



Microsoft Office 2007 for Consumers *Getting Started With Ease*

Fact Sheet
January 2007

Microsoft® Office 2007 provides tools to help people quickly and easily create great-looking documents, spreadsheets and presentations, organize and search for information in one place, and keep everything in one place, all with enhanced security.

Whether people are working on a book report, organizing recipes, planning a birthday party or creating a photo album, Office 2007 makes it easier and more enjoyable to get things done.

One of the most significant changes is the new user interface (UI). The UI includes a new method of organizing and presenting application capabilities. This new layout, called the Ribbon, is found in five programs: Access, Excel®, PowerPoint®, Word and certain parts of Outlook®. Traditional menus and toolbars were replaced with the new Ribbon to enable people to find features faster. It is intuitive and easy to get accustomed to.

Quickly and Easily Create High-Quality Documents

- **Discovering powerful new features.** People can see changes before making them with Live Preview, and new galleries feature immediate previewing and formatting of tables, graphics and page layout. Improved picture, charting and graphics tools also enable people to produce high-quality documents, such as 3-D effects and shadows.
- **Achieving a consistent look.** New Document Themes carry over between Word 2007, Excel 2007 and PowerPoint 2007 to ensure a consistent appearance. Using Quick Styles and Document Themes, people can quickly change the appearance of text, tables and graphics throughout the entire document to match a preferred style or color scheme.

Work With Confidence and Security

- **Keeping information private.** The Document Inspector is a key element of this added protection, enhancing the security of private information by automatically removing personally identifiable data, comments, hidden text and tracked changes from documents. To help protect people from divulging personal information to a threatening Web site, Outlook 2007 has an improved junk e-mail filter and has added new features that disable links and warn about threatening content within an e-mail message.
- **Saving files from loss and damage.** New tools help safeguard personal information and help protect files from loss or damage. People can better protect and recover new work in the event of a system crash through the improved automatic document recovery tool.

Organize and Search for Information in One Location

- **Searching across applications.** People can search for notes, information and other items that are stored in different places through OneNote® 2007. OneNote is a digital notebook that helps people get organized

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- by bringing all their critical content — including text, handwriting, images, Web clippings, computer files, and even audio and video recordings — together into one easily searched location.
- **Searching instantly.** People can use Office Outlook 2007 to search for keywords, dates or other flexible criteria to locate items in e-mail, calendar, contacts or tasks to save valuable time. Instant Search* in Office Outlook 2007 is fully integrated within the interface, so people never have to leave Outlook to find the information they need.

Get Started With Ease

- **Getting up and running quickly.** The new release helps people get up and running quickly and confidently by overcoming some of the natural barriers to learning new technology. Now finding solutions in the Help system or finding shortcuts and functions is easier in the 2007 release of Office.
- **Learning what Office has to offer.** New enhancements to Office Online help people easily find resources — such as assistance from one of the nearly 50,000 new help articles, a how-to refresher through one of the 35 new demos, online training through any of the 24 new courses, more than 400 new templates, or other product downloads and tools.
- **Finding what you need, where you need it.** Appropriate commands appear automatically depending on the task, and commonly used commands are readily available. The improved Help tool provides tight integration between online Help files and those in the product — so the right Help solution is always a few clicks away.
- **Getting started now.** Office Online offers ways to use, try and learn Office 2007. Trials are available for those interested in downloading and using the release, the online test drive provides sample data that allows people to try Office without any download, and Office Online has numerous tutorials for people interested in learning more about what the new release has to offer.

More information about the 2007 Microsoft Office system can be found at these sites:

- Office Online: Experience it today: www.microsoft.com.au
- Office Online: Office Home and Student 2007:
<http://office.microsoft.com/en-au/suites/FX101674081033.aspx>
- Virtual Pressroom: 2007 Release Pricing and Packaging:
<http://www.microsoft.com/presspass/presskits/2007office/default.msp>

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* Requires Microsoft Windows Desktop Search 3.0.

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