Table of Contents

	Acknowledgments	
Part I	Introducing the 2007 Microsoft Office System	
1	Time for Something New	3
	The Changing Way We Work	3
	The Changing Nature of the Microsoft Office System	4
	Meeting Today's Work Challenges	6
	Finding What You Need to Make Educated Business Decisions	6
	Prioritizing Your Work Efforts—Weeding Out the Irrelevant	7
	Connecting to the Right People and Getting the Job Done	8
	Learning and Using Flexible Tools for Varying Experience Levels	8
	The 2007 Microsoft Office System—Tools for Today	9
	New 2007 Microsoft Office System Versions	11
	Upgrading to the 2007 Microsoft Office System	12
	Value Benefits of the 2007 Microsoft Office System	12
	A Lower Learning Curve	12
	Legacy Mode and Keyboard Support	13
	Create It Once; Use It Many Times	13
2	A New Look	15
	Learning the Landscape: The 2007 Microsoft Office System User Interface	15
	Using the New User Interface	16
	Command Tabs	17
	Command Sets	18
	Contextual Tools	18
	Dialog Launchers	19
	Galleries	20
	Live Preview	21
	The New File Menu	22
	Quick Access Toolbar	23

What do you think of this book?
We want to hear from you!

Microsoft is interested in hearing your feedback about this publication so we can continually improve our books and learning resources for you. To participate in a brief online survey, please visit: www.microsoft.com/learning/booksurvey/

vi	Table of Contents	
	New View Controls	24
	Keyboard Support	25
	KeyTips	25
	Keyboard Shortcuts	25
3	Important Systems: Help and Security	27
	Finding Help in All the Right Places	27
	Changes in the 2007 Release Help System	28
	More than a Name: Super Tooltips	30
	New Offerings from Microsoft Office Online	31
	Safeguarding Your Files	32
	Publishing Your Document in PDF or XPS Format	32
	Finishing and Protecting Your Files	34
	Removing Personal or Private File Information	35
	Adding a Digital Signature	36
	Marking a Document as Final	37
	Old-Fashioned Document Protection	37
Part II	Preparing and Producing Professional Results	
4	Create Professional Documents with Office Word 2007	41
	New Views, New Tools	41
	The Design of the New Office Word 2007 Window	42
	Better Documents, Faster	43
	Quick Cover Pages	43
	Working with Building Blocks	
	Built-in Building Blocks	45

Improved Document Comparison52Reviewing Documents in Full-Screen Reading View53Inspecting Your Document53Better Integration with Office SharePoint Server 200755

		Table of Contents	vii
5	Extend Your Insight with Office Excel 2007		. 59
	The Design of Office Excel 2007		60
	Page Layout: A New View for Better Printing		
	More Room, More Speed, More Choices		63
	Create Better Spreadsheets, Faster		63
	Easier Access to New Templates		64
	Choosing Themes and Setting Cell Styles		65
	Click-and-Type Headers and Footers		66
	Major Charting Enhancements		68
	New Office Shapes and WordArt		70
	Conditional Formatting and Data Visualizations		70
	Share Workbooks and Manage Information with Excel Servi	ces	72
	PivotTables Views —More Support, Better Insight		73
	More PivotTable Support		74
	Improved PivotCharts		74
6	Produce Attention-Getting Presentations with Office	e	
	PowerPoint 2007		. 77
	A Tour of the Office PowerPoint 2007 Window		77
	Starting a New Presentation		79
	New Design Choices and Tools		80
	Simplify Your Design Process with Office PowerPoint	2007 Themes	80
	Choosing a New Color Scheme		81
	Making Design Changes with Background Styles		82
	Improvements for Your Text		83
	Rich Text Capabilities		84
	Improved WordArt		
	Expanded Graphics Capabilities		
	Improved Office Shapes		85
	Enhanced Diagram Tools		
	Creating Slide Libraries		
	Saving as PDF		
	Improvements for Team Presentations		
	Enhancements in Shared Workspace Technology		90

7	Produce Professional Business Materials with Office Publisher 2007	. 93
	What's New in Office Publisher 2007?	94
	An Overview of Office Publisher 2007 Changes	94
	Changes in the Office Publisher 2007 Window	95
	Working with Publisher Tasks	96
	Make Office Publisher 2007 Templates Your Own	97
	Customizing Your Brand Elements	97
	Selecting the Color Scheme	99
	Choosing a Font Scheme	99
	Using Your Business Information	
	Save and Categorize Your Customized Template	102
	Create and Apply Reusable Content	
	Finalize Your Publication with Design Checker	104
	Prepare Your Materials For Commercial Printing	105
	Create, Send, and Track Mailings	106
	Choose Your Mailing Type	107
8	Gather, Find, and Share Information with Office OneNote 2007	111
	The New Look of Office OneNote 2007	111
	Working with Multiple Notebooks	115
	Collecting Your Notes and Information	115
	Start a New Notebook	116
	Type Anywhere on the Page	116
	Insert File Attachments	117
	Collecting Web Research	118
	Printing Information to Your Notebook	
	Using Drawing Tools and Tables	
	Using the Drawing Tools	119
	Working with Writing Tools and Pen Modes	
	Adding Tables to Your Notes Pages	
	Flagging Notes for Follow Up	122
	Finding Notes Quickly with Improved Search Capabilities	124
	Sharing Your Notes with Others	
	Sharing Notebooks	125
	Sharing Notes Live	
	Sending Notes by E-Mail	127

9	Tracking Information Quickly and Effectively with Office Access 2007	131
	Beginning with the Getting Started Window	132
	Choosing a Professional Template	
	A Look at the New User Interface	
	Choosing Your View	134
	New Command Tabs	135
	Navigation Pane	
	Home Window	
	Tabbed Windows	137
	Making Design Changes Easily	137
	Adding and Enhancing a Form	138
	Using Layout View to See Immediate Changes	139
	Adding Tables	140
	Adding Fields	140
	Entering, Viewing, and Expanding Your Data with Flexible New Features	141
	Choosing Your Date with the Calendar Button	141
	Using Multivalue Fields	142
	Adding File Attachments	142
	Using the New Report View	143
	Improved Security Features	144
	Collecting Data via E-mail	145
	Sharing Data Easily Using Windows SharePoint Services Lists	146
	Exporting Improvements.	146
Part III	Communicating and Collaborating: People and Proc	esses
10	Manage Your Time, Tasks, and E-Mail with Office Outlook 2007	151
	A Look at Office Outlook 2007	151
	Changing the Office Outlook 2007 Window	152
	Manage Time and Organize Tasks	152
	Adding Tasks to Your Calendar	154
	Colorizing Tasks, Appointments, Messages, and Contacts	155
	Share and Compare Calendars	158
	Sending a Calendar via E-Mail	158
	Publishing Your Calendar Online	
	Displaying and Comparing Calendars	161
	Take Control of Your Inbox	162

Table of Contents Х

	Automatic Attachment Previews	162
	Find What You Need Faster	162
	Turning E-Mail into Action Items Instantly	164
	Flagging Action Items for Others	164
	Easy E-Mail Setup	165
	Receive RSS Feeds in Office Outlook 2007	166
	Improved Junk E-Mail Filters	166
	On the Watch for Phishing	167
	Automatic Postmarking	168
11	Enhance Team Effectiveness with Office Groove 2007	171
	Using the Launchbar	172
	Easily Creating a Workspace	173
	Understanding the Workspace Window	173
	Inviting Others and Assigning Roles	174
	Powerful Collaborative Tools	175
	Sharing Files	176
	Hosting Discussions	177
	Coordinating Calendars	178
	Managing Meetings	178
	Working with Forms	179
	Tracking Issues	180
	Creating a Picture Library	
	Using Office Groove 2007 with Office SharePoint Document Libraries	
	A Sample Office Groove 2007 Work Session	
	Sending Messages in Office Groove 2007	
	Working with Alerts	
	Reviewing Files	
	Chatting in Office Groove 2007	185
	Appendix: A Quick Look at Additional Changes	189

Acknowledgments

Putting together a book like this is an exciting, challenging, and hopeful mix of possibility, probability, and practicality. In that respect, it's not unlike software development—we start with a vision, put research and planning and effort and talent behind it, and continue to check, revise, and enhance as long as we've got the time to make changes.

This project has been fascinating, fast, and fruitful—thanks to the talent and effort of the following great people:



Valerie Woolley, our fun and fearless project leader at Microsoft Press, keeper of schedules and deadlines, and great opener of doors;



Steve Sagman, of Studioserv, who regularly does the impossible by pulling together pieces of manuscript in varying stages of readiness and turns them into the great-looking, technically accurate, and on-time book you now hold in your hands (or see on your screen);

Thanks also to Nancy Sixsmith at Studioserv for her careful, conscientious, and friendly edit.

And special thanks to my agent, Claudette Moore, for all the amazing things she does on my behalf, and to Juliana Aldous, my acquisitions editor at Microsoft Press, for giving me the opportunity to write in detail about this awesome new release.

Thanks also to the group of talented and busy application program managers at Microsoft who took the time to answer questions (sometimes many questions) and share their experiences in our Q A interviews. Specifically, thanks go to

- Jared Anderson
- 9
- Leslie ColeMor Hezi
- Gary Knowlton
- Eric Rockey

- Jessica Arnold
- Daniel Escapa
- Ryan Hoppe
- Alex Robinson
- Mary Sobcyzk