

Microsoft Office 2007 Benefits

Work Smarter...

Save your money for other expenses by creating polished communications materials yourself.

- Create great-looking, professional-quality materials without paying for agencies, freelancers, or specialized software.
- Access new templates, design themes, and SmartArt® graphics to make it easy for even the most novice users to do.

Gain valuable new insight into your business.

- Get powerful, easy-to-use tools to help strengthen the fundamentals of your business:
 - Microsoft Office Excel® 2007 – With new templates, conditional formatting, and PivotTable® dynamic views, you can create your budget, review sales performance and invoices, and visualize your business's larger financial picture.
 - Microsoft Office Access 2007 – With a library of flexible, prebuilt database templates, it's easy to track sales and prospects in one consolidated view, so you can readily identify promising new opportunities.

Perform Better...

Streamline everyday tasks.

- Spend less time managing e-mail, schedules, and tasks with Microsoft Office Outlook® 2007:
 - Advanced search features make it easier and faster than ever to find vital information.
 - New ways to create and manage filters enable you to sort e-mail and organize to-do items.

Help your people work more efficiently.

- Make it easier for your employees to find and use the features they need most often. With the new Microsoft Office Fluent™ user interface, related tasks are grouped so the tools you need are only a few clicks away. Plus, the new design helps users discover new commands more easily.

Stay connected and keep working while on the go.

- Stay on top of your e-mail and schedule with ease whenever you're online with Microsoft Office Outlook Web Access, a powerful companion to Office Outlook 2007.
- Edit documents, work with spreadsheets, and view presentations right from your Windows Mobile® device with the latest version of Microsoft Office Mobile.

Stay Safer...

Help guard sensitive information and intellectual property.

- Exercise greater control over what happens to your information even after it's left your business. With Microsoft Office 2007 you can:
 - Restrict editing, copying, printing, and forwarding of documents as necessary.
 - Identify authorized e-mail recipients and restrict the actions that they can take with messages and attachments.
 - Use expiration dates and Document Inspector (Microsoft Office Word 2007) to help keep important information safer.
 - View user activity history to monitor who creates, edits, and deletes records.

Reduce the risk of infection from malicious e-mail.

- Help defend your business against the downtime and expense caused by viruses. Improved junk e-mail filters and anti-phishing features in Office Outlook 2007 can help you decrease the likelihood of employees opening dangerous e-mail messages, attachments, or links.

Top 10 new ways to deliver impactful results with Microsoft Office 2010

1

Express your ideas more visually by creating powerful visuals and applying professional-looking designs to photos, text, and videos.

2

Connect, share, and accomplish more by enabling multiple people to work together on a file simultaneously from different locations.

3

Enjoy the familiar Microsoft Office experience on the Web with Office Web Apps.

4

Manage large volumes of e-mail with ease with the Conversation View in Outlook 2010 while saving valuable space.

5

Create powerful data insights and visuals in Excel 2010 and easily track and highlight important data trends.

6

Deliver more compelling presentations with PowerPoint 2010 by embedding and personalizing videos within your presentation.

7

Store and track all your notes in one place with Microsoft OneNote® 2010 with version tracking, highlighting, and Linked Notes.

8

Quickly communicate and share information while co-authoring in Word 2010 and PowerPoint 2010 or reading e-mails in Outlook 2010.

9

Get things done faster and easier with the Microsoft Office Backstage™ view, which replaces the traditional file menu.

10

Access your work across devices and platforms with a familiar and intuitive experience.

Note: This information is about pre-release software and therefore is subject to change. It is provided without warranty of any kind, express or implied. More information about Microsoft Office 2010 is available at <http://www.microsoft.com/office/2010>. Also see <http://www.microsoft.com/office/2010/en/whats-new/default.aspx>.