoint Services technology anywhere, anytime. You can connect Windows SharePoint Services calendars, documents, contacts, or tasks with Office Outlook 2007 and have full editing capabilities, knowing that any changes you make to the information stored in Outlook 2007 can be reflected in the server version.

**Experience increased functionality and collaboration with Microsoft Exchange Server 2007.** When Office Outlook 2007 and Microsoft Exchange Server 2007 are used in conjunction, users benefit from increased collaboration capabilities and security enhancements. Exchange Server 2007 provides the latest in dynamic mailbox connections, unified messaging features, and improved protection from junk e-mail.

**Send text messages from Outlook with one easy click.** Outlook Mobile Service is a feature of Outlook that allows you to send and receive text and picture messages between Office Outlook 2007 and any mobile phone. Outlook Mobile Service also enables you to forward Outlook e-mail messages, contacts, appointments, and tasks to yourself or other people as text messages. You can even set Office Outlook 2007 to automatically send e-mail messages, reminders, and your daily calendar as text messages right to your mobile phone.

**Work with RSS Feeds from within Office Outlook 2007.** You can now fully subscribe to and interact with Really Simple Syndication (RSS) Feeds right from Office Outlook 2007, the most natural place to manage this kind of information. It's easy to get started adding RSS Feeds using the RSS Subscriptions home page within Office Outlook 2007.

**Customize and share electronic business cards.** Electronic business cards are an easy way to create, customize, and share your information with customers, clients, or friends. You can add photos, company logos, or other personal information to your card so that the recipients have an easy way to identify your card.



Calendar overlay view makes it easy to navigate your personal calendar and your team calendar at the same time.

## Improve e-mail control and protection

Office Outlook 2007 works for you to control your information and help keep you safer from malicious sites.

**Prevent junk e-mail and reduce exposure to malicious sites.** The junk e-mail filter, introduced in Microsoft Office Outlook 2003, helps prevent junk e-mail messages from cluttering your Inbox. In conjunction with the Office Outlook 2007 junk e-mail filter, Office Outlook 2007 has added ways to help protect you from divulging personal information. New anti-phishing features will disable threatening links and warn you about possibly malicious or phishing content within an e-mail message.

**Improved protection and security enhancements with Exchange Server 2007.** Together, Office Outlook 2007 and Exchange Server 2007 deliver anti-phishing technology in the new junk e-mail filter. Exchange Server 2007 acts as the first scan on incoming e-mail, determines the legitimacy of the e-mail message, and if applicable, disables links or URLs present in the e-mail message to help protect users.

**Control distribution of sensitive work.** Help protect your company assets by preventing recipients from forwarding, copying, or printing important e-mail messages by using information rights management (IRM) functionality. You can even specify an expiration date for the message, after which it cannot be viewed or otherwise acted upon. IRM functionality requires Microsoft Windows Server 2003 or later running Microsoft Windows Rights Management Services (RMS).

**Maintain compliance with managed e-mail folders.** Exchange Server 2007 offers managed e-mail folders, a new approach to document retention, archiving, and regulatory compliance. Users see and interact with these folders in Office Outlook 2007 just like any other mail folder, but the messages stored within this folder gain retention, archive, and expiration policies defined by the administrator. With managed e-mail folders, users and administrators can easily comply with various forms of external regulation and internal company policies regarding message retention.

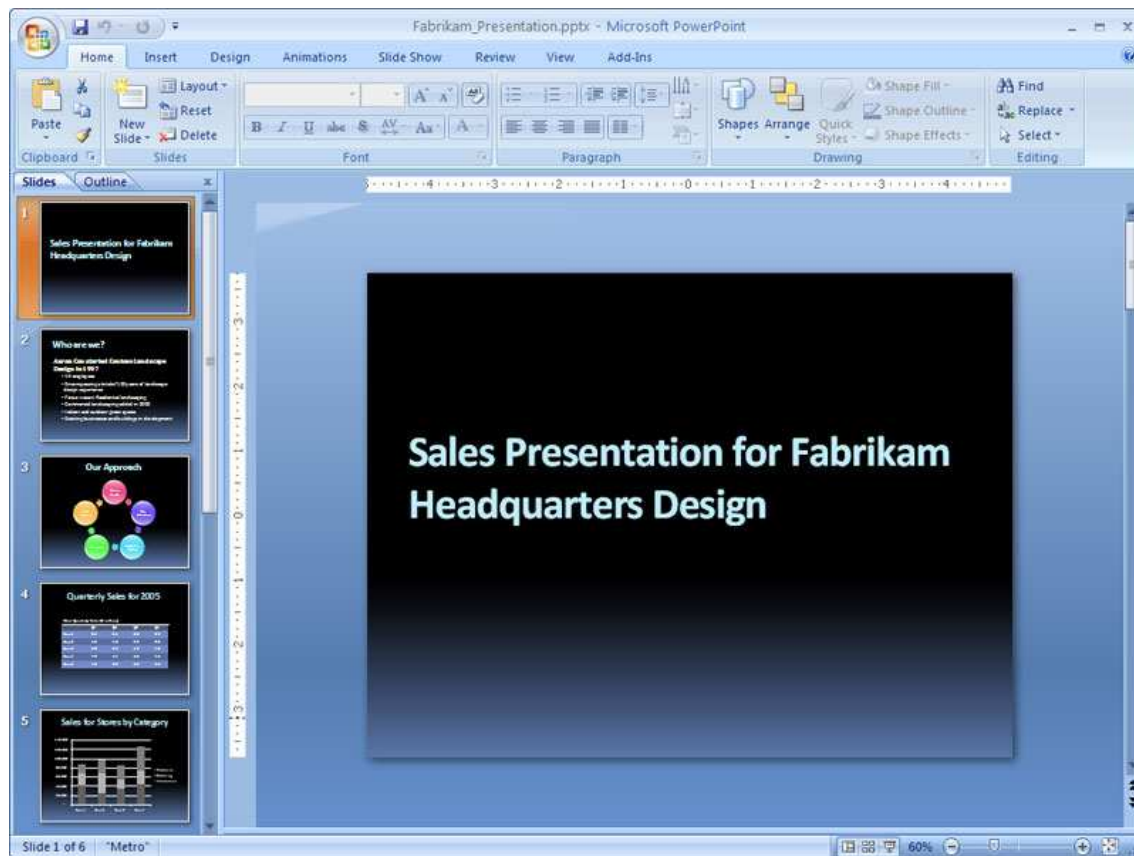
**Help ensure e-mail legitimacy with Office Outlook 2007 E-mail Postmark.** Office Outlook 2007 E-mail Postmark helps ensure that e-mail reaching your inbox is legitimate and that e-mail sent by Office Outlook 2007 will be trusted by the recipient's client. Creating mail with E-mail Postmark uses new technology that Microsoft has developed as part of the ongoing effort to curb junk mail. This technology asks the sender's computer to perform a computation or puzzle, and then assigns this work as a token of legitimacy to the e-mail message. These e-mail postmarks are designed to make it very time-consuming and technologically detrimental for users to send mass e-mail like spam, yet they do not change the user experience of sending e-mail.

# Microsoft Office PowerPoint 2007 product overview

## In this article

[Create dynamic presentations](#)  
[Effectively share presentations](#)  
[Manage presentations efficiently](#)

Microsoft Office PowerPoint 2007 enables users to quickly create high-impact, dynamic presentations, while integrating workflow and ways to easily share information. From the redesigned user interface to the new graphics and formatting capabilities, Office PowerPoint 2007 puts the control in your hands to create great-looking presentations.



Use Office PowerPoint 2007 to quickly create high-impact, dynamic presentations.

## Create dynamic presentations

Quickly create dynamic and great-looking presentations using the new results-oriented user interface and new graphics capabilities.

**Get better results faster with a redesigned user interface.** Office PowerPoint 2007 has a redesigned user interface with a new look and feel to make creating, presenting, and sharing presentations an easier and more intuitive experience. You now have all of the rich features and capabilities of PowerPoint in a streamlined, uncluttered workspace that minimizes distraction and helps you achieve the results you want more quickly and easily.

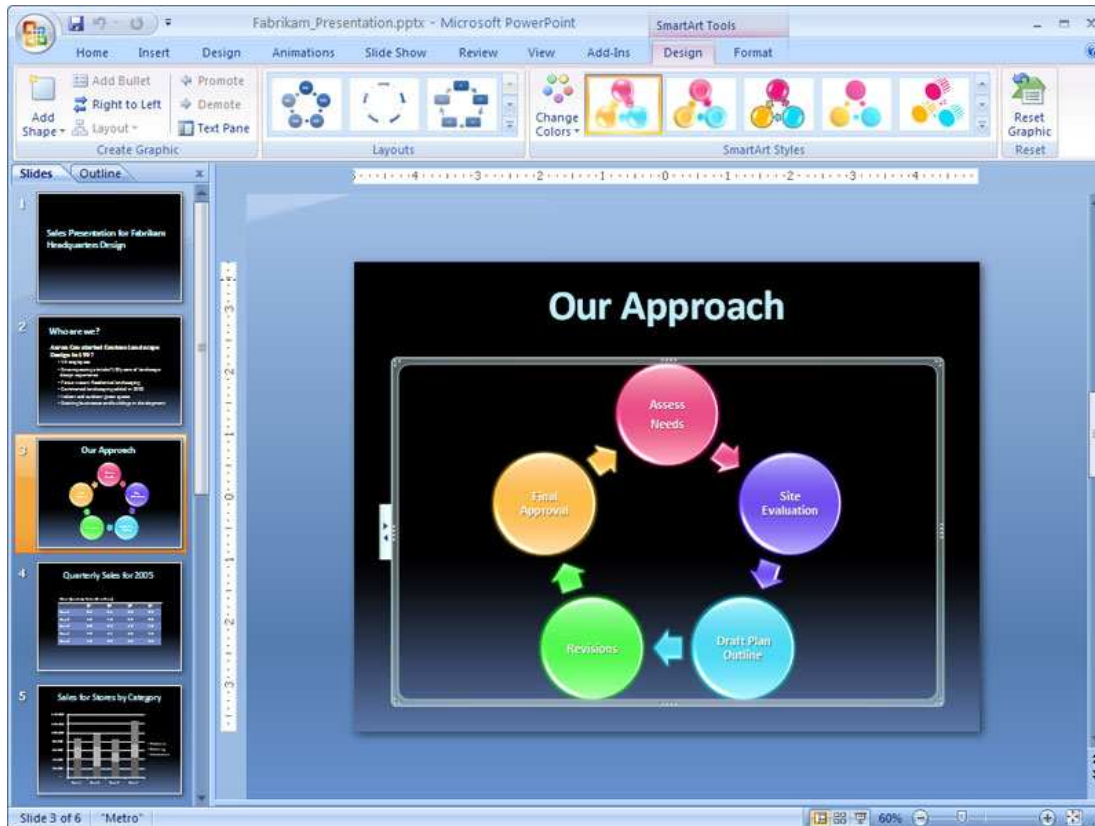
**Create powerful, dynamic SmartArt diagrams.** Easily create relationship, workflow, or hierarchy diagrams from within Office PowerPoint 2007. You can even convert a bulleted list into a SmartArt diagram or modify and update existing diagrams. It's also easy for users to take advantage of rich formatting options with the contextual diagramming menus in the new user interface.

**Help ensure that your content is up to date.** With PowerPoint Slide Libraries, you can easily repurpose slides from existing presentations stored on a site supported by Microsoft Office SharePoint Server 2007. Not only does this cut down the time you spend creating presentations, but any slides you insert from the site can be synchronized with the server version, to help ensure your content is up to date.

**Create presentations quickly and easily by re-using custom layouts.** In Office PowerPoint 2007, you can define and save your own custom slide layouts, so you no longer have to waste valuable time cutting and pasting your layouts onto new slides or deleting content on a slide with the layout you want. 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.

**Apply a consistent look and feel in one click.** Document Themes help you 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 colors of diagrams, tables, charts, and fonts, 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.

**Dramatically modify shapes, text, and graphics with new tools and effects.** You can now manipulate and work with your text, tables, charts, and other presentation elements in much 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, your work can have greater impact.



Create powerful diagrams using the new, rich formatting tools in Office PowerPoint 2007.

## Effectively share presentations

Dramatically improve the way users share and repurpose information.

**Communicate with users across platforms and devices.** Help ensure broad communication with your PowerPoint presentations by converting your files to XML Paper Specification (XPS) and PDF for sharing with users on any software platform.<sup>1</sup>

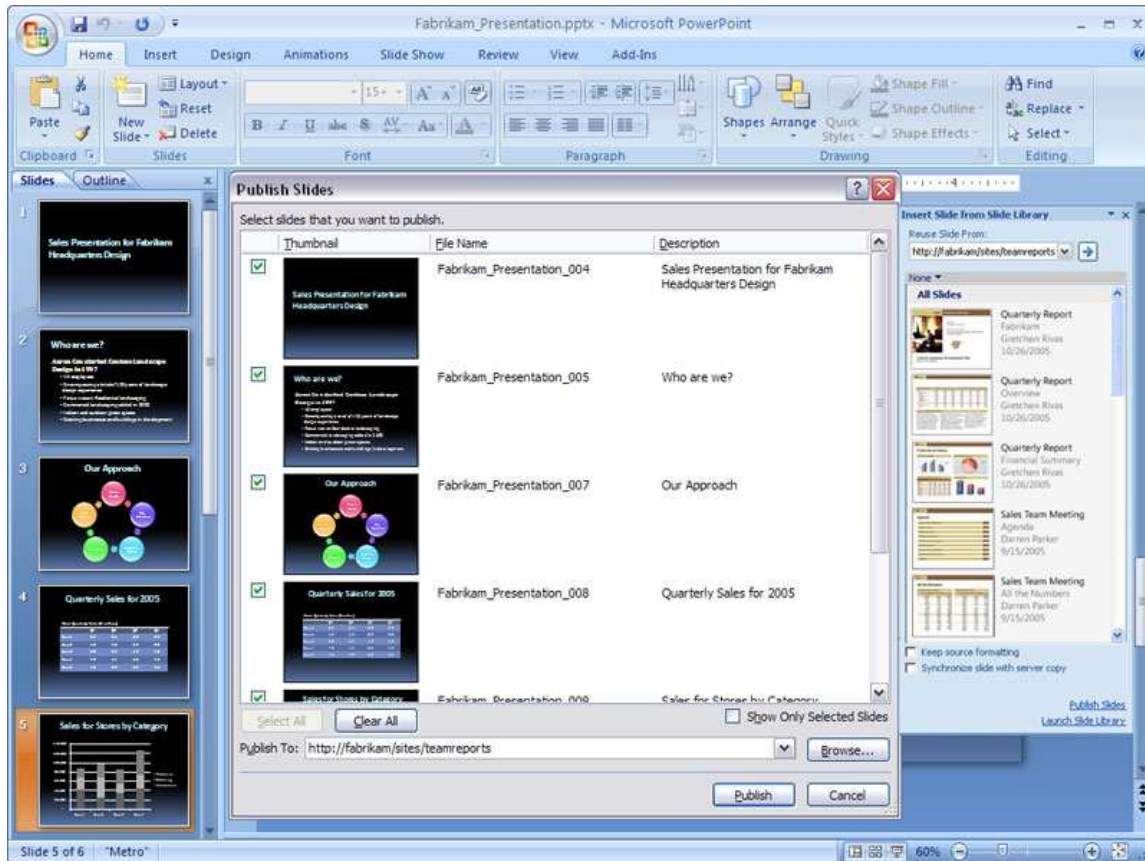
**Reduce your document sizes and improve file recovery at the same time.** The new, compressed Microsoft Office PowerPoint XML Format offers a dramatic reduction in file size, while also offering an improvement in data recovery for damaged files. This new format provides a tremendous savings to storage and bandwidth requirements, and reduces the burden on IT personnel.

**Integrate presentations stored in Microsoft Windows SharePoint Services with Microsoft Office Outlook.** With Office Outlook 2007, you can fully interact with information stored in Windows SharePoint Services anywhere, anytime. Any changes you make to the presentation saved in Outlook will be reflected on the server version when you reconnect to your network.

**Easily repurpose and share content.** Wish there were a better way to reuse content from one presentation to another? With PowerPoint Slide Libraries, you can store presentations as individual slides on a site supported by Office SharePoint Server 2007 and easily repurpose the content later from within PowerPoint. Not only does this cut down the time you spend creating

presentations, but any slides you insert can remain synchronized with the server version to help ensure your content is always up to date.

**Use Microsoft Office Groove 2007 for real-time review sessions.** Using Groove, you can initiate a live review of a PowerPoint presentation within a Groove workspace. You can view and work on a presentation collaboratively and in real time with your teammates while taking advantage of presence information and instant messaging capabilities built right into your workspace.



Save time creating content and help ensure your presentation is up to date using PowerPoint Slide Libraries.

## Manage presentations efficiently

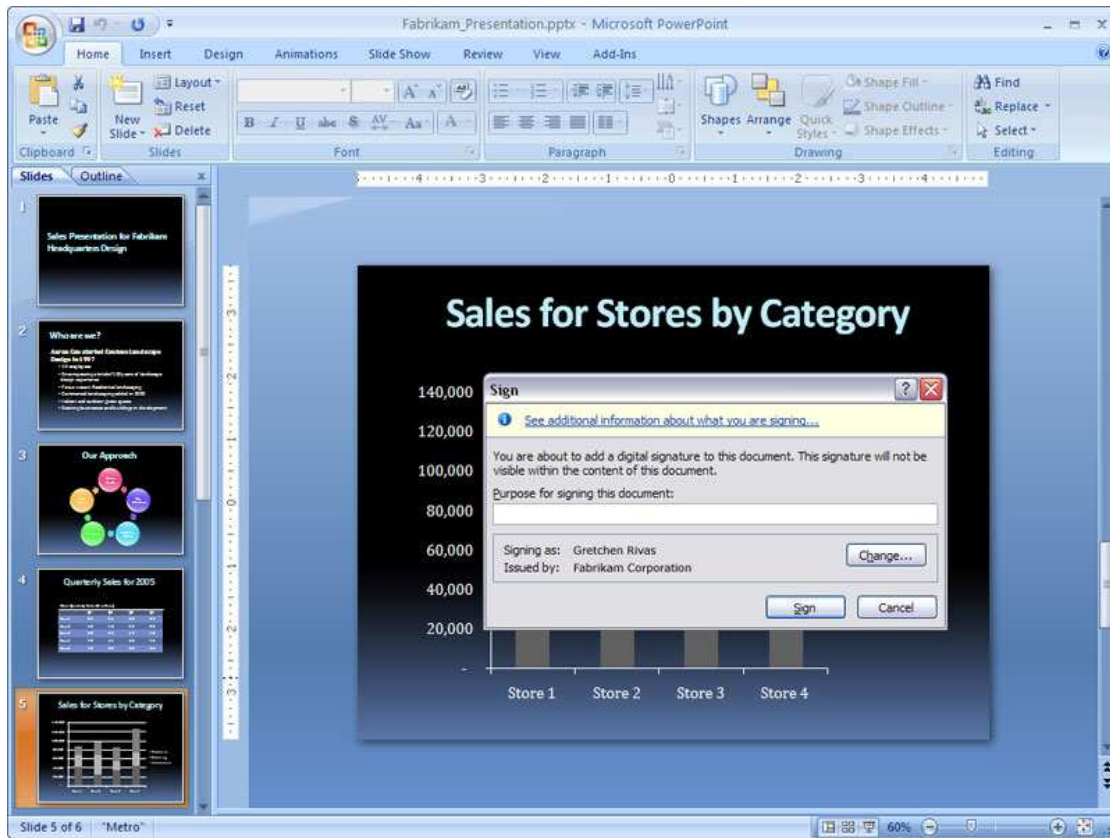
Apply the right protections to your presentations and easily initiate a review workflow.

**Initiate a review or approval workflow right from within Office PowerPoint 2007.** With Office PowerPoint 2007 and Office SharePoint Server 2007, you can send a presentation to your team for review or create a formal approval process and collect signatures on that presentation, making collaboration a smooth and easy process.

**Help protect the private information in your documents.** Detect and remove unwanted comments, hidden text, or personally identifiable information using the Document Inspector, to prepare your presentation to be shared with others.

**More securely share your PowerPoint presentations.** You can now add a digital signature to PowerPoint presentations to help ensure that the contents are not changed after it leaves your hands, or mark a presentation as “final” to prevent inadvertent changes. Using content controls, you

can create and deploy structured PowerPoint templates that guide users into entering the correct information, while helping to protect and preserve the information in the presentation that cannot be changed.



Help ensure that your presentation does not change after it leaves your hands by using a digital signature.

# Microsoft Office Word 2007 product overview

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[Create professional-looking content](#)  
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[Go beyond documents to important business processes](#)  
[Manage content with Microsoft Office SharePoint Server 2007](#)

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## Overview of Microsoft Office Word 2007

Welcome to Microsoft Office Word 2007, included in the 2007 release of the Microsoft Office system. Office Word 2007 is a powerful authoring program that gives you the ability to create and share documents by combining a comprehensive set of writing tools with an easy-to-use interface.

Office Word 2007 helps information workers create professional-looking content more quickly than ever before. With a host of new tools, you can quickly construct documents from predefined parts and styles, as well as compose and publish blogs directly from within Word. Advanced integration with Microsoft Office SharePoint Server 2007 and new XML-based file formats make Office Word 2007 the ideal choice for building integrated document management solutions.

This document provides an overview of Office Word 2007, with an emphasis on new and improved features. It also covers Office Word 2007 in action to demonstrate its exciting new capabilities.

## Create professional-looking content

Together with a new results-oriented interface, Office Word 2007 gives you the tools you need to create professional-looking content.

**A streamlined user interface** presents the right tools to you when you need them.

**Add Building Blocks** of predefined content and reduce the errors associated with copying and pasting frequently used content.

**Quick Styles** save you time by helping you quickly format text and tables throughout your document.

**Document Themes** apply the same colors, fonts, and effects to your documents for a consistent look.



Use Quick Styles in a Word document to easily choose and apply a new style.

**SmartArt diagrams and a new charting engine** help you add a professional look to documents. Shared diagramming and charting with Microsoft Office Excel 2007 spreadsheet software and the Microsoft Office PowerPoint 2007 presentation graphics program help ensure a consistent look across your documents, spreadsheets, and presentations.

**Compose and publish blogs directly from within Word** using the familiar Word interface to create your blog posts complete with pictures, rich formatting, spelling checker, and more. Publish your blogs from Word to many common blog services including Office SharePoint Server 2007, MSN Spaces, Blogger, TypePad, Community Server, and more.

**The Equation Builder** helps you construct editable, in-line mathematical equations using real mathematical symbols, prebuilt equations, and automatic formatting.

**Live word count** keeps track of the number of words in your document as you type, and is always in view in the new user interface of Office Word 2007.

**Typographic capabilities** offer improved bulleted and numbered lists, numbered list styles, and new fonts designed to improve on-screen reading.

**Citation Manager and Reference Builder** give you the ability to add references, footnotes, endnotes, tables of contents, tables of figures or tables of authorities. Format your reference automatically by selecting a predefined style guide, including APA, MLA, The Chicago Manual of Style, and others.

**Contextual Spelling Checker** helps you avoid common mistakes and misuse of similarly spelled words.



Add Building Blocks to an Office Word 2007 document to increase efficiency and reduce errors.

## Create professional documents effortlessly

Office Word 2007 provides editing and reviewing tools that help you create professional documents more easily than ever before.

**Spend more time writing, less time formatting.** A new, results-oriented interface presents tools when you need them, in a clear and organized fashion. Live visual previews, predefined style galleries, table formats, and other content help you get more out of Office Word 2007 capabilities.

**Add frequently used content to your documents with just a few clicks.** Office Word 2007 introduces Building Blocks for adding frequently used content to your documents. Select from a predefined gallery of cover pages, pull quotes, headers, and footers to make your documents look more professional. You can even create your own Building Blocks to simplify the addition of custom text, such as legal disclaimer text or other frequently used materials.

**Communicate more effectively with 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 result in more effective documents.

**Quickly apply a new look and feel to your documents.** Using Quick Styles and Document Themes you can change the appearance of text, tables, and graphics throughout your entire document to match your preferred style or color scheme.

## Share your documents and content confidently

With Office Word 2007, you can share documents with colleagues to gather feedback efficiently. You can help prevent unwanted distribution of your documents and help ensure that private comments or hidden text are removed prior to publishing. It is now also easier to provide feedback on important documents or participate in review and approval workflows when working with Office SharePoint Server 2007.

**The tri-pane review panel** makes it easy to compare and combine two versions of a Word document, so you can detect even the smallest differences when dealing with changes from reviewers.

**Initiate an Office SharePoint Server 2007 review and approval workflow process** directly from Office Word 2007. You can simplify the document review and approval process across your organization using familiar tools integrated with powerful server capabilities.

**The option to save as Portable Document Format (PDF) or an XML Paper Specification (XPS) file** gives you the ability to share your documents with people who may not have Word.<sup>1</sup>

**The Document Inspector feature** helps you detect and remove unwanted comments, personally identifiable information, hidden text, or other information from the document so that private information stays that way.

**Digital Signatures** can be added to a document to help others verify that content has not been changed since it was published. A new signature line can be added to prompt other Word users for their signature, or to provide a visible digital signature within your documents.

**Reading Mode** offers you an immersive, full-screen reading experience that makes online reading easier, reducing the need to print the document. New navigation controls and typography display improvements make the reading experience better than ever.



You can use the Document Inspector to remove comments.

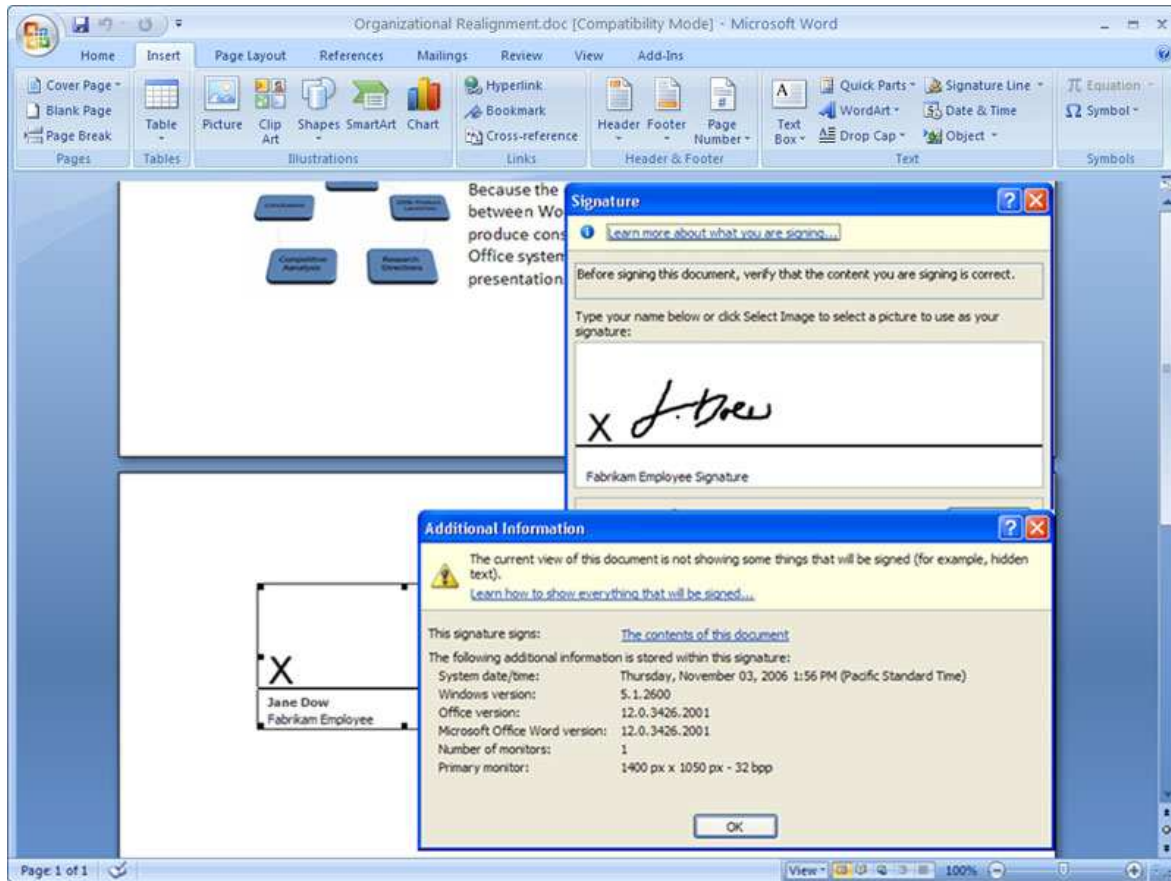
**Quickly compare two versions of a document.** Office Word 2007 makes it easy to find out what changes were made to a document — a new tri-pane review panel helps you see both versions of a document with deleted, inserted, and moved text clearly marked.

**Master your review process using Office Word 2007 and Office SharePoint Server 2007.** With built-in workflow services in Office SharePoint Server 2007, you can initiate, manage, and track document review and approval processes from within Office Word 2007, so you can accelerate review cycles across your organization without forcing people to learn new tools.

**Remove unwanted information from your documents.** The new Document Inspector feature can remove comments, tracked changes, metadata, or other information from your documents.

**Help protect your documents with a digital signature.** With Office Word 2007, you can digitally sign your documents so the people who read them know they haven't changed since they left your hands.

**Convert your Word documents to PDF or XPS.** With Office Word 2007, you can share documents in Portable Document Format file (PDF) and XML Paper Specification (XPS) format without using third-party tools.



Office Word 2007 enables you to digitally sign your documents, so readers know they haven't changed since they left your hands.

## Go beyond documents to important business processes

Office Word 2007 offers a host of integration points to enable organizations to build powerful solutions that are easy for users to utilize successfully. The flexibility and interoperability of Office Word 2007 make it an ideal choice for building managed document solutions.

**Office XML Formats** give developers unprecedented access to the contents of your documents, enabling broad interoperability with a wide range of programs and solutions.

**The Document Information Panel** helps you have users enter correct metadata by making it possible for you link document properties to Microsoft Windows SharePoint Services or to other external data sources.

**Content Controls** help you structure the document authoring process by requiring specific types of information or by adding sections of documents that may not be edited or reformatted.

**Custom-defined schema** support of the Office XML Formats enables developers to host their own content within Word documents, using their own custom XML vocabularies. Instead of expensive translations, custom XML content is hosted directly within the file.

**Data Bindings** in Office Word 2007 provide developers with an easy way to link the contents of external data sources and custom-defined schemas to their word documents.

**Custom-defined schema** support of the Office XML Formats enables developers to host their own content within Word documents, using their own custom XML vocabularies. Instead of expensive translations, custom XML content is hosted directly within the file.

## Manage content with Microsoft Office SharePoint Server 2007

Office Word 2007 can be used with Office SharePoint Server 2007 to provide more effective ways to manage content. As a result, it is now easier to help ensure consistency across your company and comply with regulations.

**Participate in Office SharePoint Server 2007 workflows without leaving Word** to help make users more efficient when working in a managed environment. You can start workflows, interact with workflow tasks, or get information about your documents from the new Document Alert Bar.

**Managed document repositories** can be accessed from within Office Word 2007, so you have greater control over document versions.

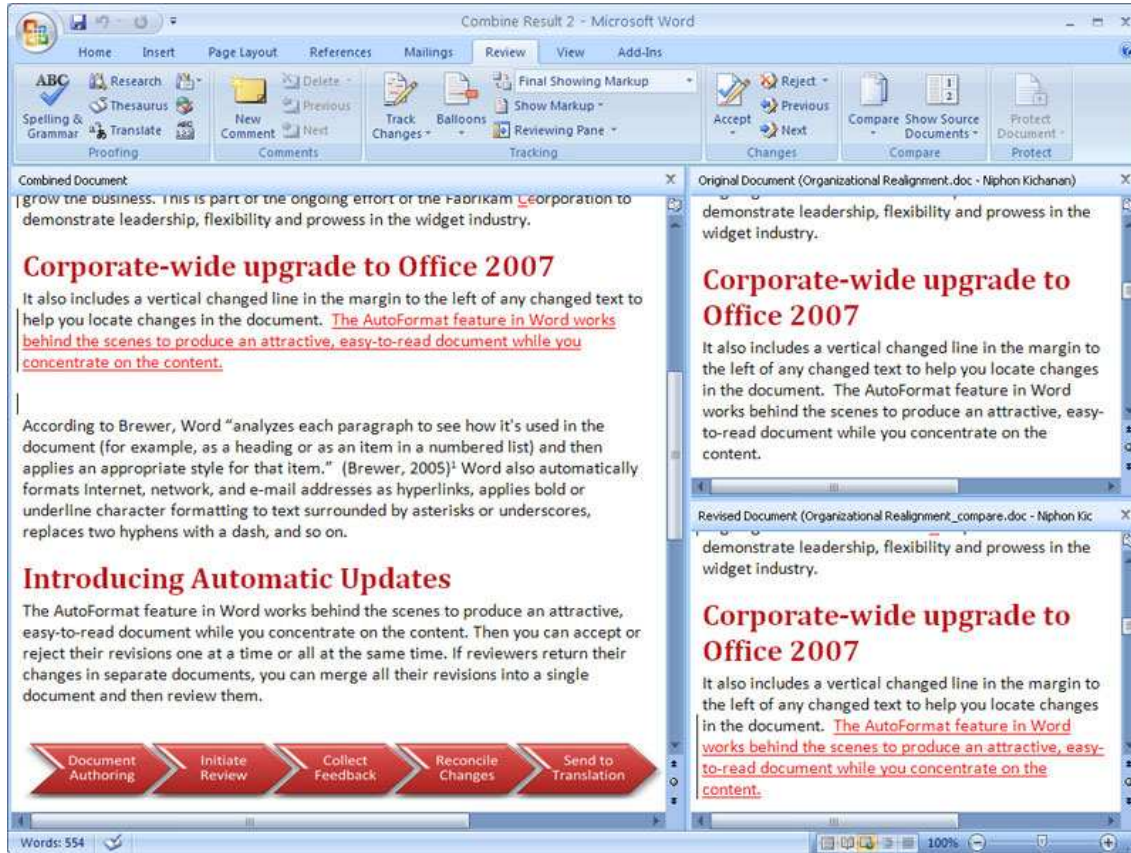
**Information management policies** consistently enforce the labeling, auditing, and expiration of documents stored in Office SharePoint Server 2007 managed document repositories.

**Reduce file sizes and improve corruption recovery.** The new Office XML Formats are compressed, segmented file formats that offer a dramatic reduction in file size and help ensure damaged or corrupt files can be easily recovered.

**Connect your documents to business information.** Create dynamic Smart Documents that update themselves by connecting to your back-end systems using new document controls and data bindings.

**Keep track of your documents with the Document Information Panel.** Use the new Document Information Panel to add workflow and tracking information directly to your documents. Add Windows SharePoint Services information or custom properties to your document templates to extend document management functionality into the Office Word 2007 environment.

**Quickly detect documents with embedded macros.** Office Word 2007 uses a separate file format (.docm) for macro-enabled documents, so you can quickly tell whether a file is capable of executing any embedded macros.



The new tri-pane review panel of Office Word 2007 enables you to quickly compare or merge two versions of a document and helps identify moved text and tracked changes within tables.



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