

General Information Regarding 2007 Microsoft Office

Q: What is the 2007 Microsoft Office system?

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

At the core of the Microsoft Office system are the Microsoft Office suites, which deliver the core desktop productivity tools. New features in these programs enhance how employees can work with one another, partners, and customers, and how organizations capture and use information. In addition to the core desktop editions, the 2007 release includes new programs, servers, and services that build on the productivity software skills your employees already possess. Used together, the Microsoft Office system can help you address business needs ranging from personal productivity management to complex project management.

Q: Is the 2007 Microsoft Office system a single offering?

A: No. The Microsoft Office system is a portfolio of products and services that provide the building blocks to create solutions to business needs. Those building blocks will continue to be available separately, along with newer additions.

Q: What's new in the 2007 Microsoft Office system?

A: The 2007 release presents newly designed menus and toolbars as well as new features that businesses and individual computer users can use to complete tasks more quickly and easily.

Q: What is the new Microsoft Office User Interface?

A: The way users interact with Microsoft Office Word, PowerPoint®, Excel®, Access®, and Outlook® has been redesigned with the 2007 release to make it easier for users to find and use program capabilities. The overall look and feel of these applications has been streamlined and new technologies introduced that present users with selections of potential results they can simply "browse, pick, and click" rather than complicated dialog boxes.

Q: What are the key benefits of the new Microsoft Office User Interface (UI)?

A: The new Microsoft Office UI will make it easier and quicker for user's to get the results they want. In addition, because the new UI makes it easier to take advantage of the application's rich feature sets, users will be able to produce better results faster.

Q: Will all the Microsoft Office applications utilize the new Microsoft Office UI?

A: In the 2007 Microsoft Office release, Microsoft Office Word 2007, Office Excel® 2007, Office Access® 2007, and Office PowerPoint® 2007 will have the new Microsoft Office UI. In addition, the new interface will be used in Microsoft Office Outlook® 2007 when composing e-mail messages, creating tasks or contacts, and setting up meetings.

Q: Why did Microsoft decided a new UI was needed? Why now?

A: As Microsoft has added more and more features and functionality to the applications over time, it's become harder for people to find the things they want to do with the products. For example, Microsoft Word 1.0 only had about 100 commands, and by using the menus you could see everything you could do. Today, Microsoft Office Word 2003 has over 1,500 commands, many of which can be difficult to find. That element of discoverability is just one of the key issues addressed by the new UI.

Q: When can I try out the new Microsoft Office UI?

A: You can test drive the new user interface online at:
<http://office.microsoft.com/enus/products/HA101687261033.aspx>
or visit the interface demo at:
<http://office.microsoft.com/en-us/products/HA101679471033.aspx>.

Q: What were the design goals of the new menus, and how were they determined to be top priorities?

A: Microsoft wanted to deliver new capabilities that empower people to get the results they want, faster. We had four major design goals:

1. Make it easier to find and use product features.
2. Reduce design clutter and interruptions.
3. Make it easier to discover needed capabilities.
4. Support the creation of great-looking documents.

Q: Which software applications get the new menus and toolbars?

A: Office Access® 2007, Office Excel® 2007, Office PowerPoint® 2007, and Office Word 2007 will have the new look. Specific parts of Office Outlook® 2007, such as e-mail message authoring, will also use the new menus and toolbars.

Q: What's new in Office Word 2007?

A: Office Word 2007 includes new tools that help you create more professional-looking documents in less time, build documents more easily from frequently used content, and produce professional-looking letters, proposals, datasheets, and other documents fast. Quick formatting capabilities help you rapidly apply a new look and feel to your documents, and the new Live Preview capabilities give you a quick look at any changes you make.

Q: What are some of the new e-mail management features?

A: Office Outlook® 2007 includes a new category coloring feature that helps you locate, manage, prioritize, and respond to e-mail messages more easily. Office Outlook® 2007 also provides improved junk mail and anti-phishing technologies that help you filter out undesirable items.

Q: How can Office Outlook® 2007 help manage marketing efforts?

A: Office Outlook® 2007 with Business Contact Manager can help you manage your marketing efforts more efficiently. For example, you can use it to create custom mailing lists and personalize print or online marketing materials created in Office Publisher 2007 or Office Word 2007. You can also use Office Outlook® 2007 to track customer responses and assess the overall effectiveness of your marketing campaigns to help plan future campaigns.

Q: How can I take a tour of the new Office system?

A: See the new 2007 Microsoft Office system in action:
<http://office.microsoft.com/en-us/products/HA101679481033.aspx?pid=CL100796341033>

Q: Can I open the file formats new to Microsoft Office Word 2007, Office Excel® 2007, and Office PowerPoint® 2007 in Microsoft Office Word, Excel®, and PowerPoint® 2000, XP, or 2003?

A: Yes. The Microsoft Office Compatibility Pack for Word, Excel®, and PowerPoint® 2007 file formats allows Microsoft Office Word, Excel®, PowerPoint® 2000, XP, or 2003 to open the supported formats new to Office Word 2007, Office Excel® 2007, and Office PowerPoint® 2007. Download the compatibility pack here:
<http://office.microsoft.com/en-us/products/HA101686761033.aspx>.

Q: How much does the new Microsoft Office system cost?

A: Find pricing and licensing information on the 2007 Microsoft Office System Pricing page:
<http://office.microsoft.com/en-us/products/FX101754511033.aspx>.

Q: How will I be able to acquire the new Microsoft Office system when it is available?

A: The 2007 release will be available through a variety of resellers and distributors.

Q: Will upgrade pricing be offered for the Microsoft Office system?

A: Yes. The Microsoft Office system will be available in both upgrade and new-user versions. The upgrade version will require that you own a qualifying prior version of the Microsoft Office system.

Q: What are the technical specs for installing and using the 2007 Microsoft Office system and Windows Vista?

A: You can find the technical requirements for 2007 Microsoft Office here: <http://office.microsoft.com/en-us/products/HA101668651033.aspx?pid=CL100796341033>. Go to the following URL for system requirements regarding Windows Vista®:
<http://www.microsoft.com/windows/products/windowsvista/buyorupgrade/capable.mspx>.