



Microsoft Office XP

Product Guide

Introduction

This *Product Guide* is designed to assist in evaluating Microsoft Office XP and focuses on the new and improved features shared throughout the Microsoft Office Suite (or at least across multiple applications).

As the Office team began planning for and developing Microsoft Office XP, many factors were considered in creating the feature set and solutions for customers. Among the most important input examined was feedback received from three primary user groups: individuals, teams, and organizations. These users gave input on the business challenges they face, the solutions they need to solve those challenges, and how the version of Office they are using helps (or could be improved on) to make them more productive. This document looks at some of this customer feedback and highlights the improved experiences in Office XP that address the issues these users face. The document is divided into three key ways in which users can experience Office XP:

- **Personal Experience-** Whether you are an information technology (IT) administrator, a small business owner, a worker in an organization, or someone working from home, you are an individual user of Office. You use the Office applications to be more productive and to help you make better decisions. Office XP provides you with a variety of new experiences that will give you greater control over the way Office works, easier access to information from the Web or your Office applications, and tools that ensure you don't lose your important information.
- **Collaborative Experience-** Working in teams is more prevalent in today's workplace than ever before. Whether you are working with one other person on a document or working with a group of coworkers on a project, Office XP features easy-to-use tools that help your team share and collaborate with one another more efficiently.
- **Organizational Experience-** Organizations of all shapes and sizes must be assured that the overall investment they make in their software is one that offers significant value and return to the organization and its users. With Office XP, this value is realized not only by significant deployment and management gains, but also by the software's improvements as an enterprise development platform. Office XP offers organizations a variety of tools to help lower costs; improve deployment, administration, and management; and build customized, integrated business solutions that meet their business needs

Key Design Goals and Overview of New Features

Personal Experience

Office XP is designed to offer a variety of personal experiences that will help simplify the way people work. The new capabilities described below help individuals be more productive and efficient as well as access their important information more easily. Office XP also offers a higher level of reliability, data recovery, and security.

Productivity and Efficiency

A key area that individual users of Office focused their feedback on was productivity. Users felt that although the version of Office they currently used helped them be more productive, they knew they were not taking full advantage of all the product's functionality. Many people felt that the functionality was either too difficult to find or to use. If they could find the functionality, users often lacked the confidence to try it. As a result, Office XP was designed to give users the tools they need to discover and use more of the product. At the same time, Office XP gives users new functionality that helps them be more productive.

Feature	Description	How to Access
Smart Tags NEW	Microsoft Office Smart Tags are a set of buttons that are shared across the Office applications. These buttons appear when the user needs them (such as when a user makes an error in an Excel formula, when Word automatically corrects a user's action, or when a user pastes some data) and gives the user the options they need to change the given action or error.	<ul style="list-style-type: none">▪ See each individual Smart Tag description for more information on how to access each one.
Task Panes NEW	Office XP applications give users easy access to their important tasks in a single integrated view. From the Task Pane, which appears on the right side of the screen, users can perform searches, open or start a new document, view the contents of the clipboard, format their documents and presentations, or even access translation and template services via the Web. Note: Different Task Panes are associated with specific applications.	<ul style="list-style-type: none">▪ Open up Word (or any other Office application).▪ From the View menu, select Task Pane. Note: The Task Pane automatically appears when a user performs an action that uses the Task Pane.

Feature	Description	How to Access
<p>Paste Options Smart Tags</p> <p>NEW</p>	<p>Multiple paste options allow users to decide whether they want to paste their data as they originally copied it, change the style so that it fits the style of the document they are pasting the data into, or apply specific characteristics to the data, based on the content.</p>	<ul style="list-style-type: none"> ▪ Example: Copy a table from Excel and paste it into a Word document. ▪ A Paste Options Smart Tag appears. ▪ Select the option you want for your pasted information.
<p>AutoCorrect Options Smart Tags</p> <p>NEW</p>	<p>This feature provides an easy mechanism for users to control and modify automatic behavior that takes place within the Office applications. Users can undo an auto correction, choose to not have that correction take place in the future, or access the AutoCorrect Options dialog box without needing to search for it under the Tools menu.</p>	<ul style="list-style-type: none"> ▪ Type a sentence in Word that triggers an auto correction. Example: <i>Sched. a meeting on 3/4.</i> ▪ Hover over the words that were automatically changed. ▪ From the Smart Tag option, choose to undo the change, ignore it, or access more options.
<p>File New (Task Pane)</p> <p>IMPROVED</p>	<p>As part of the Task Pane, creating a new file or opening an existing file is made simpler. Not only can users quickly open a new file from within the task pane, but they can also create a new document from a template that lives on the Web, create a new document from an existing document, or get a list of their most recently used templates or documents.</p>	<ul style="list-style-type: none"> ▪ Open Word or Excel. ▪ From the File menu, select New.
<p>Office Clipboard (Task Pane)</p> <p>IMPROVED</p>	<p>An improved clipboard enables users to copy up to 24 pieces of information at once across all the Office applications or the Web and store them on the Task Pane. The Task Pane gives users a visual representation of the copied data and a sample of the text, so they can easily distinguish between items as they transfer them to other documents.</p>	<ul style="list-style-type: none"> ▪ From within any Office application, copy at least two pieces of information. ▪ The Office Clipboard automatically opens as part of the Task Pane. <p>Note: You can also open the Office Clipboard on the Task Pane by selecting Clipboard from the View Menu.</p>

Feature	Description	How to Access
<p>Speech</p> <p>NEW</p>	<p>Office XP increases user productivity by supplementing traditional mouse and keyboard execution with voice commands. Users can dictate text, make direct formatting changes, and navigate menus using speech and voice commands.</p> <p>Note: Speech is currently available for U.S. English, Simplified Chinese, and Japanese languages.</p>	<ul style="list-style-type: none"> ▪ Make sure Speech is installed on your machine (and that you have walked through the training program). ▪ In Word, click Speech on the Tools menu. ▪ Using the Speech toolbar, choose either Dictation mode or Command mode.
<p>Handwriting</p> <p>NEW</p>	<p>Office XP enables users to take handwritten notes on their handheld device and upload their notes as text directly into their Office applications. Users can also write directly in Word and keep the document in handwriting or convert it to typed text. Furthermore, East Asian users will be able to handwrite characters in Japanese, Chinese, and Korean, and Word will automatically convert it to the correct typed character.</p>	<ul style="list-style-type: none"> ▪ If Handwriting is not installed, run office setup and go into Add/Remove Features. Open the Office Shared Features section, and set Alternative User Input to Run from My Computer” ▪ When the Language Bar appears, choose Writing Pad.
<p>Office Document Imaging</p> <p>NEW</p>	<p>The new Office Document Imaging functionality, which takes advantage of Optical Character Recognition (OCR) technology, enables users to scan multi-page documents, view those documents, and reuse that text in their Office applications. Furthermore, users can locate their imaged documents at a later time using the full text search capabilities built into Office.</p>	<ul style="list-style-type: none"> ▪ Make sure you have installed Office Document and Imaging during installation. ▪ From the Windows Start Menu select Programs, Microsoft Office Tools, and then Microsoft Office Document Imaging. ▪ For quick scanning, select Microsoft Office Document Scanning from the same menu as above.
<p>Streamlined User Interface</p> <p>NEW</p>	<p>Office XP has a new look and feel that improves the user’s Office experience. This includes removing visually competing elements, visually prioritizing items on a page, increasing letter spacing and word spacing for better readability, and defining foreground and background color to bring the most important elements to the front.</p>	

Feature	Description	How to Access
Compress Pictures NEW	The Office XP Compress Pictures feature enables users to compress images within their Office files. Users can select the intended use of the file (Web, print, screen display, etc.) and designate whether one or all images in the file should be optimized. The images are then shrunk and compressed in a manner that minimizes the size of the image without minimizing the visual quality of the image.	<ul style="list-style-type: none"> ▪ Open Picture Toolbar by selecting View> Toolbars. ▪ Select Compress Pictures Button.
Office E-mail Introduction NEW	Microsoft Office E-mail contains an introductory field, which enables users to enter a short introduction at the top of the message when sending mail from an Office application. This eliminates the need to change the body of the document the user is sending.	<ul style="list-style-type: none"> ▪ From within any Office application, click the e-mail icon on the Standard Toolbar. ▪ Enter text into the introduction field.
Ask A Question NEW	Office XP enables users to type a question without launching the Answer Wizard or the Office Assistant. Even if the assistant is turned off or hidden, the question is answered in an Answer Wizard balloon.	<ul style="list-style-type: none"> ▪ From within any of the Office applications, type a question into the “Ask a Question” box in the upper right corner of the application.
Office Assistant IMPROVED	The Office Assistant is hidden by default. It appears when Help is activated and hides itself when Help is completed.	<ul style="list-style-type: none"> ▪ Select “Show the Office Assistant” from the Help menu.
Help Window Improvements IMPROVED	An improved user interface enables users to easily access important help topics, Web sites (such as Product Support Services and Office Update), and a “What’s New” catalog where they can learn about new areas of functionality in each application.	<ul style="list-style-type: none"> ▪ Type a question using the Office Assistant or the “Ask A Question” box. ▪ When you find the response you’re looking for, click it. ▪ If you don’t find the response you’re looking for, click “Get More Help On the Web.”

Access to Information

People also gave the feedback that they need to connect more easily with their important information, regardless of where it exists. They particularly emphasized the need to make more effective use of the Web and Office together in order to get access to this information. Office XP continues to extend the value of Office by making it simple for users to access information on the Web, in their organization, or on their computer.

Feature	Description	How to Access
<p>Context Sensitive Smart Tags</p> <p>NEW</p>	<p>In previous versions of Office, Word and Excel were smart enough to recognize URLs and e-mail names and assign links associated with these items. Users could then activate the items by clicking on them. Word and Excel extend this functionality to include information from Microsoft Outlook® or the Web, including names, dates, addresses, phone numbers, places, and stock symbols. Because these Smart Tags are extensible, organizations can create their own (see below for more details).</p>	<ul style="list-style-type: none"> ▪ Make sure you have Smart Tags turned on in Word or Excel (under AutoCorrect Options). ▪ Type in a name, address, place, or date into Word or a stock symbol into Excel. ▪ Hover over entered text and select from the list of options.
<p>Search (Task Pane)</p> <p>NEW</p>	<p>As part of the Task Pane, the new search capabilities of Office XP make it simple to find text in a document. Users can also find files or folders—regardless of where they are stored—without needing to leave the document they are working on. Furthermore, users can index the files on their machine. The result is faster and more comprehensive searches.</p>	<ul style="list-style-type: none"> ▪ From within any Office application, click Search from the File Menu. ▪ Or click the Search icon on the Standard toolbar.
<p>Save to MSN</p> <p>NEW</p>	<p>Using MSN™ Communities, users can save their documents to a file cabinet on the Internet, which can be private or public. This allows users to easily share files on the Internet without ever leaving Microsoft Office. MSN Communities uses Passport as its authentication mechanism.</p>	<ul style="list-style-type: none"> ▪ From within any of your Office applications, click Save as Web Page. ▪ Select My Network Places and select My Web Sites on MSN. ▪ Log on with your passport account and save to your MSN Communities.

Feature	Description	How to Access
Web Queries IMPROVED	When in Excel, users can easily access, analyze, and refresh data from the Web. When information from the Web is copied into Excel, a Smart Tag appears, giving users the option to create a refreshable query. Users can then manually refresh the data, or they can identify how often Excel should automatically refresh the data. Users can also create these Web Queries by simply dragging and dropping a Web page into Excel.	<ul style="list-style-type: none"> ▪ Go up to any Web site and copy the information you want to analyze. ▪ Paste the information into Excel. ▪ Select "Create Refreshable Web Query" from the Smart Tag drop-down menu. ▪ Choose the table you want to import and click Import.
Office Template Gallery NEW	Provides hundreds of professionally designed templates on the Web that can be accessed and edited directly within Office.	<ul style="list-style-type: none"> ▪ From within Word, click New from the File menu (or go up to http://office.microsoft.com/TemplateGallery). ▪ Select Templates on Microsoft.com. ▪ Choose your template and import it into your application.
Media Gallery NEW	Thousands of clip art images, sounds, photos, and animations are available on the Web and can be accessed from Office XP applications. The Clip Gallery Live is updated monthly so that users can constantly extend their design possibilities.	<ul style="list-style-type: none"> ▪ Example: From any of your Office applications, select Picture from Clip Art from the Insert Menu.
My Data Sources NEW	A new folder in the My Documents folder keeps track of the data sources that users have previously accessed. This enables users to quickly find a connection to a database or other data source without having to spend time searching for it.	<ul style="list-style-type: none"> ▪ From within the My Documents folder, select My Data Sources. ▪ Click Connect to a New Data Source and walk through the Wizard. ▪ Once a Data Source has been added, you can easily access the source again just by clicking the data source file that has been created.

Feature	Description	How to Access
<p>Print from Browser</p> <p>IMPROVED</p>	<p>Users can print an HTML file from the original Office application in which it was created. If a user chooses to print an Office HTML file, Internet Explorer launches the appropriate application. This provides users with a significantly higher quality printing result.</p>	<ul style="list-style-type: none"> ▪ Open up the Office HTML file you want to print and select Print. ▪ Notice that it prints from the original application from which it was created.
<p>Web Options Compatibility</p> <p>IMPROVED</p>	<p>Office makes it easy for users to target a particular level of browser when creating documents for the Web. This is done via a new “Browsers” tab in Web Options. This tab brings together all the browser-specific options. Users can choose their target browser from a drop-down menu and set specific browser options in their documents.</p>	<ul style="list-style-type: none"> ▪ Select Options from the Tools menu. ▪ On the general tab, select Web Options. ▪ On the Browsers tab, choose browser configuration.
<p>Insert Hyperlink Dialog Box</p> <p>IMPROVED</p>	<p>Enhancements to the Insert Hyperlink dialog box make it easier for users to link to files in the Web pages they are working on. The dialog box shows a list of files and folders from the current folder in the Web page and allows users to switch to another open Web page.</p>	<ul style="list-style-type: none"> ▪ In any Office application, highlight the text to which you want to add a hyperlink. ▪ Select Insert>Hyperlink.

Reliability, Data Recovery, and Security

A key goal in creating Office XP was to allow users to spend their time creating solutions rather than worrying about their software. For example, in the past, if an error were to occur, it was likely that the user would have had to spend a significant amount of time recreating their work. With the reliability features in Office XP, users can continue to work even in the unlikely event of an error. Furthermore, a variety of security enhancements have been included in Office XP to help users feel more secure when working with their files and applications.

Feature	Description	How to Access
<p>Document Recovery</p> <p>NEW</p>	<p>Microsoft Word, Excel, Access and PowerPoint give users the option of saving their current files at the time an error occurs in an application. As a result, users spend less time recreating their documents, spreadsheets, databases, and presentations.</p>	<ul style="list-style-type: none"> ▪ This feature appears automatically if an error occurs. ▪ Choose to recover the document and click close. ▪ Open the recovered document from the document recovery pane.
<p>Application Error Reporting</p> <p>NEW</p>	<p>In Office XP, the applications can automatically report any errors that occur directly to Microsoft or the user's corporate IT department. This gives Microsoft (or organizations) the data needed to further diagnose and correct these errors as well as to provide users with direct access to workarounds or other information on the error.</p>	<ul style="list-style-type: none"> ▪ This feature appears automatically if an error occurs. ▪ Choose to report the error back to Microsoft from the error dialog box.
<p>Application and Document Recovery</p> <p>NEW</p>	<p>This provides a safer method for shutting down an application that is not responding. Users can choose to shut down a non-responding application while initiating recovery of the document. They can also report the problem to Microsoft or their corporate IT department at the same time.</p>	<ul style="list-style-type: none"> ▪ If an application is not responding, go to the Windows Start Menu. ▪ Under Programs, select Office Tools. ▪ Then select Microsoft Office Application Recovery. ▪ Choose to restart or end the application.

Feature	Description	How to Access
Repair and Extract NEW	<p>Microsoft Word and Excel can automatically invoke this corrupt-document repair and recovery functionality in the event of an error or a failure to load a file. Users can also invoke this functionality by choosing Open and Repair from the File Open dialog box (the drop-down menu to the right of Open).</p>	<ul style="list-style-type: none"> ▪ In Excel and Word, select Open from the File Menu. ▪ Highlight a file you want to open. ▪ Select the drop-down arrow from the Open button and choose Open and Repair.
Auto Recover NEW	<p>Automatic recovery has been added to Microsoft Excel and Microsoft Publisher. Users can choose how often files are automatically saved. If an error occurs, the recovered file is opened, and users have the option of discarding the file, saving it over the original, or saving it as a separate file.</p>	<ul style="list-style-type: none"> ▪ Example: In Excel, select Options from the Tools menu. ▪ Select the Save tab. ▪ Select Save AutoRecover Information and highlight how often it should take place.
Safe Mode NEW	<p>Office XP can recognize common problems associated with booting up an application and can automatically run the appropriate work-around. This enables the user to launch the application in the event of a boot-related error, thus preventing unnecessary downtime.</p>	<ul style="list-style-type: none"> ▪ You can only access this if an error occurs. ▪ Open the application that contained the error when booting up. ▪ You are given the option to enter Safe Mode.
Document Password Encryption NEW IMPROVED	<p>Word and Excel offer improved password encryption options, and PowerPoint has it for the first time. These applications offer the choice of using the standard CryptoAPI, a stronger encryption algorithm than previous versions. Default encryption remains the same (for backward compatibility) while the stronger encryption is offered as a choice.</p>	<ul style="list-style-type: none"> ▪ Select Options from the Tools menu in Word or Excel. ▪ Select the Security Tab. ▪ Access the Password encryption options by clicking the Advanced tab.

Feature	Description	How to Access
<p>Digital Signatures</p> <p>NEW</p>	<p>Office XP gives users the ability to digitally sign entire documents. This enables users to know if a document has come from a trusted source as well as if the document has been altered from its original state.</p>	<ul style="list-style-type: none"> ▪ Select Options from the Tools menu in any of the Office applications. ▪ Select the Security Tab. ▪ Select Digital Signatures and choose Add. ▪ Select a digital signature (which you can access from a digital signature provider via the Web).
<p>Single Security Tab</p> <p>NEW</p>	<p>The security options for each application are now available under a single tab under Tools>Options. This makes it easy for users to access their security options without having to go to multiple locations.</p>	<ul style="list-style-type: none"> ▪ In any of the Office applications, select Options from the Tools menu. ▪ Select the Security Tab.
<p>Visual Basic for Applications Installation Options</p> <p>NEW</p>	<p>Administrators and/or users have the option of removing Visual Basic for Applications from Office installations on a user, group, or organization-wide basis.</p>	<ul style="list-style-type: none"> ▪ From the Custom Installation Wizard or in the Add/Remove Programs in the control panel, expand the Office Shared Features tree. ▪ Under Visual Basic For Applications, choose from the variety of installation options. <p>Note: Removing Visual Basic for Applications disables a variety of functionality in the products (including Access).</p>

Collaborative Experience

People also gave extensive feedback on the way they used Office to work with others. They highlighted their need to be able to share documents, review documents, and accumulate team knowledge in a way that was not too complicated and did not require changing the way they work today. Below are examples of some of the new collaborative experiences that Office XP enables that help teams share information and work together more effectively. This includes document-based collaboration and coordinating and communicating with others.

Collaborative Document Review

Working together on documents is extremely common today. The most prevalent way that users collaborate on documents is by attaching the document to e-mail messages. Unfortunately, the problem with the current process is that it is often difficult to keep track of multiple versions of the document, and tracking and merging changes from others is often too difficult or forgotten. Office XP gives users an easy way to review, compare, and merge documents with others via e-mail without changing anything about the way they do things today.

Feature	Description	How to Access
Send for Review NEW	Office understands each user's specific role in the review cycle and gives each user the tools needed to successfully collaborate on documents. When a document is sent for review (from the File > Send To menu), the correct reviewing tools are automatically turned on for others to review. Furthermore, when the document is sent back, users can merge the changes back into the original document.	<ul style="list-style-type: none">▪ From Word, Excel, or PowerPoint, select File>Send To>Mail Recipient for Review.▪ Outlook automatically attaches the document to an outgoing e-mail message and sets the Send For Review process in place.
Compare and Merge IMPROVED	Office XP gives users the ability to merge together comments and revisions from multiple reviewers. The author (document owner) can then accept and reject one or all revisions.	<ul style="list-style-type: none">▪ Open a revised document that you had originally sent to others for review.▪ Click "yes" to merge and compare the documents from the reviewers.

Feature	Description	How to Access
<p>Markup</p> <p>IMPROVED</p>	<p>Changes in Word and PowerPoint are represented by “markups” in the right margin of the document. These markups identify revisions or comments from a reviewer, but do not obscure the original document or affect its layout. This gives the user a more comprehensive view of the changes that have been made.</p>	<ul style="list-style-type: none"> ▪ On the reviewing toolbar, make sure Track Changes is selected. ▪ Verify that you are viewing either Final Showing Markup or Original Showing Markup in the Reviewing toolbar dropdown control. ▪ Make changes to your document.
<p>Reviewing Toolbar</p> <p>IMPROVED</p>	<p>The reviewing toolbar gives users a variety of views and options when reviewing documents. For example, users can filter the document to view changes by specific reviewers or by all reviewers. Users can also step through each change and accept or reject the changes individually, or they can accept or reject all of the changes at the same time.</p>	<ul style="list-style-type: none"> ▪ From the View menu of Word, Excel, or PowerPoint, select Toolbars and then Reviewing. <p>Note: This automatically appears when opening a document that was sent for review.</p>

Collaborating with Others

In today's work environment, coordinating with others is as important as staying on top of important information. Scheduling meetings, sharing information on the Web, and improving response time are all customer concerns. Office XP delivers unique ways to facilitate the coordination and communication with team members both inside and outside of a user's organization. For example, Office XP is tightly integrated with Microsoft SharePoint™ Team Services, a rich easy-to-create Web site that will improve the way teams manage information and activities. Office XP also gives users the tools they need to make it easy to access and communicate with anyone.

Integration with Microsoft SharePoint Team Services

Feature	Description	How to Access
Microsoft SharePoint Team Services NEW	Microsoft SharePoint is a rich, easy-to-create Web site that will improve the way teams manage information and activities. Using only a Web browser, team members can create contact and task lists, event calendars, libraries for storing documents, and surveys. Teams can also have newsgroup discussions and be notified when content on the site changes. SharePoint Team Services is a Windows-based solution that will work with Windows 2000 Server.	<ul style="list-style-type: none">▪ Browse to your Microsoft SharePoint team Web site (either hosted internally in your organization or via an Internet service provider [ISP]).
Document Libraries NEW	Document Libraries provide a location on the Web for users to store their Office documents and work on them with others. Within each Document Library, users can create new Office documents, upload existing Office documents to their team space, associate templates with libraries, and filter on those documents using a rich, Web-based user interface.	<ul style="list-style-type: none">▪ From the Microsoft SharePoint Team Services Home Page, select the Documents link.▪ Either create a new document library or access one of the existing libraries.

Feature	Description	How to Access
Save/Open Dialog NEW	Saving to and opening Office documents from Document Libraries is made simple by enabling users to navigate to their Microsoft SharePoint team Web site from the File Open/File Save dialog boxes in Office. Office XP enhances the user experience by displaying document libraries via an HTML interface right in the File Open/File Save dialog boxes.	<ul style="list-style-type: none"> ▪ Open any Office document. ▪ Select Save As from the File menu. ▪ Type in the URL of the Microsoft SharePoint team Web site (or access it via My Network Places). ▪ Choose the document library you want to save to.
Lists NEW	The Microsoft SharePoint team Web site is made up of a set of lists, which are structured collections of information that the user can view and edit using the Web interface. Users can choose from a variety of list templates (such as announcements, team contacts, team events, surveys, etc.) or create a new list in Excel from scratch. Furthermore, users can easily edit, customize, subscribe, or export their lists to the appropriate Office application.	<ul style="list-style-type: none"> ▪ From the SharePoint Team Services Home Page, click Lists. ▪ Click any list and start adding information. ▪ Or click New List and choose from a variety of different lists.
Events NEW	Events give team members a central place for storing team events. Users can add information about the event and export the event directly into their Outlook calendar.	<ul style="list-style-type: none"> ▪ From the Microsoft SharePoint Team Services Home Page, click Add new event. ▪ Insert title, dates, description, and location. ▪ Click Save and Close. ▪ Return to the Home Page to view the announcement. ▪ Open the announcement and click Export to Outlook.
Team Contacts NEW	Team Contacts enable teams to share their contacts with one another, change the columns and views of those contacts, and export or import them to or from their Outlook Contacts folder.	<ul style="list-style-type: none"> ▪ From the Microsoft SharePoint Team Services Home Page, click Lists. ▪ Select the Contacts List. ▪ Create a New Item. ▪ Export the list of contacts into Excel or click an individual contact and export it to Outlook.

Feature	Description	How to Access
<p>Document Discussions</p> <p>NEW</p>	<p>Users can insert and reply to a discussion on an Office document or Web site. By default, discussions are not displayed within an Office document, but can be easily expanded for viewing purposes.</p>	<ul style="list-style-type: none"> ▪ Open up a document that you have saved to a document library. ▪ Click the Discuss button on the toolbar. ▪ On the Discussion toolbar (at the bottom), select Insert a Discussion.
<p>Editing in FrontPage</p> <p>NEW</p>	<p>Microsoft SharePoint Team Web pages can be edited directly in FrontPage®. Users can change the theme of the site, add FrontPage components, or add static HTML elements to customize their team site exactly the way they want it.</p>	<ul style="list-style-type: none"> ▪ Open your Microsoft SharePoint team Web site. ▪ Click Edit in the browser.

Connecting and Coordinating with others

Feature	Description	How to Access
<p>MSN Messenger Integration</p> <p>NEW</p>	<p>When an Outlook user opens an e-mail message (or views it via the Preview Pane) or a contact card, he or she can identify whether that person is online. Users can then immediately initiate an MSN Messenger session from within Outlook.</p>	<ul style="list-style-type: none"> ▪ In Outlook, select Tools>Options and go to the Other tab. ▪ Select “Enable Instant Messaging in Outlook.”
<p>Outlook Free/Busy Sharing</p> <p>NEW</p>	<p>Using Microsoft Outlook, users can share Free/Busy information with others over the Internet. This makes it easy to schedule meetings among Outlook users who do not share an Exchange server.</p>	<ul style="list-style-type: none"> ▪ Create a new appointment. ▪ Type in an smtp address (e.g. XYZ@msn.com and click send. ▪ Outlook will prompt if you want to establish free/busy sharing.
<p>Propose New Time</p> <p>NEW</p>	<p>When receiving a meeting request, users now have the option of proposing a new meeting time to the meeting organizer rather than just declining the request. Furthermore, users who have Exchange server will be able to see the free and busy times of each attendee before submitting the new meeting time.</p>	<ul style="list-style-type: none"> ▪ Open up a meeting request. ▪ Select the Propose New Meeting Time button.
<p>Group Schedules</p> <p>NEW</p>	<p>Users can save multiple group calendars within Outlook for quick and easy access to their team or conference room schedules. Within this single calendar interface, users can view the free and busy times of their group as well as easily send e-mail or set up an appointment with the entire group.</p>	<ul style="list-style-type: none"> ▪ Within the Calendar view, select the Schedules button. ▪ Select the New button to add a group.

Organizational Experience

Office XP offers a set of tools that can be used by individuals, teams, and organizations to increase overall organizational productivity. Below are some of the capabilities that enable organizations to experience greater productivity and a lower total cost of ownership (TCO). More specifically, Office XP offers organizations the tools to help build and edit powerful Web-based and collaborative solutions, and to lower costs associated with deploying, managing, and administering Office applications.

Integrated Office and Web-Based Solutions

As organizations continue to move their business solutions to the Web, they have a greater need to make their Office applications part of their overall Web solution. Organizations must be able to make the solutions they created in Office be an integral part of the Web so that their users (and third parties) can access and share information. Office XP provides a variety of tools that allow organizations to create and extend their solutions to the Web.

Feature	Description	How to Access
XML Support in Excel and Access NEW	Excel now supports Extensible Markup Language (XML). Users can load and save generic, well-formed, and spreadsheet XML directly into Excel. Furthermore users can query XML spreadsheets from the Web and thereby analyze important Web data. Access users can easily import or export XML schema and data documents into and out of Access. Users can automatically import the XML tables or access advanced options to customize the import. Similarly, when users export XML data, schema, and presentations, they can leave the defaults as they are, or they can select advanced options for greater control over the exported output.	<ul style="list-style-type: none">▪ Example: In Excel, choose Save As from the File menu.▪ From file-type drop-down menu, select XML Spreadsheet.
Smart Tag Extensibility NEW	In addition to the Smart Tags that will ship as part of Word and Excel, third parties can tie in to the Smart Tag technology to offer their own solutions for Office XP users. For example, an organization can create a Smart Tag that links the user directly to all the organization's customers, orders, prices, and more, when the user simply types in an order number into Excel.	<ul style="list-style-type: none">▪ Smart Tags can be customized via the Smart Tag SDK which will be available on Microsoft's Web site and as part of the Microsoft Office XP Developer edition.

Feature	Description	How to Access
<p>Office Web Components</p> <p>IMPROVED</p>	<p>A variety of improvements have been made to the Excel Web Components, such as support for loading native Excel files, support for named ranges, multiple worksheets, wrapped texts, and the ability to publish entire workbooks with interactivity to the Web. The Excel PivotTable[®] component offers conditional filtering on a range of expressions for filtering data. Finally, Office XP extends the object model for the components that allow developers to build custom solutions that deliver data to the browser.</p>	<ul style="list-style-type: none"> ▪ Within an Excel spreadsheet select Save as Web Page from the File menu. ▪ Check the “Add Interactivity” option and save. ▪ Open up the HTML page and manipulate the data.

Deployment, Management, and Administration

With every release of Office, a key consideration for organizations is how easy the product is to install, maintain, and support. With the new tools introduced in Office 2000, administrators could easily customize their Office applications at a very granular level and easily deploy them to the groups that needed them. Office XP makes some key improvements on those tools and offers a number of new tools that help administrators more easily deploy, manage, and administer Office.

Feature	Description	How to Access
Intelligent Setup NEW	When upgrading from a previous version of Office, Setup analyzes a user's current configuration and intelligently installs the same components.	
Custom Installation Wizard (CIW) IMPROVED	A variety of improvements have been made to the Custom Installation Wizard. These include the ability to remove files at the time of installation (e.g., outdated add-ins), set security levels for each application, and customize Outlook in a variety of new ways.	<ul style="list-style-type: none"> ▪ Install the CIW from the Office Resource Kit. ▪ Walk through the wizard to customize Office.
Custom Maintenance Wizard (CMW) NEW	This feature gives administrators the ability to maintain and configure Office XP after it has been installed. Among the options available to the administrator is the ability to add or remove files, programs, or components of an installation. Administrators also have the ability to change settings for a given install and to change Outlook configuration settings. The Custom Maintenance Wizard options mirror those of the Custom Installation Wizard.	<ul style="list-style-type: none"> ▪ Install the CMW from the Office Resource Kit. ▪ Walk through the wizard to customize Office after it has been installed.
Save My Settings Wizard NEW	With this wizard, users can save their settings directly to a file or up to the Web (using Microsoft Passport for authentication) where they can easily access them and apply them to another machine. Users no longer have to recreate their settings on a second machine (such as a machine at home) or a new machine. In addition, this feature saves time for administrators who can quickly move settings from machine to machine.	<ul style="list-style-type: none"> ▪ From the Start Menu, select Programs>Microsoft Office Tools> Save My Settings Wizard. ▪ Walk through the steps to save your settings.

Feature	Description	How to Access
Setup from HTTP NEW	Office XP can now be installed directly from a Web Server instead of just from a file share on the organization's network. This includes installation support from HTTP, HTTPS, and FTP.	<ul style="list-style-type: none"> ▪ Create an administration Image on your Web Server. ▪ Create a link to setup.exe on a Web page.
Policy Support IMPROVED	Policy support for new features includes improved respect for system policies. Office XP provides added policy support for a majority of the new Office XP areas of functionality (where appropriate). Administrators can now set policies that control the various Office security settings (such as being able to turn on/off VBA support) and Office Task Panes (such as turning it on/off or adding new links)	<ul style="list-style-type: none"> ▪ The policy templates are available as part of the Office Resource Kit.
File Format Compatibility	The file formats are backward-compatible with Office 2000 and Office 97 (with the exception of Access 97). Users of Office XP, Office 2000, and Office 97 can seamlessly share documents with one another.	
International Support IMPROVED	A variety of International improvements have been added to Office XP. These include independent setup for each language (which makes it easier to add or remove specific languages), a new Multi-Language Pack setup wizard, and automatic detection of Operating System language settings Furthermore, FrontPage will now be available in 26 languages (15 were available with FrontPage 2000), and includes support for bi-directional character sets and Unicode. This means that users can be in FrontPage and create content in whatever language they have installed on their system.	
Support for Windows Terminal Server IMPROVED	Office XP has made a variety of improvements on its interaction with Windows Terminal Server. For example, installation is made simple because administrators can simply run setup when installing Office XP rather than needing a custom transform. Furthermore, certain complex graphics such as menu fading and smooth scrolling are turned off automatically when a user is connected to a remote machine. This creates an improved application performance for the user.	

Organizations can take advantage of a variety of benefits associated with using Office XP and Exchange 2000 together. One of the key benefits of the Office XP tight integration with Exchange 2000 is that users can take advantage of the Exchange Web Storage System, which enables them to store and work with files located on their Exchange Server. Below are just some of the key product integration points between Office XP and Exchange 2000.

Feature	Description	How to Access
<p>Save/Open from Exchange</p> <p>NEW</p>	<p>Documents can be saved directly from Office applications into the Web Storage System using the File/Save As dialog box. Documents can also be easily retrieved from Exchange 2000 directly into Office using the File/Open dialog box. This enables Office users to use the security, replication, accessibility, powerful application, and workflow capabilities of Exchange as a store for Office documents. Office users can now store e-mail messages, tasks, documents, or spreadsheets in a single folder. They can access this folder from any client, including the Windows Explorer, Outlook, Outlook Express, or a Web browser.</p>	<ul style="list-style-type: none"> ▪ From any Office application select Save from the File menu. ▪ Browse to your Exchange 2000 server and save.
<p>Document Properties</p> <p>NEW</p>	<p>The Web Storage System allows custom properties such as document author, workflow recipient, or description to be stored with each item in the database. This provides powerful opportunities for rich viewing, indexing, searching, and organization of information. Any number of properties can be stored with each item, and the set of properties can be different for each item.</p> <p>This feature takes on new importance as Office documents are stored in the server. Office users can use the power of Outlook to view, sort, search, and manage shared and personal documents with the same tools they currently use for their e-mail, calendar, and contacts. Because Office documents and other document types such as MIME-encoded messages are stored in the Web Storage System, their properties are automatically made available to search, view, and index.</p>	

Feature	Description	How to Access
<p>Built-In Content Indexing and Search</p> <p>NEW</p>	<p>The Web Storage System includes built-in indexing for high-speed, accurate, full-text searches, enabling users to find content quickly and easily. Users of Outlook can search for documents in the Web Storage System as easily as they search for e-mail messages today, increasing their productivity.</p> <p>Users can use the same Outlook search interface they have become accustomed to, but the queries are significantly faster. Furthermore, users can find matches in documents both attached to e-mail messages and stand-alone, rather than only in messages. All content in the Web Storage System is indexed, including messages, stand-alone documents, contacts, tasks, calendar items, and collaboration data.</p>	
<p>Support for Web Distributed Authoring and Versioning (DAV)</p> <p>NEW</p>	<p>Web DAV is a new HTTP-based protocol that people can use to collaborate seamlessly on documents over the Web, regardless of their authoring tools. With Web DAV, users can perform basic remote file operations (for example, copy, move, and delete) across the Web. The support for Web DAV in Exchange 2000 enables Office documents to be stored directly into Exchange Server, facilitating working with and searching for important Office files.</p>	
<p>Integration With Microsoft FrontPage</p> <p>NEW</p>	<p>FrontPage can be used to edit and manage Web applications hosted on the Web Storage System. For example, Web-based custom forms can be created in FrontPage 2000 and hosted by the Web Storage System. Using the native dialog boxes in FrontPage, developers can open a Web page directly in the Web Storage System, edit it using the familiar FrontPage tools, and then run the application in a browser directly from the Web Storage System.</p>	

Integration with Microsoft SharePoint Portal Server (formerly known as Tahoe)

Organizations can take advantage of a variety of benefits associated with using Office XP and Microsoft SharePoint Portal Server (Microsoft's new document management server) together. These benefits allow users within the organization to share information with others more easily as well as search and manage documents more effectively. Because Tahoe is based on the same "engine" as Exchange 2000, Office users can take advantage of the Web Storage System. Below are just some of the key integration points between Office XP and Microsoft SharePoint Portal Server.

Feature	Description	How to Access
Digital Dashboard Support NEW	Users can easily create Digital Dashboards to access their important information from Office or the Web right from within Outlook version 2002.	
Document Discussions NEW	Users can insert and reply to a discussion on a document or Web site. By default, discussions are not displayed within a document, but can easily be expanded for viewing purposes.	
Document Subscriptions NEW	Office users can subscribe to documents and folders, and they can even search and categorize their subscriptions. Readers or authors can express interest in a particular document, folder, search, or category and be notified (via SMTP mail or through a central Web site) when there has been a change. Notifications can fire immediately or be batched within a particular interval.	
File Menu Additions NEW	The file menu in Office applications is enhanced to allow documents to be checked in, checked out, and submitted for publication without ever leaving Office. Microsoft SharePoint Portal Server document libraries are directly visible and navigable in the Office 2000 Open/Save dialog boxes.	

Feature	Description	How to Access
Property Promotion NEW	Microsoft SharePoint Portal Server synchronizes Office document properties set inside a document with those in the document profile. If a document contains an “author” property, that value is promoted to the document profile. If a document profile is edited, it is updated in the underlying document.	
Collaboration Toolbar NEW	Microsoft SharePoint Portal Server servers are valid Collaboration Servers within the Office 2000 collaboration toolbar.	
Document Versioning NEW	Edited Office documents are tracked so that previous versions can be retrieved. Versioning is used for two reasons—audit and recovery. Audit is used to find out who changed a document, when it was changed, and what was changed. Recovery is used when a user wants to revert to a previous version of a document.	
Document Profiling NEW	Document Profiling allows users to associate attributes with their Office documents, making them easier to find, organize, and act on. These profiles can be configured on a per-folder basis, and profile requirements can be set for each folder.	
Document Retrieval NEW	Once Office documents are placed into a Microsoft SharePoint Portal Server, they can be retrieved based on content, location, key words or phrases, document profile, and attribute information. All versions of a document can be retrieved. Furthermore, users who do not have access to a document or do not have access to a draft document do not see it returned in search results.	

Feature	Description	How to Access
Single Check-in/Check-out NEW	<p>Authors and editors can reserve their Office documents for editing. When checked out, the document cannot be updated. Office Document locking with check-in and check-out can be configured on a per-folder basis.</p>	
Drafts NEW	<p>Microsoft SharePoint Portal Server draft-support feature ensures that Office documents are not seen until they are ready to be seen. Office documents that are created as “drafts” can be shared by a set of authors, but are not visible to readers. When a document is ready to publish, it is made visible to users by an explicit “publish” operation.</p> <p>Once an Office document is published, readers can navigate to it via categories or find it by using the Search function in the portal. An updated version can be prepared without overwriting the published version until the update is ready to go.</p>	
Publishing Approval NEW	<p>Microsoft SharePoint Portal Server allows customers to establish a simple procedure for publishing their Office documents. “Approvers” can be set for a folder, determining who has permission to make documents available to readers. An author can submit a document for publication to an approver who examines the document to decide whether to publish or reject the document. Several different models for publishing are supported.</p>	