

# READY NET GO ... NEWS

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## Tip of the Month

Office 2007 File Formats **\*\* NEW \*\***

### MS Word

<u>XML file type</u>	<u>Extension</u>
Document	.docx
Macro-enabled document	.docm
Template	.dotx
Macro-enabled template	.dotm

### MS Excel

<u>XML file type</u>	<u>Extension</u>
Workbook	.xlsx
Macro-enabled workbook	.xlsm
Template	.xltx
Macro-enabled template	.xltm
Non-XML binary workbook	.xlsb
Macro-enabled add-in	.xlam

### MS PowerPoint

<u>XML file type</u>	<u>Extension</u>
Presentation	.pptx
Macro-enabled presentation	.pptm
Template	.potx
Macro-enabled template	.potm
Macro-enabled add-in	.ppam
Show	.ppsx
Macro-enabled show	.ppsm
Slide	.sldx
Macro-enabled slide	.sldm
Office theme	.thmx

## Microsoft Office 2007

### *What's New? What's Changed?*

In addition to MS Vista, Microsoft has released a new version of Office titled Office 2007. There are significant changes which we'll discuss in this newsletter.

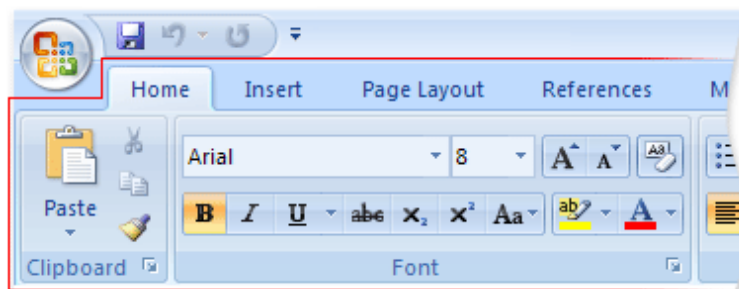
### Microsoft Office 2007 – New Features

The most noticeable change in some of the Office programs is the new ribbon-style navigation (see *Figure 1*). The main menu, which consisted of text based toolbars, has been replaced by a series of icons which allows you to clearly find, preview and change what you need.

If you are already familiar with customizing Word with toolbars, you won't have any problems in customizing the ribbon. This new feature is visually intuitive and offers additional fine tuning capabilities.

Expect a learning curve to use the new interface but once you start using it, you'll see the benefits.

**Figure 1.** Partial view of the Ribbon in Word 2007




Source: <http://office.microsoft.com/en-us/help/HA100898951033.aspx>

## WWW (Websites Worth Watching)

- 1) [www.fightidentitytheft.com](http://www.fightidentitytheft.com) – Excellent site for protecting your identity
- 2) [www.popularmechanics.com](http://www.popularmechanics.com) – Still around and still going strong with excellent how-to articles, news and sensible advice on home improvement, science, autos and technology

## Changes to Popular Programs – New Features

### Overview

- One of the best changes found in **Word, Outlook, PowerPoint, Excel** and **Access** is a new interface which includes a sleek, concealable ribbon (*see Figure 1 on P. 1 for snapshot*). What's great about the ribbon is that **menus appear automatically** when you initiate an action.  
For example, create a circle in Word and the menu changes to the design toolbar so that you can customize the circle. Click away from the circle and the original ribbon re-appears for the next function. This allows you to see the selections you want visually rather than hunting through numerous toolbars.
- Instead of clicking File on the Main Menu, click the new Microsoft Office button located →  in the upper left corner of the program to access actions like **Open, Save, Close, Print**
- **Live Preview** enables you to view how formatting options will look before making a selection. This will save a lot of time in testing out various options (e.g., double underline versus single underline) before making a final selection. With the object selected, whether it is text, an image, or a chart, mouse over the formatting options and you'll instantly see the object change. Try out different options within that category and choose the one you like best. The old days of selecting an object, making a change, previewing and then doing the process again, is over. You can now quickly see a preview of the change by simply pointing your mouse over formatting options.
- **Themes are consistent** across Office 2007 programs. For instance, create an Excel chart with a custom look and import it into a PowerPoint presentation maintaining the same theme.

### Outlook

- View attachments without opening them
- Search feature has been updated – much faster than Outlook 2003
- Junk email filter has been improved to catch more SPAM and phishing messages
- Improved integration with Exchange Server 2007 including a **Scheduling Assistant** that lets users schedule meetings by viewing participants' calendars
- **Business Contact Manager** – Easily organize tasks, projects, sales leads and contacts and effectively manage marketing campaigns. Great improvements to team-based delegation tasks. BCM is only available in Small Business, Professional and Ultimate versions of Office 2007.

### Word

- Increased control in encrypting and inspecting documents
- Better compatibility with earlier versions of Office
- New feature: **Microsoft Save As ... PDF or XPS** available as a FREE add-in program from <http://office.microsoft.com> - Click **Downloads** then scroll down to Popular Downloads
- New file format – **.docx**

### Publisher

- Use email templates and the new **E-mail Merge** feature to create email marketing campaigns
- Hundreds of templates and blank publication types have been added
- Lists created in Outlook, Excel and Access can be merged into Publisher making print and email documents seamless
- **Content Library** makes it easy to store and re-use text and graphics across all Publisher documents

### Excel

- New tools for filtering, sorting and visualizing information
- PivotTable and PivotChart have been improved – much easier to create
- Avoid truncated data and margin errors with a new view: Page Layout. Modify placement of text and graphics directly on the worksheet and avoid multiple printing errors without having to switch back and forth with Print Preview
- New file format – **.xlsx**

### PowerPoint

- SmartArt graphics tools improve your ability to create and modify images
- Add a digital signature for copy protection and save your presentation in PDF or XPS via an add-in program download
- Add effects like shadow, glow and 3-D imaging to your graphics directly within PowerPoint
- Tables and charts have been redesigned to make them easier to edit
- New themes and Quick Styles make creating and saving presentations faster
- New file format – **.pptx**

### Access


- Pre-built database solutions enable anyone to create and manage information easily
- Improved reporting options
- New file format: **.accdb** replaces .mdb file format. You can only open .accdb files in Access 2007

### **Installing Office 2007**

- 1) To install any of the Office 2007 versions, you will need to be running **Windows XP SP2, Windows Vista** or **Windows Server 2003 SP1**. Office 2007 will not install on any other Windows OS.
- 2) For all versions of Office 2007 – systems must have **1 GB of memory** to use the Spelling and Grammar check feature in MS Word.
- 3) There are **8 versions** of Office 2007. Here are some things to consider (*see chart on page 4 for software components included in each version*):
  - Enterprise – available only through volume licensing
  - Professional Plus – available only through volume licensing
  - Small Business 2007 – does not include MS Access
  - Home and Student 2007 – no upgrade pricing, one flat rate for non-commercial use
  - Basic 2007 – available only through OEM (i.e., pre-installed on PC purchase or through reseller)

**NOTE:** Word, Excel and PowerPoint users of versions 2000-2003 can open Office 2007 versions by downloading a converter program. Users of older versions will see a dialog box appear when they initially open an Office 2007 file.

Figure 2. The following chart details the components of each Office 2007 version

	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 <i>NEW!</i>	Microsoft Office Professional Plus 2007	Microsoft Office Enterprise 2007 <i>NEW!</i>
Microsoft Office Word 2007	●	●	●	●	●	●	●	●
Microsoft Office Excel 2007	●	●	●	●	●	●	●	●
Microsoft Office PowerPoint 2007		●	●	●	●	●	●	●
Microsoft Office Outlook 2007	●		●				●	●
Microsoft Office Outlook 2007 with Business Contact Manager <sup>1</sup>				●	●	●		
Microsoft Office Accounting Express 2007 <sup>2</sup>				●	●	●		
Microsoft Office Publisher 2007				●	●	●	●	●
Microsoft Office Access 2007					●	●	●	●
Microsoft Office InfoPath 2007						●	●	●
Microsoft Office Groove 2007						●		●
Microsoft Office OneNote 2007		●				●		●
Microsoft Office Communicator 2007 <sup>3</sup>							●	●
Integrated Enterprise Content Management						●	●	●
Integrated Electronic Forms						●	●	●
Advanced Information Rights Management and Policy Capabilities						●	●	●

Source: <http://office.microsoft.com/en-us/suites/FX101635841033.aspx>

**Have you Backed-Up your Data recently?**