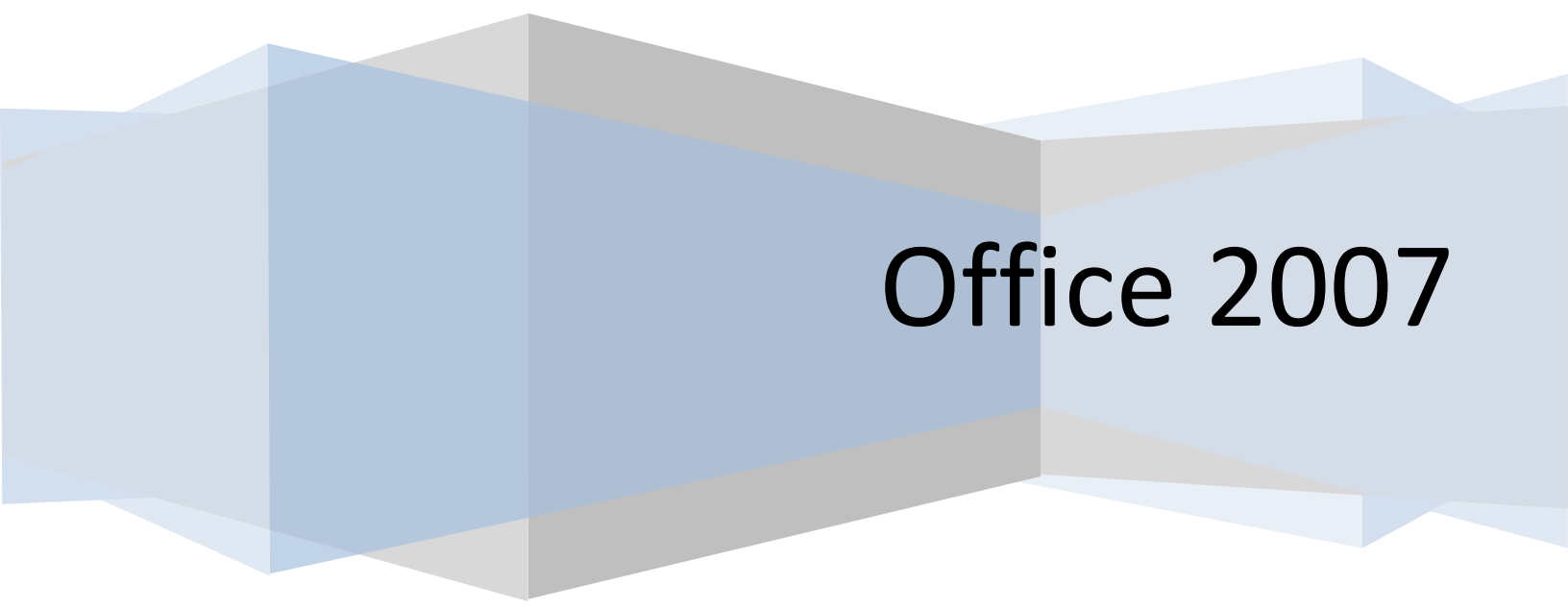


# What's New What's Changed



Office 2007

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## What's new in Microsoft Office Access 2007

Microsoft Office Access 2007 provides a powerful set of tools that allow you to quickly start tracking, reporting, and sharing information in a manageable environment. With its new, interactive design capabilities, prebuilt library of tracking application templates, and ability to work with data from many data sources, including Microsoft SQL Server, Office Access 2007 allows you to rapidly create attractive and functional tracking applications without requiring deep database knowledge. You can quickly create and adapt applications and reports to changing business needs, and with its new, enhanced deep integration with Microsoft Windows SharePoint Services 3.0, Office Access 2007 helps you share, manage, audit, and back up information.

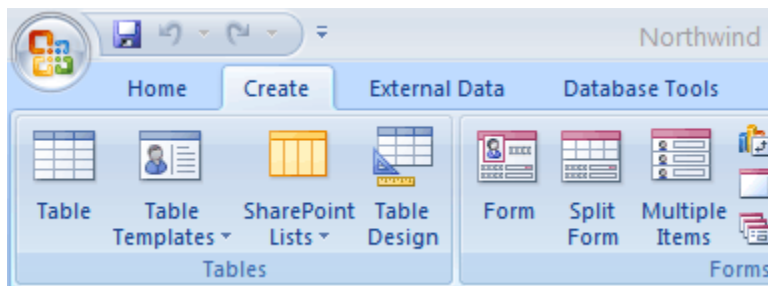
### Quickly get started tracking information

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Office Access 2007 enables you to get started quickly using the new user interface, templates, and new productivity features.

### New, improved user interface

Office Access 2007 employs a new user interface designed from the ground up to help make you more productive. You can work faster, learn faster, and find faster. The new interface uses a standard area called the ribbon that replaces the layers of menus and toolbars found in earlier releases of Access.



The ribbon enables you to locate groups of related commands faster. For example, if you need to create a new form or report, you will find it on the **Create** tab. The new design makes it easier to find the commands that you need, and you will discover features that you otherwise might not have noticed. This is because, with the tabs used in Office Access 2007, commands are placed closer to the surface, instead of nested deep in menus. You will do less digging and more remembering.

You will also get up and running faster, thanks to the new **Getting Started with Microsoft Office Access** page. This feature offers quick access to the new getting started experience, including access to a library of professionally designed database templates.

Major new interface elements in Office Access 2007 include:

**Getting Started with Microsoft Office Access** page — The new startup experience that is displayed when you start Access from the Start menu or a desktop shortcut.

The ribbon — The area at the top of the program window where you can choose commands.

Command tab — Commands are displayed and combined so that you can find commands you need when you need them.

Contextual command tab — A command tab that appears depending on your context — the object that you are working on or the task that you are performing. This tab contains the commands most likely to apply to what you are doing.

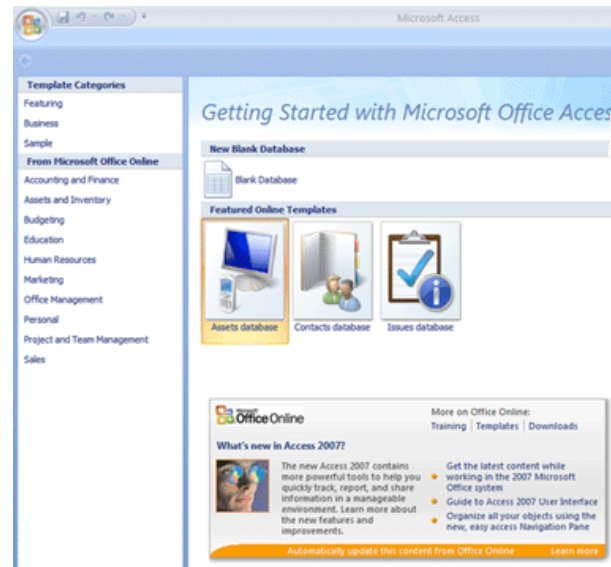
Gallery — A new control that displays a choice visually, so that you can see the results that you will get.

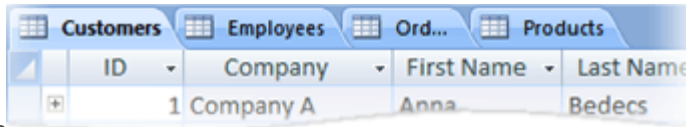
Galleries are employed throughout the 2007 Microsoft Office system interface. They let you choose a result without having to worry about how you get it.

Quick Access Toolbar — A single standard toolbar that appears in the ribbon offering instant, single-click access to the most needed commands, such as Save and Undo.

Navigation Pane — The area on the left side of the window that displays database objects. The Navigation Pane replaces the Database window from earlier versions of Access.

Tabbed documents — Your tables, queries, forms, reports, and macros are displayed as tabbed documents.





Status bar — The bar at the bottom of the window that displays status information and includes buttons that let you switch views.

Mini toolbar — A toolbar-like element that transparently appears above text that you have selected, so that you can easily apply formatting, such as bold or italic, or change the font.

## Great templates to get you started



Use the **Getting Started with Microsoft Office Access** page to quickly get started creating your database. You can create your own database or start with one of our professionally designed database templates.

Each template is a complete tracking application, with predefined tables, forms, reports, queries, macros, and relationships. The templates are designed to be immediately useful out-of-the-box so that you can get up and running quickly. If the template design meets your needs, you are ready to

go! If not, you can use the template to get a head start in creating the database that meets your specific need.

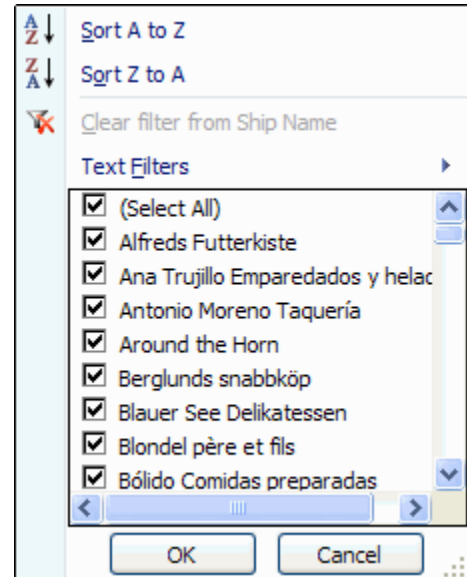
Office Access 2007 includes a collection of database templates in the box. You can also use the **Getting Started with Microsoft Office Access** page to connect to Microsoft Office Online and download the latest new or revised templates. The templates provided include:

Assets	Contacts	Events	Faculty
Issues	Marketing projects	Projects	Sales pipeline
Students	Tasks		

## Enhanced sorting and filtering

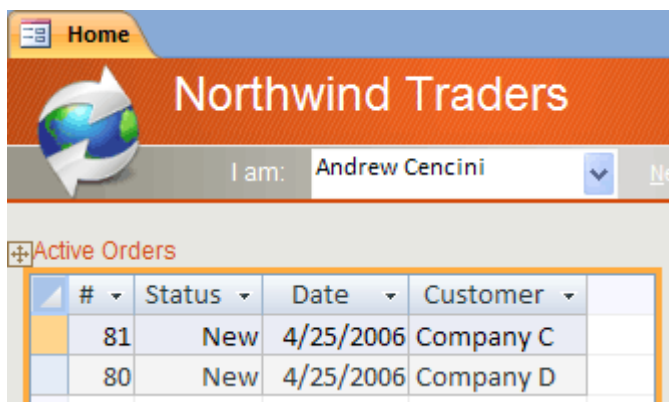
Need to quickly find a matching value or sort a column of data? The new Office Access 2007 AutoFilter feature augments already powerful filtering abilities to let you quickly focus on the data that you need. You can easily select among the unique values in a column, useful for when you can't recall the name that you need, or sort the values by using plain language context menu options, such as Sort Oldest to Newest or Sort Smallest to Largest.

You will find the most common filter options surfaced in menu commands, or you can use quick filters to limit information based on the data that you enter. Quick filter options automatically change based on the data type, so you will see sensible choices for text, date, and numeric information. These new filtering and sorting features are designed to provide you with a consistent experience whether you are using Office Access 2007 or Microsoft Office Excel 2007.



## Layout view

The new Layout view lets you make design changes while you browse. This capability lets you make many of the most common design changes while you view a live form or report.

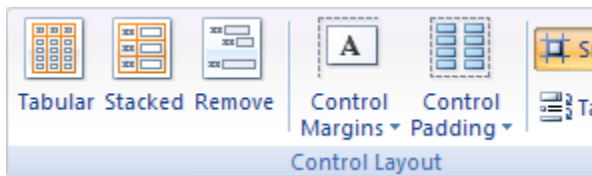


For example, you can add a field by dragging from the new **Field List** pane, or change properties by using the property sheet. Layout view supports the new stacked and tabular layouts — groups of controls that you can manipulate as one, so that you can easily rearrange fields, columns, rows, or whole layouts. You can also remove a

field or add formatting easily in Layout view. Design view still remains available for more detailed work, and has also been enhanced to support layouts.

## Stacked and tabular layouts

Forms and reports often contain tabular information, such as a column that contains customer names or a row that contains all of the fields for a customer. You can use Office Access 2007 to group these controls into a layout that can easily be manipulated as one unit, including the label.



Because you can select controls from different sections, such as the label in the section header or footer, you have considerable flexibility. You can easily:


Move or resize a layout. For example, move a column to the left or right.

Format a layout. For example, set a customer name column in bold so that it stands out.

Add a column (field) to a layout. Delete a column (field) from a layout.

Layouts are saved with your design, so they remain available.

### Sales Report



	Q2	Q1
	\$1,632.50	\$13,800.00
	\$7,327.50	\$680.00
	\$3,132.00	\$1,551.00
	\$3,520.00	\$1,049.00
	\$3,786.50	\$0.00
	\$3,625.25	\$0.00
	\$2,778.00	\$127.50
	\$620.00	\$1,930.00

## Automatic calendar for date picking

Fields and controls that employ the Date/Time data type automatically gain a new feature: support for a built-in interactive calendar for choosing a date. The calendar button automatically appears to the right of the date. Want to know the date for this coming Friday? Click the button and the calendar automatically appears to let you find and choose the date. You can optionally turn off the calendar for a field or a control by using a property.

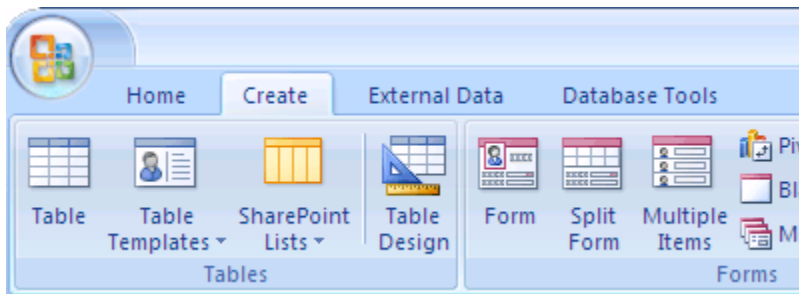
## Rich text in memo fields

With the new rich text support in Office Access 2007, you are no longer limited to plain text. You can format text with options, such as bold, italic, different fonts and colors, and other common formatting options, and store the text in your database. Rich formatted text is stored in a Memo field in an HTML-based format that is compatible with the rich

text data type in Windows SharePoint Services. You set the new **TextFormat** property to either **RichText** or **PlainText**, and the information is then properly formatted in text box controls and in Datasheet view.

## Enhanced quick create by using the Create tab

The **Create** tab on the ribbon is the new main starting point for adding new objects. Quickly create new forms, reports, tables, SharePoint lists, queries, macros, modules, and more. The creation process takes into account the active object, so if you have a table open, you can create a new form based on that table in just two mouse clicks. The new forms and reports are more visually appealing and immediately useful, because their design has been upgraded. For example, automatically generated forms and reports get professional looking designs with headers that include a logo, a title, and for reports, a date and time; not to mention informative footers and totals.



You will find that objects created by using the new quick create experience take you farther with less effort.

## Create tables quickly by using the improved Datasheet view

Creating tables is now easier — just click **Table** on the **Create** tab and start entering data in the improved Datasheet view. Office Access 2007 automatically determines the data type, so you are up and running in no time. With the new **Add New Field** column, it becomes obvious where you can easily add a field — and if you need to change the data type or display format, it is easy to do so by using the ribbon. You can even paste Excel tables into a new datasheet, and Office Access 2007 creates all of the fields and recognizes the data types automatically.

Orders Status			
	Status ID	Status Name	Add New Field
+	0	New	1
+	1	Invoiced	
+	2	Shipped	
+	3	Closed	

The Add New Field column

Need to add a customer ID field to your orders table? Just drag a field from the new **Field List** pane onto the datasheet to add a field from another table, and Access automatically creates any needed relationships or prompts you throughout the process.

## Total row in datasheets

New to Datasheet view is a Totals row where you can add a sum, count, average, maximum, minimum, standard deviation, or variance. You point and click to choose the one that you want.

ID	Purchase Price
1	\$550.27
3	\$981.63
4	\$427.04
5	\$655.98
* (New)	\$0.00
<b>Total</b>	<b>\$2,614.92</b>

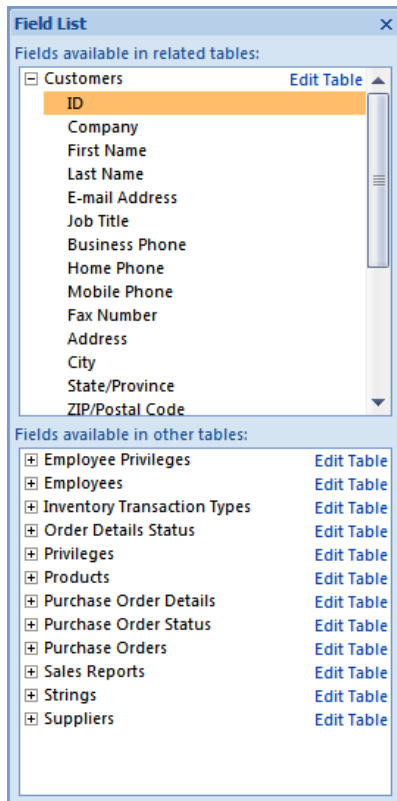
- None
- Sum
- Average
- Count
- Maximum
- Minimum
- Standard Deviation
- Variance

## Field templates for creating new fields

Spending a lot of time in field design? Check out the new Field Templates pane. A field template is a design for a field, complete with a name, data type, length, and prepopulated properties. You can drag the fields that you need on to the datasheet. Field templates are XSD based so that you can set up standard definitions for shared use in your department or workgroup.

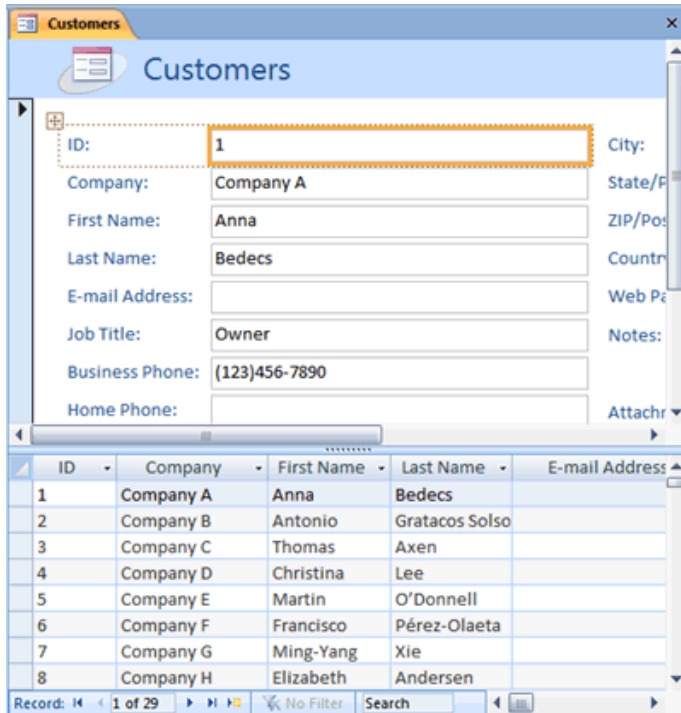
## Field list pane

The new **Field List** pane goes beyond the field picker found in earlier versions of Access by including fields from other tables. You can drag and drop fields from the table in your record source, related tables, or unrelated tables in the database. Office Access 2007 is smart about creating the infrastructure required, so if a relationship between tables is needed, it is automatically created, or you are prompted throughout the process.



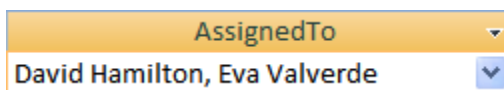
## Split forms

Use the new split form to create a form that combines a Datasheet view and a Form view. You can set a property to tell Access whether to place the datasheet on the top, bottom, left, or right.



## Multi-valued fields

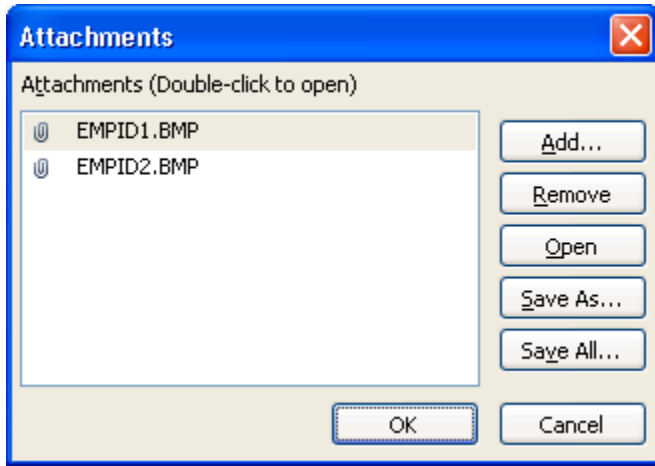
You can create a field that holds multiple values. Suppose you have a task to assign to one of your employees or contractors, but you decide that you need to assign it to more than one person. In most database management systems and in earlier versions of Access, you have to model a many-to-many relationship in order to do this correctly. In Office Access 2007, the hard part is done for you when you choose a multivalued field. Multivalued fields are especially appropriate when you use Office Access 2007 to work with a SharePoint list that contains one of the multivalued field types used in Windows SharePoint Services. Office Access 2007 is compatible with these data types.



## Attachment data type for storing pictures, graphics, Office files, or any type of file

The new Attachment data type lets you easily store all types of documents and binary files in your database without unnecessary database bloat. Attachments are automatically compressed when appropriate to maximize space usage. Do you need to attach a Microsoft Office Word 2007 document to a record? Want to save a series of digital

pictures in your database? Attachments make these tasks much easier. You can even have multiple attachments attached to a single record.



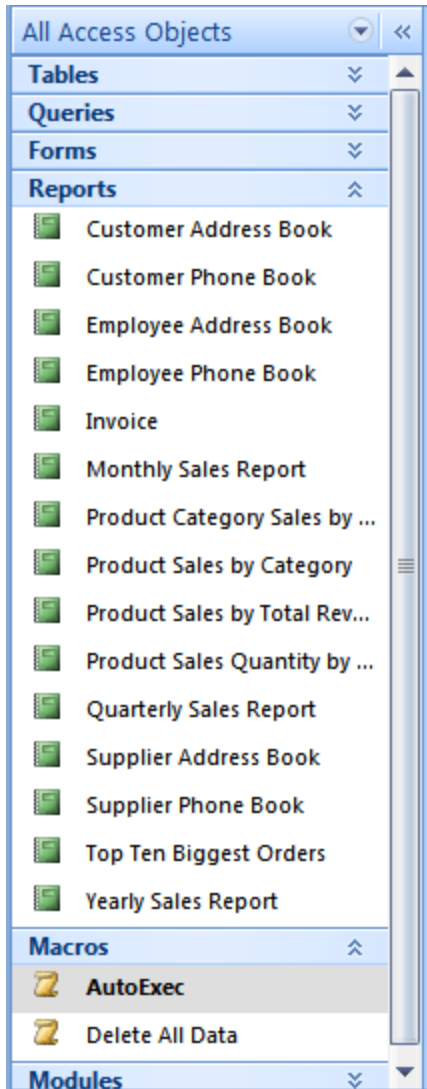
## Use an alternate background color

Datasheets, reports, and continuous forms support a new alternate background color that you can set independently of the regular background color. Shading every other line is easy and you can choose any color.

Order ID	Employee
30	Anne Hellung-Larsen
31	Jan Kotas
32	Mariya Sergienko
33	Michael Neipper
34	Anne Hellung-Larsen
35	Jan Kotas
36	Mariya Sergienko
37	Laura Giussani

## Navigation Pane

The new Navigation Pane provides easy access to all of your objects and replaces the Database window. Organize your objects by object type, date created, date modified, related table (based on object dependencies), or in custom groups that you create. Need more space to work on your form design? The Navigation Pane docks on the left and you can easily collapse it so that it takes up little space, but still remains available.



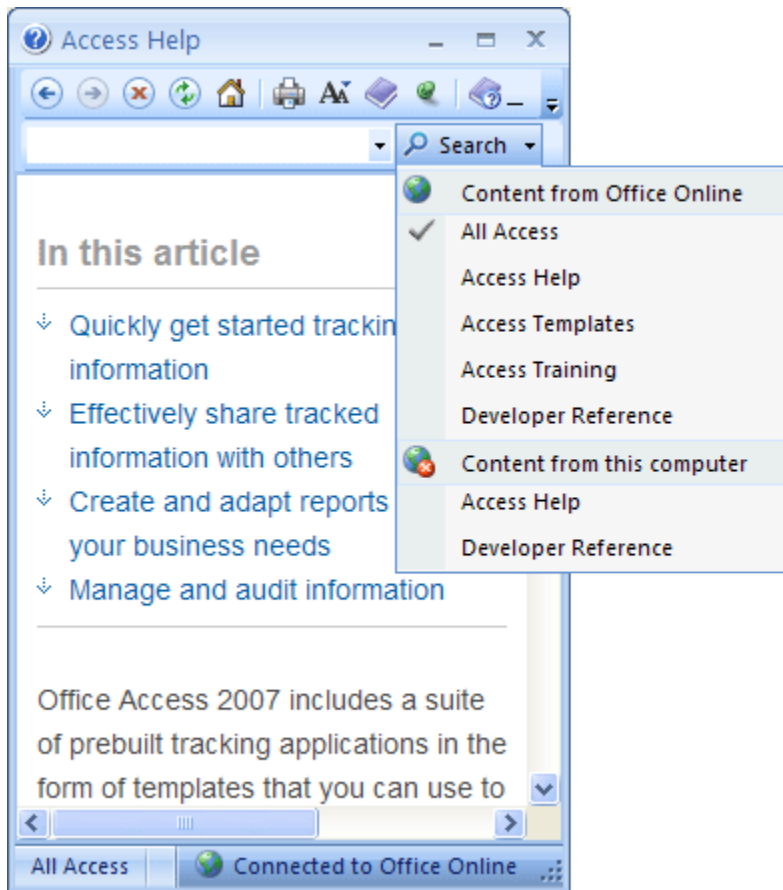
## Embedded macros

Use the new trusted, embedded macros to avoid having to write code. An embedded macro is stored in a property and is part of the object to which it belongs. You can modify the design of an embedded macro without having to worry about other controls that might use the macro — each embedded macro is independent. Embedded macros are trusted because they are automatically prevented from performing certain potentially unsafe operations.

On Lost Focus	
On Dbl Click	[Embedded Macro] ▼ ...
On Mouse Down	

## Improved Help viewer

Unlike previous versions of Access, Office Access 2007 offers easy access to both end-user help and developer help from the same Help viewer window. The new help experience has been redesigned in response to user feedback. You can easily scope your search to developer Help only, if you like, and all of the end user and developer content will be available on Office Online.



## Effectively share tracked information with others

[Collect and update data using Microsoft Office Outlook 2007](#)

[Move your database to a SharePoint site](#)

[Integration with Windows SharePoint Services workflow](#)

[Improved performance for tables linked to SharePoint lists](#)

[One-to-one mapping with Windows SharePoint Services data types](#)

[Take SharePoint lists offline with Access](#)

[Export to PDF and XPS](#)

[Improved import and export experience](#)

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You can use Office Access 2007 to gather and share information easily and securely. You can create collaborative database applications by using Access and Windows SharePoint Services. Information can be stored in lists on a SharePoint Web site and accessed through linked tables in an Access database, or you can store the entire Access file on the SharePoint site.

## **Collect and update data using Microsoft Office Outlook 2007**

Using the new Data Collection feature, Office Access 2007 can automatically create a Microsoft Office InfoPath 2007 or HTML form and embed it in the body of an e-mail message. You can then send it to recipients selected from your Outlook contacts, or from your Access database. You choose whether you want to collect new information or update existing information. Recipients then complete the form and return it. Office Outlook 2007 recognizes the incoming forms and lets you automatically save the data in your Office Access 2007 database — no retyping required.

## **Move your database to a SharePoint site**

You can easily change your standalone database to a Windows SharePoint Services shared solution that uses Access tables linked to SharePoint lists. The Move to SharePoint Site Wizard is smart, automatically migrating primary keys and relationships in ways that make sense.

The immediate benefits of a Windows SharePoint Services shared solution include shared browser-based access, centralized backup, SharePoint site based database deployment, and all of the benefits of using a rich, Access based client in a server based solution. IT departments gain a measure of predictability and control by sourcing database access on the SharePoint site. Users can subscribe to e-mail alerts when records are added, deleted, or changed in a SharePoint list.

## **Integration with Windows SharePoint Services workflow**

Office Access 2007 supports workflow by using the Windows Workflow Services found in Windows SharePoint Services. You can create solutions that employ workflow routing and approval, automatically assign tasks to other users, report on project status, and ensure that tasks are completed on time, for example.

## Improved performance for tables linked to SharePoint lists

Optimizations made to the internal processing of tables linked to SharePoint lists enable a faster, smoother experience.

## One-to-one mapping with Windows SharePoint Services data types

With new support for multivalued fields and attachments, Office Access 2007 now supports all of the data types found in Windows SharePoint Services, making the design and building of Windows SharePoint Services shared applications much simpler.

## Take SharePoint lists offline with Access

Need to take some work home with you? You can take your SharePoint lists offline with one click by using Office Access 2007. Work on your data in Access and then synchronize your changes, or reconnect with the SharePoint site at a later time.

## Export to PDF and XPS

Now you can export data to a PDF (Portable Document Format) or XPS (XML Paper Specification) format for printing, posting, and e-mail distribution, provided that you first install the Publish as PDF or XPS add-in. Exporting a form, report, or datasheet to a PDF or XPS file lets you capture information in an easily distributed form that retains all of your formatting characteristics, but doesn't require others to have Access installed on their computers to print or review your output. You can export to a PDF or XPS format file from Office Access 2007 only after you install the add-in.

**Portable Document Format (PDF)** PDF is a fixed-layout electronic file format that preserves document formatting and enables file sharing. The PDF format ensures that when the file is viewed online or printed, it retains exactly the format that you intended, and that data in the file cannot be easily copied or changed. The PDF format is also useful for documents that will be reproduced by using commercial printing methods.

**XML Paper Specification (XPS)** XPS is an electronic file format that preserves document formatting and enables file sharing. The XPS format ensures that when the file is viewed online or printed, it retains exactly the format that you intended, and that data in the file cannot be easily copied or changed.

## Improved import and export experience

New features in Office Access 2007 make it easier to import and export data. You can save an import or export operation and then reuse the saved operation the next time that you have to perform the same task. The Import Spreadsheet Wizard lets you override the data type chosen by Access, and you can import, export, and link to the new Office Excel 2007 file formats.

## Create and adapt reports to suit your business needs

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[Report view and Layout view](#)

[Group, sort, and total feature](#)

[Improved look of automatically created reports](#)

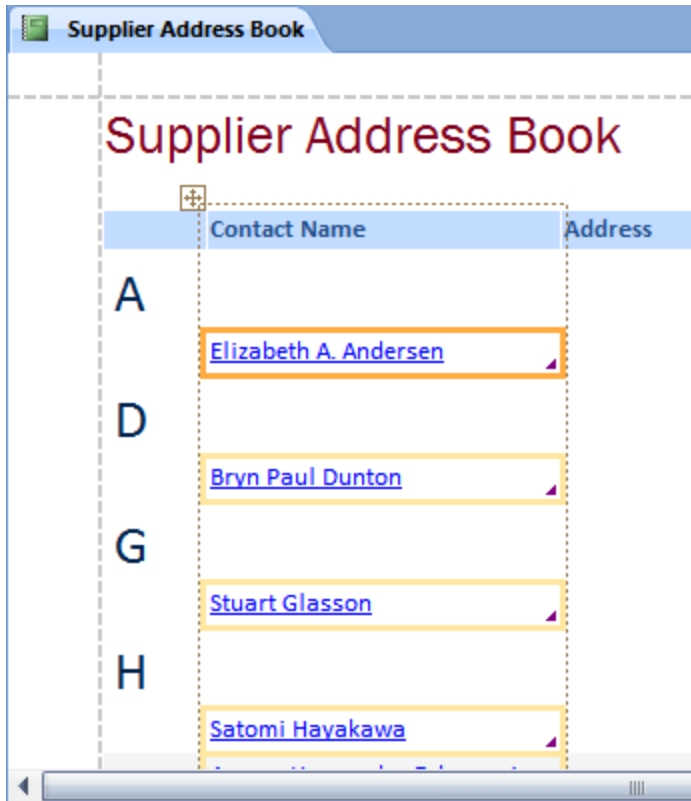
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You can make sense of complex information by interactively creating meaningful reports.

### Report view and Layout view

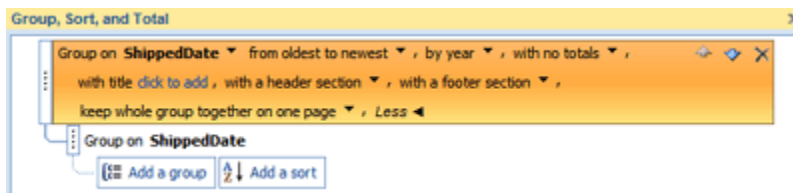
Two new views let you work with reports interactively. By using the new Report view, you can browse a rich, accurate rendering of your report without having to print or preview it. To focus on certain records, use the filter feature, or use a find operation to search for matching text. You can use the **Copy** command to grab text for copy and paste operations by using the Clipboard, or click the active hyperlinks displayed in your report to follow a link by using your browser.

Report view adds the ability to browse, but Layout view lets you make design changes while you browse. This capability lets you make many of the most common design changes while you view a live report. For example, add a field by dragging from the new **Field List** pane, or change properties by using the property sheet. Layout view supports the new stacked and tabular layouts — groups of controls that you can manipulate as one, so that you can easily rearrange fields, columns, rows, or whole layouts. You can also remove a field or add formatting easily in Layout view. Design view still remains available for more detailed work, and has also been enhanced to support layouts.

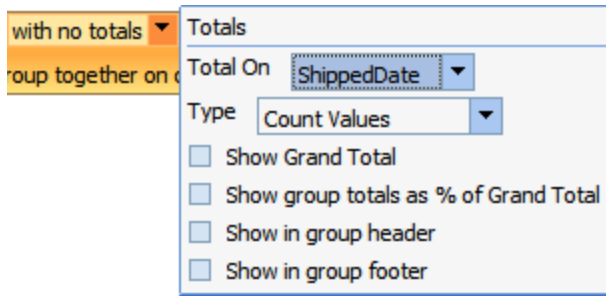


## Group, sort, and total feature

New to Office Access 2007 is a better and more accessible way to group and sort in reports and add totals. You will find the new user interface easier to navigate and understand, and when it is used with the new Layout view, you see the effect of your changes instantly.



Need to see total sales by region in a report? Use Layout view and the new **Group, Sort, and Total** pane to add a group level and request a total — and see the changes live in your report immediately! The new Totals drop-down makes adding a sum, average, count, maximum, or minimum to your report headers or footers easy. Simple totals no longer require manually creating a calculated field. Now you just point and click.



## Improved look of automatically created reports

The new Quick Create feature automatically generates reports with professional looking designs, with headers that include a logo, a title, a date and time, and informative footers and totals.

## Manage and audit information

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[Enhanced security](#)

[Revision tracking by using Windows SharePoint Services](#)

[Permission setting by using Windows SharePoint Services](#)

[Retrieve from the Recycle Bin by using Windows SharePoint Services](#)

[Open Access forms and reports from Windows SharePoint Services](#)

[Memo field history tracking](#)

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Enhanced Office Access 2007 security features and strong integration with Windows SharePoint Services enable you to more effectively manage and help secure your information tracking applications. By storing your tracking application data in lists on Windows SharePoint Services, you can audit revision history, recover deleted information, and set data access permissions.

## Enhanced security

In order to help make Office Access 2007 more secure and to maintain consistency with other 2007 Office release products, Office Access 2007 includes new and improved security features. Unified trust decisions are integrated with the Microsoft Office Trust Center. Trusted locations make it easy to trust all databases in secure folders. You can load an Office Access 2007 application with code or macros disabled to provide a more secure, "sandboxed" experience. Trusted macros are run in Sandbox mode.

## **Revision tracking by using Windows SharePoint Services**

You can view revision history at the record level with the help of Windows SharePoint Services. Need to know who changed a row or when it was changed? You can find out by viewing the revision history.

## **Permission setting by using Windows SharePoint Services**

Set access permissions to SharePoint lists with the help of Windows SharePoint Services. You can selectively allow or deny certain users access. You can assign limited reading permissions or full editing rights.

## **Retrieve from the Recycle Bin by using Windows SharePoint Services**

You can use the new Recycle Bin in Windows SharePoint Services 3.0 to easily view deleted records and recover information that was erroneously deleted.

## **Open Access forms and reports from Windows SharePoint Services**

Windows SharePoint Services users can open lists in rich Access views directly from a SharePoint site. Office Access 2007 forms, reports, and datasheets can appear listed alongside other views on a SharePoint site. When you choose an Access view, Office Access 2007 starts and opens the requested form, report, or datasheet. This makes it easy for you to run a rich Office Access 2007 report on a SharePoint site without having to first start Office Access 2007. You can also choose to open a list in Access, and if a database doesn't exist, it is created automatically and pre-populated with a set of forms and reports based on your list.

## **Memo field history tracking**

Memo fields are useful for storing large amounts of information. Starting with Office Access 2007, you can set a property that tells Access to retain a history of all changes to a Memo field. You can then view a history of those changes. This feature also supports the tracking feature in Windows SharePoint Services so that you can also use Access to view your SharePoint list content history.

## **Office Diagnostics**

Microsoft Office Diagnostics is a series of diagnostic tests that can help you to discover why your computer is crashing. The diagnostic tests can solve some problems directly and may identify ways that you can solve other problems. Microsoft Office Diagnostics replaces the following Microsoft Office 2003 features: Detect and Repair and Microsoft Office Application Recovery..

## Proofing Tools

The following are some new features of the spelling checker:

The spelling checker has been made more consistent across the 2007 Microsoft Office system programs.

Examples of this change include:

Several spelling checker options are now global. If you change one of these options in one Office program, that option is also changed for all the other Office programs.

In addition to sharing the same custom dictionaries, all programs can manage them using the same dialog box.

The 2007 Microsoft Office system spelling checker includes the post-reform French dictionary. In Microsoft Office 2003, this was an add-in that had to be separately installed.

An exclusion dictionary is automatically created for a language the first time that language is used. Exclusion dictionaries let you force the spelling checker flag words you want to avoid using. They are handy for avoiding words that are obscene or that don't match your style guide.

## What's new in Microsoft Office Excel 2007

In a new results-oriented user interface, Microsoft Office Excel 2007 provides powerful tools and features that you can use to analyze, share, and manage your data with ease.

### Results-oriented user interface

The new results-oriented user interface makes it easy for you to work in Microsoft Office Excel. Commands and features that were often buried in complex menus and toolbars are now easier to find on task-oriented tabs that contain logical groups of commands and features. Many dialog boxes are replaced with drop-down galleries that display the available options, and descriptive tooltips or sample previews are provided to help you choose the right option.

No matter what activity you are performing in the new user interface—whether it's formatting or analyzing data—Excel presents the tools that are most useful to successfully complete that task.

### More rows and columns, and other new limits

To enable you to explore massive amounts of data in worksheets, Office Excel 2007 supports up to 1 million rows and 16 thousand columns per worksheet. Specifically, the Office Excel 2007 grid is 1,048,576 rows by 16,384

columns, which provides you with 1,500% more rows and 6,300% more columns than you had available in Microsoft Office Excel 2003. For those of you who are curious, columns now end at XFD instead of IV.

Instead of 4 thousand types of formatting, you can now use an unlimited number in the same workbook, and the number of cell references per cell are increased from 8 thousand to limited by available memory.

To improve the performance of Excel, memory management has been increased from 1 GB of memory in Microsoft Office Excel 2003 to 2 GB in Office Excel 2007.

You will also experience faster calculations in large, formula-intensive worksheets because Office Excel 2007 supports dual-processors and multithreaded chipsets.

Office Excel 2007 also supports up to 16 million colors.

## Office themes and Excel styles

In Office Excel 2007, you can quickly format the data in your worksheet by applying a theme and by using a specific style. Themes can be shared across other 2007 Office release programs, such as Microsoft Office Word and Microsoft Office PowerPoint, while styles are designed to change the format of Excel-specific items, such as Excel tables, charts, PivotTables, shapes, or diagrams.

**Applying a theme** A theme is a predefined set of colors, fonts, lines, and fill effects that can be applied to your entire workbook or to specific items, such as charts or tables. They can help you create great-looking documents. Your company may be providing a corporate theme that you can use, or you can choose from the predefined themes that are available in Excel. It's also easy to create your own theme for a uniform, professional look that can be applied to all of your Excel workbooks and other 2007 Office release documents. When you create a theme, the color, font, and fill effects can be changed individually so that you can make changes to any or all of these options.

**Using styles** A style is a predefined theme-based format that you can apply to change the look of Excel tables, charts, PivotTables, shapes, or diagrams. If built-in predefined styles don't meet your needs, you can customize a style. For charts, you can choose from many predefined styles, but you cannot create your own chart styles.

As in Excel 2003, cell styles are used to format selected cells, but you can now quickly apply a predefined cell style. Most cell styles are not based on the theme that is applied to your workbook, and you can easily create your own.

## Rich conditional formatting

In 2007 Office release, you can use conditional formatting to visually annotate your data for both analytical and presentation purposes. To easily find exceptions and to spot important trends in your data, you can implement and manage multiple conditional formatting rules that apply rich visual formatting in the form of gradient colors, data bars, and icon sets to data that meets those rules. Conditional formats are also easy to apply—in just a few clicks, you can see relationships in your data that you can use for your analysis purposes.

## Easy formula writing

The following improvements make formula writing much easier in Office Excel 2007.

**Resizable formula bar** The formula bar automatically resizes to accommodate long, complex formulas, which prevents the formulas from covering other data in your worksheet. You can also write longer formulas with more levels of nesting than you could in earlier versions of Excel.

**Function AutoComplete** With Function AutoComplete, you can quickly write the proper formula syntax. From easily detecting the functions that you want to use to getting help completing the formula arguments, you will be able to get formulas right the first time and every time.

**Structured references** In addition to cell references, such as A1 and R1C1, Office Excel 2007 provides structured references that reference named ranges and tables in a formula.

**Easy access to named ranges** By using the Office Excel 2007 name manager, you can organize, update, and manage multiple named ranges in a central location, which helps anyone who needs to work on your worksheet interpret its formulas and data.

## New OLAP formulas and cube functions

When you work with multidimensional databases (such as SQL Server Analysis Services) in Office Excel 2007, you can use OLAP formulas to build complex, free form, OLAP data bound reports. New cube functions are used to extract OLAP data (sets and values) from Analysis Services and display it in a cell. OLAP formulas can be generated when you convert PivotTable formulas to cell formulas or when you use AutoComplete for cube function arguments when you type formulas.

## Improved sorting and filtering

In Office Excel 2007, you can quickly arrange your worksheet data to find the answers that you need by using enhanced filtering and sorting. For example, you can now sort data by color and by more than 3 (and up to 64) levels.

You can also filter data by color or by dates, display more than 1000 items in the AutoFilter drop-down list, select multiple items to filter, and filter data in PivotTables.

## Excel table enhancements

In Office Excel 2007, you can use the new user interface to quickly create, format, and expand an Excel table (known as an Excel list in Excel 2003) to organize the data on your worksheet so that it's much easier to work with. New or improved functionality for tables includes the following features.

**Table header rows** Table header rows can be turned on or off. When table headers are displayed, they stay visible with the data in the table columns by replacing the worksheet headers when you move around in a long table.

**Calculated columns** A calculated column uses a single formula that adjusts for each row. It automatically expands to include additional rows so that the formula is immediately extended to those rows. All that you have to do is enter a formula once—you don't need to use the Fill or Copy commands.

**Automatic AutoFiltering** AutoFilter is turned on by default in a table to enable powerful sorting and filtering of table data.

**Structured references** This type of reference allows you to use table column header names in formulas instead of cell references, such as A1 or R1C1.

**Total rows** In a total row, you can now use custom formulas and text entries.

**Table styles** You can apply a table style to quickly add designer-quality, professional formatting to tables. If an alternate-row style is enabled on a table, Excel will maintain the alternating style rule through actions that would have traditionally disrupted this layout, such as filtering, hiding rows, or manual rearranging of rows and columns.

## New look for charts

In Office Excel 2007, you can use new charting tools to easily create professional-looking charts that communicate information effectively. Based on the theme that is applied to your workbook, the new, up-to-date look for charts includes special effects, such as 3-D, transparency, and soft shadows.

The new user interface makes it easy to explore the available chart types so that you can create the right chart for your data. Numerous predefined chart styles and layouts are provided so that you can quickly apply a good-looking format and include the details that you want in your chart.

**Visual chart element pickers** Besides the quick layouts and quick formats, you can now use the new user interface to quickly change every element of the chart to best present your data. In a few clicks, you can add or remove titles, legends, data labels, trendlines, and other chart elements.

**A modern look with OfficeArt** Because charts in Office Excel 2007 are drawn with OfficeArt, almost anything you can do to an OfficeArt shape can also be done to a chart and its elements. For example, you can add a soft shadow or bevel effect to make an element stand out or use transparency to make elements visible that are partially obscured in a chart layout. You can also use realistic 3-D effects.

**Clear lines and fonts** Lines in charts appear less jagged, and ClearType fonts are used for text to improve readability.

**More colors than ever** You can easily choose from the predefined theme colors and vary their color intensity. For more control, you can also add your own colors by choosing from 16 million colors in the Colors dialog.

**Chart templates** Saving your favorite charts as a chart template is much easier in the new user interface.

## Shared charting

**Using Excel charts in other programs** In 2007 Office release, charting is shared between Excel, Word, and PowerPoint. Rather than using the charting features that are provided by Microsoft Graph, Word and PowerPoint now incorporate the powerful charting features of Excel. Because an Excel worksheet is used as the chart data sheet for Word and PowerPoint charts, shared charting provides the rich functionality of Excel, including the use of formulas, filtering, sorting, and the ability to link a chart to external data sources, such as Microsoft SQL Server and Analysis Services (OLAP), for up-to-date information in your chart. The Excel worksheet that contains the data of your chart can be stored in your Word document or PowerPoint presentation, or in a separate file to reduce the size of your documents.

**Copying charts to other programs** Charts can be easily copied and pasted between documents or from one program to another. When you copy a chart from Excel to Word or PowerPoint, it automatically changes to match the Word document or PowerPoint presentation, but you can also retain the Excel chart format. The Excel worksheet data can be embedded in the Word document or PowerPoint presentation, but you can also leave it in the Excel source file.

**Animating charts in PowerPoint** In PowerPoint, you can more easily use animation to emphasize data in an Excel-based chart. You can animate the entire chart or the legend entry and axis labels. In a column chart, you can even

animate individual columns to better illustrate a specific point. Animation features are easier to find and you have a lot more control. For example, you can make changes to individual animation steps, and use more animation effects.

## Easy-to-use PivotTables

In Office Excel 2007, PivotTables are much easier to use than in earlier versions of Excel. By using the new PivotTable user interface, the information that you want to view about your data is just a few clicks away—you no longer have to drag data to drop zones that aren't always an easy target. Instead, you can simply select the fields that you want to see in a new PivotTable field list.

And after you create a PivotTable, you can take advantage of many other new or improved features to summarize, analyze, and format your PivotTable data.

**Using Undo in PivotTables** You can now undo most actions that you take to create or rearrange a PivotTable.

**Plus and minus drill-down indicators** These indicators are used to indicate whether you can expand or collapse parts of the PivotTable to see more or less information.

**Sorting and filtering** Sorting is now as simple as selecting an item in the column that you want to sort and using sort buttons. You can filter data by using PivotTable filters, such as Greater than, Equals, or Contains.

**Conditional formatting** You can apply conditional formatting to an Office Excel 2007 Pivot Table by cell or by intersection of cells.

**PivotTable style and layout** Just like you can for Excel tables and charts, you can quickly apply a predefined or custom style to a PivotTable. And changing the layout of a PivotTable is also much easier to do in the new user interface.

**PivotCharts** Like PivotTables, PivotCharts are much easier to create in the new user interface. All of the filtering improvements are also available for PivotCharts. When you create a PivotChart, specific PivotChart tools and context menus are available so that you can analyze the data in the chart. You can also change the layout, style, and format of the chart or its elements the same way that you can for a regular chart. In Office Excel 2007, the chart formatting that you apply is preserved when you make changes to the PivotChart, which is an improvement over the way it worked in earlier versions of Excel.

## Quick connections to external data

In Office Excel 2007, you no longer need to know the server or database names of corporate data sources. Instead, you can use Quicklaunch to select from a list of data sources that your administrator or workgroup expert has made available for you. A connection manager in Excel allows you to view all connections in a workbook and makes it easier to reuse a connection or to substitute a connection with another one.

## New file formats

**XML-based file format** In 2007 Microsoft Office system, Microsoft is introducing new file formats for Word, Excel, and PowerPoint, known as the Office Open XML formats. These new file formats facilitate integration with external data sources, and also offer reduced file sizes and improved data recovery. In Office Excel 2007, the default format for an Excel workbook is the Office Excel 2007 XML-based file format (.xlsx). Other available XML-based formats are the Office Excel 2007 XML-based and macro-enabled file format (.xlsm), the Office Excel 2007 file format for an Excel template (.xltx), and the Office Excel 2007 macro-enabled file format for an Excel template (.xltxm).

**Office Excel 2007 binary file format** In addition to the new XML-based file formats, Office Excel 2007 also introduces a binary version of the segmented compressed file format for large or complex workbooks. This file format, the Office Excel 2007 Binary (or BIFF12) file format (.xls), can be used for optimal performance and backward compatibility.

**Compatibility with earlier versions of Excel** You can check an Office Excel 2007 workbook to see if it contains features or formatting that are not compatible with an earlier version of Excel so that you can make the necessary changes for better backward compatibility. In earlier versions of Excel, you can install updates and converters that help you open an Office Excel 2007 workbook so that you can edit it, save it, and open it again in Office Excel 2007 without losing any Office Excel 2007-specific functionality or features.

## Better printing experience

**Page Layout View** In addition to the **Normal** view and **Page Break Preview** view, Office Excel 2007 provides a **Page Layout** View. You can use this view to create a worksheet while keeping an eye on how it will look in printed format. In this view, you can work with page headers, footers, and margin settings right in the worksheet, and place objects, such as charts or shapes, exactly where you want them. You also have easy access to all page setup options on the **Page Layout** tab in the new user interface so that you can quickly specify options, such as page orientation. It's easy to see what will be printed on every page, which will help you avoid multiple printing attempts and truncated data in printouts.

**Saving to PDF and XPS format** You can save as a PDF or XPS file from a 2007 Microsoft Office system program only after you install an add-in.

## New ways to share your work

**Using Excel Services to share your work** If you have access to Excel Services, you can use it to share your Office Excel 2007 worksheet data with other people, such as executives and other stakeholders in your organization. In Office Excel 2007, you can save a workbook to Excel Services and specify the worksheet data that you want other people to see. In a **browser**, they can then use Microsoft Office Excel Web Access to view, analyze, print, and extract this worksheet data. They can also create a static snapshot of the data at regular intervals or on demand. Office Excel Web Access makes it easy to perform activities, such as scrolling, filtering, sorting, viewing charts, and using drill-down in PivotTables. You can also connect the Excel Web Access Web Part to other Web Parts to display data in alternative ways. And with the right permissions, Excel Web Access users can open a workbook in Office Excel 2007 so that they can use the full power of Excel to analyze and work with the data on their own computers if they have Excel installed.

Using this method to share your work ensures that other people have access to one version of the data in one location, which you can keep current with the latest details. If you need other people, such as team members, to supply you with comments and updated information, you may want to share a workbook the same way that you did in earlier versions of Excel to collect the information you need before you save it to Excel Services.

**Using Document Management Server** Excel Services can be integrated with Document Management Server to create a validation process around new Excel reports and workbook calculation workflow actions, such as a cell-based notification or a workflow process based on a complex Excel calculation. You can also use Document Management Server to schedule nightly recalculation of a complex workbook model.

## What's new in Microsoft Office PowerPoint 2007

To help you produce professional-looking presentations, Microsoft Office PowerPoint 2007 provides a comprehensive set of features that you can use to create and format your information. You can create and add designer-quality SmartArt graphics with only a few clicks of your mouse.

## Create and deliver dynamic presentations

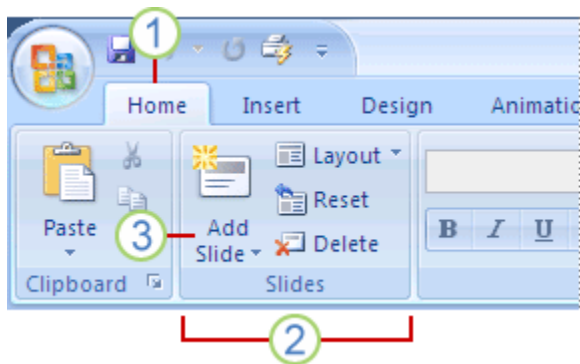
Office PowerPoint 2007 has a new, intuitive user interface called the Ribbon that helps you create better presentations much more quickly than you could in earlier versions of PowerPoint. Office PowerPoint 2007 offers new and improved effects, **themes**, and enhanced formatting options that you can use to create great-looking, dynamic presentations in a fraction of the time that you used to spend. You can:

Find features and commands in intuitively categorized tabs and related groups.

Save time and create better presentations when you select easily accessible formatting options from galleries of predefined **Quick Styles**, layouts, table formats, effects, and more.

Take advantage of the live preview feature to review your formatting choices before you apply them.

The following illustration shows an example of the Ribbon.



- 1 Tabs are designed to be task-oriented.
- 2 Groups within each tab break a task into subtasks.
- 3 Command buttons in each group carry out a command or display a menu of commands.

## Themes and Quick Styles

Office PowerPoint 2007 comes with new **themes**, **layouts**, and **Quick Styles** that offer you a wide range of options when you are formatting your presentations. In the past, formatting a presentation took more time because you had to choose the color and style options individually for your tables, charts, and graphics and make sure that they matched one another. Themes simplify the process of creating professional presentations. Just select the theme that you want, and PowerPoint 2007 does the rest. With one click, the background, text, graphics, charts, and tables all change to reflect the theme that you select, ensuring that all elements in your presentation complement one another. And best

of all, you can apply the same theme to a Microsoft Office Word 2007 document or Microsoft Office Excel 2007 worksheet that you apply to your presentation.

After you apply a theme to your presentation, the Quick Style galleries change to adapt to that particular theme. As a result, any new SmartArt graphics, tables, charts, WordArt, or text that you insert into the presentation automatically match your existing theme. With consistent **theme colors**, all of your materials can look consistent and professional.

## Custom slide layouts

With Office PowerPoint 2007, you are no longer confined to prepackaged layouts. You can now create your own custom layouts that can contain as many **placeholders** as you want; elements such as charts, tables, movies, pictures, **SmartArt graphics**, and clip art; and even multiple **slide master** sets with custom layouts for different slide topics. You can also now save the layouts that you customize and create for future use.

For more information about standard and custom slide layouts, see the article [Overview of layouts](#).

## Designer-quality SmartArt graphics

In the past, you may have had to hire a professional designer to create designer-quality diagrams and charts. The diagrams that you received from the designer, however, were saved as images that you could not edit. Now, with SmartArt graphics, you can create editable illustrations of your information in an Office PowerPoint 2007 presentation simply and without the aid of a professional designer. You can add stunning visual effects to your SmartArt graphics, shapes, WordArt, and charts, including three-dimensional (3-D) effects, shading, reflections, glows, and more.

For more information about the SmartArt graphics, see the article [Create a SmartArt graphic](#).

## New and improved effects

You can add effects like shadow, reflection, glow, soft edges, warp, bevel, and 3-D rotation to shapes, SmartArt graphics, tables, text, and WordArt in your Office PowerPoint 2007 presentations. You no longer have to hire a designer to create these effects for you. Instead, you can use professional, easy-to-modify effects yourself directly in PowerPoint.

## New text options

You can create professional-looking presentations with a wide range of text formatting features, including text wrapping within a shape, text in columns or running vertically down a slide, and paragraph-level rulers. You can also now select discontinuous text.

New character styles provide you with more text choices. In addition to all of the standard styles of previous versions of PowerPoint, in Office PowerPoint 2007 you can choose all caps or small caps, strikethrough or double strikethrough, and double or color underline. You can add fills, lines, shadows, glow, **kerning**, and 3-D effects to your text.

By using **themes**, you can change how your presentation looks with a click of the mouse. You can modify **theme fonts**, **theme colors**, and **theme effects** by choosing a different option.

## Table and chart enhancements

In Office PowerPoint 2007, tables and charts have been redesigned to be much easier to edit and work with. The Ribbon offers many easy-to-find options for editing your tables and charts. The **Quick Styles** galleries present all of the effects and formatting options that you need to create professional-looking tables and charts. You can cut and paste data, charts, and tables from Microsoft Office Excel 2007 more smoothly than before. With **themes**, your presentations can now have the same look as your worksheets.

## Proofing Tools

The following are some new features of the spelling checker:

The spelling checker has been made more consistent across the 2007 Microsoft Office system programs.

Examples of this change include the following:

Several spelling checker options are now global. If you change one of these options in one Office program, that option is also changed for all the other Office programs. For more information, see the article [Choose how spelling and grammar checking work](#).

In addition to sharing the same custom dictionaries, all programs can manage them by using the same dialog box. For more information, see the article [Use custom dictionaries to add words to the spelling checker](#).

The 2007 Microsoft Office system spelling checker includes the post-reform French dictionary. In Microsoft Office 2003, this was an add-in that had to be separately installed. For more information, see the article [Choose how spelling and grammar checking work](#).

An exclusion dictionary is automatically created for a language the first time that language is used. Exclusion dictionaries let you force the spelling checker to flag words you want to avoid using. They are handy for avoiding words that are obscene or that don't match your style guide. For more information, see the article [Use exclusion dictionaries to specify a preferred spelling for a word](#).

The spelling checker can find and flag some contextual spelling errors. Have you ever typed a mistake similar to the following? **I will see you their.** In Office PowerPoint 2007, you can enable the **Use contextual spelling** option to get help with finding and fixing this type of mistake. This option is available when you check the spelling of documents in English, German, or Spanish. For more information, see the article [Choose how spelling and grammar checking work.](#)

## Presenter view

By using two monitors, you can run your Office PowerPoint 2007 presentation from one monitor (at a podium, for example) while your audience views it on the second monitor. Presenter view offers the following tools to make it easier for you to present information:

You can use thumbnails to select slides out of sequence and create a customized presentation for your audience.

Preview text shows you what your next click will add to the screen, such as a new slide or the next bullet in a list.

Speaker's notes are shown in large, clear type so that you can use them as a script for your presentation.

You can black out the screen during your presentation and then resume where you left off. For example, you might not want to display the slide content during a break or a question and answer period.

For more information about Presenter view, see the article [Deliver a presentation on two monitors by using Presenter view.](#)

## Share information effectively

In previous releases of PowerPoint, large file sizes made it difficult to share content or send presentations through e-mail, and you could not reliably share presentations with people who were using different operating systems.

Now, whether you need to share presentations, create approval and review workflows, or collaborate with people online who do not use Office PowerPoint 2007, there are many new ways to share and collaborate with others.

## Slide Libraries

In Office PowerPoint 2007, you can share and reuse slide content by storing individual slide files in a centrally located Slide Library on a server running Microsoft Office SharePoint Server 2007. You can publish slides from PowerPoint 2007 to a Slide Library, and you can add slides to your PowerPoint presentation from a Slide Library. By storing content in a Slide Library, you reduce the need to re-create content because you can easily repurpose existing content.

When you use Slide Libraries, you can ensure that your content is up-to-date by linking slides in your presentation to slides that are stored on the server. If the server version changes, you will be prompted to update your slides.

For more information about using PowerPoint with Slide Libraries, see the article [Share and reuse PowerPoint 2007 slide content](#).

## PowerPoint XML file formats

PowerPoint XML file formats are compressed, thus yielding substantially smaller file sizes and reducing the storage and bandwidth requirements. In Office XML file formats, segmented data storage helps you recover corrupted documents, because corruption of one part of a document does not prohibit the remainder of the document from being opened.

For more information about the new Office XML file formats, see the article [Introduction to new file name extensions and Office XML formats](#).

## Save as PDF or XPS

Office PowerPoint 2007 supports exporting your file to the following formats:

**Portable Document Format (PDF)** PDF is a fixed-layout electronic file format that preserves document formatting and enables file sharing. The PDF format ensures that when the file is viewed online or printed, it retains exactly the format that you intended, and that data in the file cannot be easily changed. The PDF format is also useful for documents that will be reproduced by using commercial printing methods.

**XML Paper Specification (XPS)** XPS is an electronic file format that preserves document formatting and enables file sharing. The XPS format ensures that when the file is viewed online or printed, it retains exactly the format that you intended, and that data in the file cannot be easily changed.

For more information, see one of the following articles:

[Save a file in PDF format](#)

[Save a file in XPS format](#)

## Protect and manage information

When sharing your presentation with others, you want to be confident that it cannot be accessed by people who should not see it. You also want to make sure that your presentation does not include unintentional content, private information, or editing marks that call out words that the recipient's dictionary does not recognize. Furthermore, you

might want to restrict access to the content within your presentation so that potentially sensitive information is not publicly distributed.

Office PowerPoint 2007 offers many ways to help you protect and manage your information.

## Secure your presentations

With a number of new security features in Office PowerPoint 2007, you can help ensure that your presentation is safely managed after it leaves your hands by hiding the author's name, making sure that all comments have been deleted, and restricting who can make changes to it.

## Prevent changes to a final version of a document

Before you share a final version of your presentation with other people, you can use the **Mark As Final** command to make the presentation read-only and communicate to other people that you are sharing a final version of the presentation. When a presentation is marked as final, editing commands, proofing marks, and typing are disabled, and people who view the document cannot inadvertently change the document. The **Mark As Final** command is not a security feature. Anyone can edit a document that is marked as final by turning off **Mark As Final**.

## Find and remove hidden metadata and personal information in documents

Before you share your presentation with other people, you can use the Document Inspector to check the presentation for hidden metadata, personal information, and content that may be stored in the presentation. The Document Inspector can find and remove information like comments, ink annotations, document properties, document management server information, invisible objects, off-slide content, presentation notes, and custom XML data. The Document Inspector can help you ensure that the presentations you share with other people do not contain any hidden personal information or any hidden content that your organization might not want distributed. Additionally, your organization can customize the Document Inspector to add checks for additional types of hidden content.

For more information about the Document Inspector, see the article [Remove hidden data and personal information from Office documents](#).

## Add a digital signature to your presentation

You can help provide assurance as to the authenticity, integrity, and origin of your presentation by adding an invisible digital signature to the presentation. Digital signatures provide a record of exactly what was signed, and they allow a signature to be verified in the future.

## Information Rights Management

You may need to control who can access company information, especially if you are creating presentations that contain highly confidential information. By using the 2007 Office release with Microsoft Windows Rights Management Services for Windows Server 2003, you can assign permissions that prevent others from copying, printing, or editing your presentation.

For more information about Information Rights Management, see the article [Restrict permission to confidential information in Office files](#).

## Manage document properties in the Document Information Panel

The Document Information Panel makes it easy to view and edit document properties while you work on your Office PowerPoint 2007 presentations. The Document Information Panel is displayed at the top of your document in Office PowerPoint 2007. You can use the Document Information Panel to view and edit both standard Microsoft Office document properties and properties for files that are saved to a document management server. If you use the Document Information Panel to edit the document properties for a server document, the updated properties will be saved directly to the server.

## Office Diagnostics

Microsoft Office Diagnostics is a series of diagnostic tests that can help you to discover why your computer is crashing. The diagnostic tests can solve some problems directly and may identify ways that you can solve other problems. Microsoft Office Diagnostics replaces the following Microsoft Office 2003 features: Detect and Repair and Microsoft Office Application Recovery.

For more information, see the article [Diagnose and repair crashing Office programs by using Office Diagnostics](#).

## Program Recovery

Office PowerPoint 2007 has improved capabilities to help you to avoid losing work when the program closes abnormally. Whenever possible, Office PowerPoint 2007 tries to recover some aspects of the state of the program after it restarts.

For example, say you are working on several files at the same time. Each file is open in a different window with specific data visible in each window. Office PowerPoint 2007 crashes. When you restart Office PowerPoint 2007, it opens the files and restores the windows to the way they were before Office PowerPoint 2007 crashed.

For more information, see the article [Avoid losing work when an Office program closes abnormally](#).

## What's new in Microsoft Office OneNote 2007

### Enhanced notebook management

**Multiple notebooks** Keep all your notes and research in one notebook, or create several notebooks to organize information by subject or location. For example, you can keep a separate notebook for your work notes and one for your personal notes. Create additional notebooks whenever you want, for projects, for school, even for seasonal events.

**Multiple computer support** Access your OneNote notebooks from any computer, whether you are at home, at work, at school, or on the go. Just place the notebook file in a network location that each computer can access, and then open the notebook from its shared location.

**Fast search** The search capabilities in OneNote are more powerful than ever. Use a familiar search interface to find anything in your notes in mere seconds, even across multiple sections, section groups, and notebooks.

**Easier notebook navigation** Quickly display all of your notebooks, pages, sections, and folders for easy access, and then hide them again to save space on your screen. Use your mouse to drag pages, sections, and notebooks and organize them in any way you like.

### Improved note-taking capabilities

**Send Web pages to OneNote** Gathering research on the Web is easier than ever. Send content on Web pages directly from Windows Internet Explorer to OneNote, where you can easily annotate, search, reuse, and share the information.

**Hyperlinked notes** Create your own Table of Contents for any notebook section by creating hyperlinks that take you to other pages in your notebook. Just right-click anywhere in your notes, and create a hyperlink to that paragraph to easily cross-reference information across multiple sections or even notebooks.

**File attachments** You can insert files right onto your notes pages and keep information for projects together in one place. Imported files can be annotated in OneNote and are stored as attachments in your notebooks.

**Tables**Create and format tables in OneNote to organize and arrange information in the same ways that you have come to rely on in other Microsoft Office programs. You can add and remove rows, columns, and cells with speed and ease.

**Drawing tools**When typed or handwritten notes don't convey an idea that you are trying to capture, use the new drawing tools in OneNote to sketch out what you are trying to visualize. Easily draw, rotate, and duplicate lines and shapes right on the page.

**Calculator**Perform simple calculations ("napkin math") while you take notes without leaving the page.

**Text recognition in pictures**OneNote can recognize text contained in images that you inserted in your notes. When you search your notebook for names of people and places, OneNote displays images that contain the text (for example, a scanned business card) in the search results list.

## New ways to share your notes

**Shared notebooks**Literally keep your team on the same page and easily work together on the same notes by creating notebooks in a shared network location. Use shared notebooks for active collaboration with other people, or as an up-to-date information repository that everyone can contribute to.

**Automatic notebook synchronization**OneNote automatically synchronizes and merges changes that different authors made to pages by using a shared notebook — even when a network connection is temporarily interrupted. This lets you focus on your ideas instead of complicated networking tasks.

**Save notes in a variety of formats**You can share all your notes, even with people who don't have OneNote. You can e-mail notes pages or publish entire notebooks to a Web site.

## Better integration with Office programs

**Improved Microsoft Office Outlook support**Associate your OneNote pages with Microsoft Office Outlook to better manage your meetings and contacts.

**Send e-mail to OneNote**Easily export your Outlook e-mail messages to OneNote, and keep important information all in one place.

**Outlook task integration**Flag important notes in OneNote and then synchronize them with Outlook Tasks and reminders to help you stay on top of important work items.

**Office document support** When you don't want to link to information that is stored elsewhere, you can easily insert Microsoft Office documents, workbooks, and presentations in your notes and annotate their content. Inserted files are automatically stored as attachments in OneNote.

## Improved handwriting and Tablet PC support

**Lasso selection** Use the **Lasso** selection mode in OneNote with your Tablet PC pen to quickly and accurately select ink strokes for easier formatting or conversion to text.

## What's new in Microsoft Office Outlook 2007

Microsoft Office Outlook 2007 provides you with a comprehensive time and information manager. Using new features such as Instant Search and the To-Do Bar, you can organize and instantly locate the information that you need. New calendar sharing capabilities, Microsoft Exchange 2007 technology, and improved access to Microsoft Windows SharePoint Services 3.0 information enable you to safely share data that is stored in Office Outlook 2007 with coworkers, friends, and family, no matter where those people are located. Office Outlook 2007 makes it easier for you to prioritize and control your time, allowing you to focus on the things that matter most. This article provides an overview of Office Outlook 2007, with an emphasis on new and improved features.

### Manage time and information

To help you better manage your time and information, Office Outlook 2007 offers a number of new and improved features, from Instant Search to integration of tasks on the calendar. These features make it easier for you to locate, manage, prioritize, and act on the volumes of information that you encounter every day.

### Quickly find the information you need

**Instant Search** Office Outlook 2007 provides a new fast way to find your information, no matter which folder it is in. Outlook now uses the same search technology that Microsoft Windows does, to deliver fast results regardless of mailbox size. In addition, an improved visual design displays each individual result of your search immediately, as soon as it is available, while the search is still running. Search now appears in the same place no matter where you are in Outlook. You can also forward your search query to Windows Desktop Search for a

broader search of your entire computer. For more information, see [Find a message or item by using Instant Search](#).

**Color Categories** New Color Categories give you a quick, visual way to customize items and to distinguish items from one another, making it easy to locate information. Suppose, for instance, that you want to assign a color category to all items related to a certain project. You can add the same color category to e-mail, calendar, and task items so that you can easily locate all items from that project at a glance. When you need to find the information later, you can search and sort by Color Categories to quickly and visually identify what you are looking for. For more information, see [Assign a color category to an e-mail message](#).

**Color Category roaming** Color Categories are now saved in your default data file, instead of in the Windows registry. If you use a Microsoft Exchange Server e-mail account, your categories are now available on all of the computers that you work on.

**Results-oriented user interface** Office Outlook 2007 has a redesigned user interface that makes it easier and more intuitive for you to compose, format, and act on your e-mail. You can now access all of the rich features and capabilities in Outlook in at one easy-to-find location within your e-mail message.

**Attachment previewing** Using the new Attachment Previewer, you can view your attachments from within the Reading Pane by making only a single click. This improvement saves you time and allows you to view attachments in context with the e-mail message. For more information, see [Preview messages](#).

**Minimized Navigation Pane** The Navigation Pane can now be minimized into a vertical button bar, to provide you with a larger work area while allowing quick access to Favorite Folders and other views. For more information, see [Minimize or expand the Navigation Pane](#).

**Yomi names** Office Outlook 2007 supports Japanese Yomi names in Contacts.

**Week view changed in Calendar** Office Outlook 2007 features a new week view. The former week view was a two-column layout of days, similar to a day planner. The new week view is similar to the work week views in previous versions.

**Default detail level** The default detail level of the month view has changed. For more information, see [Change detail level on the Week and Month views in calendar](#).

## **Easily manage your daily priorities**

**To-Do Bar** The new To-Do Bar integrates your tasks, e-mail messages flagged for follow up, upcoming appointments, and calendar information in one convenient place. It also includes tasks from the Microsoft Office

OneNote 2007 note-taking program, Microsoft Office Project 2007, and Windows SharePoint Services 3.0 Web sites. The To-Do Bar gives you a consolidated view of your priorities for the day. For more information, see [Track your to-do and task items](#).

**Flagging mail for follow-up** Flags are now more useful throughout Outlook. You can use a flag to quickly create a follow-up item that can be tracked in the To-Do Bar, in your Inbox, and even in Calendar. They are also still handy for setting reminders for yourself and other people. For more information, see [Track e-mail messages that require follow up](#).

**Task integration on the Calendar** Office Outlook 2007 integrates tasks on the calendar into the Daily Task List so that you see them displayed beneath your daily appointments and meetings. To allot time for working on a task, you simply drag the task onto your calendar. When you complete a task on a given day, the task sticks to that day, providing a visual record of the work that you performed. Tasks that you do not complete roll over to the next day, and accumulate until you mark them as complete. For more information, see [View your tasks](#).

**Improved scheduling capabilities** Improved scheduling capabilities in Office Outlook 2007 and Exchange 2007 help you to schedule meetings easily and in less time. When you use Exchange 2007, attendee schedules are reviewed, and an ideal meeting time and location is recommended. A number of other improvements in Office Outlook 2007 make the calendaring experience easier for people who are using Exchange 2003 or Exchange 2007. When changes are made to the meeting location or agenda, attendees receive an informational update, rather than having to reaccept the meeting. Additionally, changes are highlighted in the meeting update, making it easier to locate the information that has been modified. For more information, see [Schedule a meeting](#).

## Connect across boundaries

To help you to connect with others who are working in other locations and on other platforms, Office Outlook 2007 delivers significant enhancements — from easier calendar sharing, to native Really Simple Syndication (RSS) support and the integration of Windows SharePoint Services 3.0 information.

## Put relevant information at your fingertips

By bringing relevant information directly to your Inbox, Office Outlook 2007 puts you in touch with the information that you need every day.

**Connect Windows SharePoint Services 3.0 Lists to Outlook** Office Outlook 2007 allows you to interact from anywhere, anytime, with information stored in SharePoint lists. You can connect calendars, document libraries, discussion boards, contacts, and tasks into Office Outlook 2007, and then preview, search, or edit that content.

Any changes that you make to this information is updated both on the server version and in your Web browser. New Office Outlook 2007 features (such as calendar overlay, electronic business cards, and the To-Do Bar) also incorporate SharePoint content. For more information, see [Open, edit, and update files from a SharePoint site](#).

**Really Simple Syndication (RSS) Feeds** RSS Feeds provide a convenient way for content publishers to distribute information in a standardized format. A common example of RSS content is the sources for information that is updated frequently, such as news headlines and personal Web logs (called *blogs*). The benefit of RSS is the aggregation of all content from multiple Web sources in one place, along with not having to provide your e-mail address to content publishers to receive the information. You no longer have to visit various Web sites to obtain the latest information on your topics of interest. For more information, see [Introduction to RSS](#).

**Auto Account Setup** The new Auto Account Setup feature makes adding accounts to Office Outlook 2007 easy. You simply enter the account name and password from your Exchange Server, POP3, or IMAP e-mail account. Office Outlook 2007 configures the account for you. You do not have to remember your server name or any other arcane information, configure the ports, or do anything else. When you use an Exchange 2007 account, your account remains up to date because it has a dynamic connection to Exchange Server. This way, if your mailbox is moved from one server to another, Office Outlook 2007 automatically detects the change and continues to support your daily work without any interruption. For more information, see [Add or remove an e-mail account](#).

## Easily share information with anyone, anywhere

**Calendar Snapshots** You can send your calendar to anyone in an e-mail message. The recipient can open the calendar either in their Web browser or in Outlook. For more information, see [Share your calendar information](#).

**Internet Calendar Subscriptions** Internet Calendars are calendars that are shared over the Internet. These calendars, whether created in Outlook or in another application, are downloaded from a calendar publishing service or from a special Web site where people can host and subscribe to calendars. Included in the Internet Calendar Subscription is information for instructing Outlook about where and how often to query for updates. For more information, see [Introduction to Internet Calendars](#).

**Calendar overlays** Viewing calendars in overlay mode enables you to navigate multiple calendars on top of one another, making it easier to compare your calendar with a coworker's or team calendar to find a free time to meet. For more information, see [View calendars side-by-side or overlaid](#).

**Publish calendars to Microsoft Office Online** You can share your calendar with everyone, or with only designated people, by publishing your Internet Calendars to Office Online. For more information, see [Share your calendar on Office Online](#).

**Electronic Business Cards** You can create and share customized Electronic Business Cards, which provide a personalized way to communicate your information. You can share your card either as an attachment or as part of your e-mail signature. Electronic Business Cards allow you to customize your contact information, and also to add logos and photos, making contacts more personally relevant and easier to locate. Electronic Business Cards can be exchanged easily through e-mail messages, and can be saved to your Contacts folder. For more information, see [Create Electronic Business Cards](#).

**Save as PDF or XPS** Office Outlook 2007 supports exporting your file to the following formats:

**Portable Document Format (PDF)** PDF is a fixed-layout electronic file format that preserves document formatting and enables file sharing. The PDF format ensures that when the file is viewed online or printed, it retains exactly the format that you intended, and that data in the file cannot be easily changed. The PDF format is also useful for documents that will be reproduced by using commercial printing methods.

**XML Paper Specification (XPS)** XPS is an electronic file format that preserves document formatting and enables file sharing. The XPS format ensures that when the file is viewed online or printed, it retains exactly the format that you intended, and that data in the file cannot be easily changed.

**Microsoft Office InfoPath 2007 integration in Outlook** The full integration of Office Outlook 2007 with Office InfoPath 2007 makes it possible to embed an InfoPath form within an e-mail message, and to send it to people along with a request that they fill in the needed information. The only actions required of the recipient are replying to your message and completing the embedded form. After you have collected the respondents' answers, you can export the data to Microsoft Office Excel 2007 for analysis, or merge the answers from the form that you distributed into one master form.

**Out of Office Assistant** Previously, when you started Outlook, and your Out of Office Assistant was turned on, an information alert dialog box appeared. In Office Outlook 2007, when you have Out of Office autoreplies turned on, a notice appears on the status bar. When you use an Exchange 2007 account, you can now schedule your Out of Office times in advance and not have to worry about forgetting to turn the Out of Assistant on or off. Additionally, when you use Exchange 2007 e-mail accounts, you can specify separate messages for recipients who are inside your organization and those who are outside of it. For more information, see [Automatically reply to incoming messages while out of the office](#).

**Unified messaging** Using Exchange 2007, you can have voice mail and faxes delivered to your Office Outlook 2007 Inbox.

**Support for Internationalized Domain Names** Office Outlook 2007 now supports Internationalized Domain Names in e-mail addresses. Internationalized Domain Names support allows people to register and use domain names in their native languages instead of only in English.

**Improved Data Caching** Office Outlook 2007 now supports caching — or making a local synchronized copy — of shared data that you work with. For example, if you work with another person's shared folders, a copy of that information is stored on your computer. This provides better performance, and allows you to work with shared data even when you don't have a connection to the Exchange server.

## Remain safer and in control

To help you protect personal and company information, Office Outlook 2007 provides a number of powerful tools, from junk e-mail and anti-phishing technologies to new Managed E-mail Folders. As a result, you gain more control over the information that reaches you, so you stay safer and can focus on your daily tasks.

## Effectively control which e-mail messages reach you

**Outlook E-mail Postmark** Outlook E-mail Postmark is a new technology from Microsoft to help stop junk e-mail. This technology asks the sender's computer to perform a computation or puzzle, and then assigns this work to the message as a token of legitimacy. Creating an Outlook E-mail Postmark makes it difficult and time-intensive for spammers to send mass e-mail messages, but it does not change your experience when sending legitimate messages. When a message that has a postmark is received by Office Outlook 2007, the system can easily verify the validity of that message. If the postmark is valid, that is evidence that the sender's computer incurred a certain cost in sending this message. As a result, messages that have a postmark appear in the **Inbox**, rather than in the **Junk E-mail** folder. For more information, see [How Outlook E-mail Postmarking helps reduce spam](#).

**Junk E-mail Filter/phishing protection** Office Outlook 2007 features an improved Junk E-mail Filter that sorts out even more unwanted e-mail messages than before. There is also new protection against phishing (the use of fraudulent e-mail messages that might trick you into divulging personal information). Office Outlook 2007 tracks suspicious e-mail messages, and helps protect you by automatically disabling links within such messages until you approve them. You are warned from within the e-mail message of potentially threatening or malicious sites. For more information, see [How Outlook helps protect you from viruses, spam, and phishing](#).

## Keep personal and company information safer

**Managed E-mail Folders** When you use Exchange 2007, Managed E-mail Folders help companies to enforce e-mail retention and storage policies for workers' mailboxes, including ways of specifying other people's access to such mailboxes.

**E-mail records repository** You can save and archive e-mail messages in a Windows SharePoint Services 3.0 document library. Office Outlook 2007 provides you with access to these repository folders along with your mail folders, enabling you to use them just as you would other folders. However, these folders can be made publicly accessible to other people, and they are optimized for long-term archival and compliance purposes.

**Information Rights Management (IRM)** Improved IRM is a policy-enforcement technology available in the Microsoft Office System that helps protect documents, worksheets, presentations, and e-mail messages from unauthorized access and use. IRM allows you to specify who can access a document or an e-mail message, and to control whether each of these people is allowed to edit, copy, forward, and/or print the contents, including attachments. For more information, see [Restrict permission to confidential information in e-mail messages](#).

**Free/busy information management** When you use an Exchange 2007 account, you can specify who can view your free/busy information, which keeps you in control of your personal data.

**Trust Center** The Trust Center is where you can find security and privacy settings for 2007 Microsoft Office system programs. The Very High, High, Medium, and Low security levels used in earlier versions of Office have been replaced by a more streamlined security system.

## Help prevent losing work

**Office Diagnostics** Microsoft Office Diagnostics is a series of diagnostic tests that can help you to discover why your computer is crashing. The diagnostic tests can solve some problems directly and may identify ways that you can solve other problems. Microsoft Office Diagnostics replaces the following Microsoft Office 2003 features: Detect and Repair and Microsoft Office Application Recovery.

For more information, see [Diagnose and repair crashing Office programs by using Office Diagnostics](#).

**Program Recovery** Office Outlook 2007 has improved capabilities to help avoid losing work when the program closes abnormally. Whenever possible, Office Outlook 2007 tries to recover some aspects of the state of the program after it restarts. For example, you are working on several files at the same time. Each file is open in a different window with specific data visible in each window. Office Outlook 2007 crashes. When you restart Office Outlook 2007, it opens the files and restores the windows to the way they were before Office Outlook 2007 crashed. For more information, see [Avoid losing work when an Office program closes abnormally](#).

## Send the correct message

**Proofing Tools** The following are some new features of the spelling checker: The spelling checker has been made more consistent across the 2007 Microsoft Office system programs. Examples of this change include:

Several spelling checker options are now global. If you change one of these options in one Office program, that option is also changed for all the other Office programs. For more information, see [Change the way spelling and grammar checking work](#).

In addition to sharing the same custom dictionaries, all programs can manage them using the same dialog box. For more information, see [Use custom dictionaries to add words to the spelling checker](#).

The 2007 Microsoft Office system spelling checker includes the post-reform French dictionary. In Microsoft Office 2003, this was an add-in that had to be separately installed. For more information, see [Change the way spelling and grammar checking work](#).

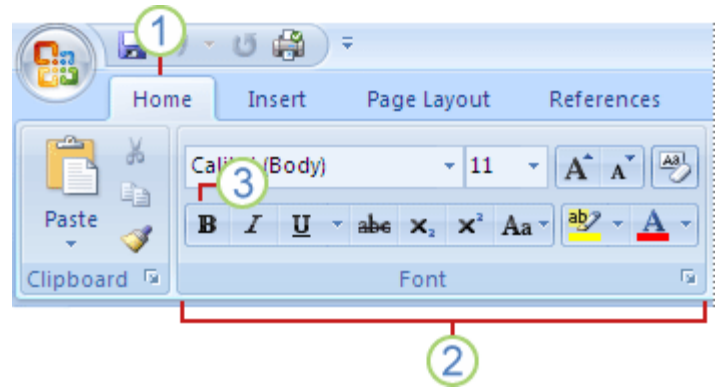
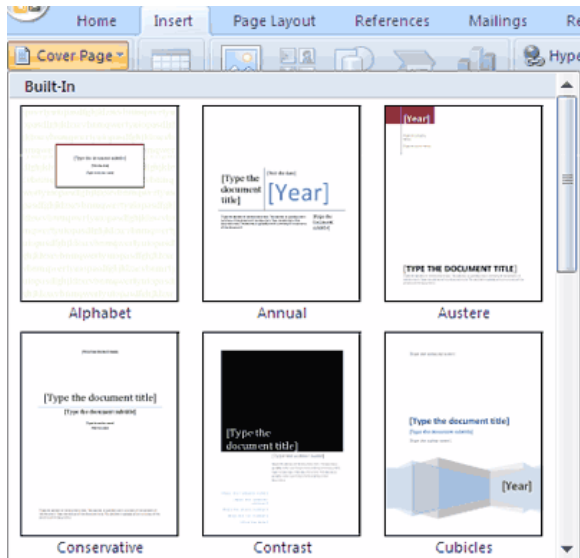
An exclusion dictionary is automatically created for a language the first time that language is used. Exclusion dictionaries let you force the spelling checker flag words you want to avoid using. They are handy for avoiding words that are obscene or that don't match your style guide. For more information, see [Use exclusion dictionaries to specify a preferred spelling for a word](#).

The spelling checker can find and flag some contextual spelling errors. Have you ever typed a mistake similar to the following? **I will see you their**. In Office Outlook 2007, you can enable the **Use contextual spelling** option to get help with finding and fixing this type of mistake. This option is available when checking the spelling of documents in English, German or Spanish. For more information, see [Choose how spelling and grammar checking work](#).

## What's new in Microsoft Office Word 2007

### Spend more time writing, less time formatting

The new Ribbon in Office Word 2007 groups your tools by task, and the commands you use most frequently are close at hand.



1 Tabs are designed to be task-oriented.

2 Groups within each tab break a task into subtasks.

3 Command buttons in each group carry out a command or display a menu of commands.

A new, results-oriented interface presents tools to you, in a clear and organized fashion, when you need them:

Save time and get more out of the powerful Word capabilities by selecting from galleries of predefined styles, table formats, list formats, graphical effects, and more.

Word eliminates the guesswork when you apply formatting to your document. The galleries of formatting choices give you a live visual preview of the formatting in your document before you commit to making a change.

## Add preformatted elements with just a few clicks

Office Word 2007 introduces building blocks for adding preformatted content to your documents:

When you are working on a document from a particular template type, such as a report, you can select from a gallery of preformatted cover pages, pull quotes, and headers and footers to make your document look more polished.

If you want to customize the preformatted content, or if your organization often uses the same piece of content, such as legal disclaimer text or customer contact information, you can create your own building blocks that you select from the gallery with a single click.

## Communicate more effectively with high-impact graphics



New charting and diagramming features include three-dimensional shapes, transparency, drop shadows, and other effects.

## Instantly apply a new look and feel to your documents

When your company updates its look, you can instantly follow suit in your documents. By using Quick Styles and Document Themes, you can quickly change the appearance of text, tables, and graphics throughout your document to match your preferred style or color scheme.

## Easily avoid spelling errors

When you are writing a document for others to see, you certainly don't want spelling errors to detract from your message or to undermine your professionalism. New features of the spelling checker make it easier for you to distribute your work with confidence:

The spelling checker is now more consistent across the 2007 Microsoft Office system programs. Examples of this change include:

Several spelling checker options are now global. If you change one of these options in one Office program, that option is also changed for all the other Office programs. For more information, see [Change the way spelling and grammar checking work](#).

In addition to sharing the same custom dictionaries, all programs can manage them by using the same dialog box. For more information, see [Use custom dictionaries to add words to the spelling checker](#).

The 2007 Microsoft Office system spelling checker includes the post-reform French dictionary. In Microsoft Office 2003, this was an add-in that had to be separately installed. For more information, see [Change the way spelling and grammar checking work](#).

An exclusion dictionary is automatically created for a language the first time that language is used. Exclusion dictionaries let you force the spelling checker to flag words that you want to avoid using. They are handy for avoiding words that are obscene or that don't match your style guide. For more information, see [Use exclusion dictionaries to specify a preferred spelling for a word](#).

The spelling checker can find and flag some contextual spelling errors. Have you ever typed a mistake similar to the following? **I will see you their**. In Office Word 2007, you can enable the **Use contextual spelling** option to get help with finding and fixing this type of mistake. This option is available when checking the spelling of documents in English, German, or Spanish. For more information, see [Choose how spelling and grammar checking work](#).

You can disable spelling and grammar checking for a document or for all documents that you create.

## Share documents confidently

When you send a draft of a document to your colleagues for their input, Office Word 2007 helps you efficiently collect and manage their revisions and comments. When you are ready to publish the document, Office Word 2007 helps you ensure that any unresolved revisions and comments aren't still lurking in the published document.

## Quickly compare two versions of a document

Office Word 2007 makes it easy to find out what changes were made to a document. When you compare and combine documents, you can see

Summary: 5 revisions  
Insertions: 3 Deletions: 2  
Moves: 0 Formatting: 0  
Comments: 0

Deleted Wendy Wheeler  
tulips  
daffodils

Inserted Wendy Wheeler  
daffodils

Inserted Bobby Moore  
Vancouver 3098

Header and footer changes (none)

Text Box changes (none)

Header and footer text box changes

Combined Document

tremendously successful, as shown in the following table:

Sales office	Boxes of
Bonn	3579
Madrid	3785
Paris	4986
<b>Vancouver</b>	<b>3098</b>
Total	15448

Congratulations once again to you and your employees. Creative and effective salespeople are one of our most valuable assets.

TT/CM

Original Document (ZD0106)

Sales office	Boxes of
Bonn	3579
Madrid	3785
Paris	4986
Total	15448

Revised Document (ZD0106)

Sales office	Boxes of
Bonn	3579
Madrid	3785
Paris	4986
<b>Vancouver</b>	<b>3098</b>
Total	15448

both versions of the document— with the deleted, inserted, and moved text clearly marked in a third version of the document.

## Find and remove hidden metadata and personal information in documents

Before you share your document with other people, you can use the Document Inspector to check the document for hidden metadata, personal information, or content that may be stored in the document. The Document Inspector can find and remove information like comments, versions, tracked changes, ink annotations, document properties, document management server information, hidden text, custom XML data, and information in headers and footers. The Document Inspector can help you ensure that the documents you share with other people do not contain any hidden personal information or any hidden content that your organization might not want distributed. Additionally, your organization can customize the Document Inspector to add checks for additional types of hidden content.



## Add a digital signature or signature line to your documents

You can help provide assurance as to the authenticity, integrity, and origin of your document by adding a digital signature to the

document. In Office Word 2007, either you can add an invisible digital signature to a document, or you can insert a Microsoft Office Signature Line to capture a visible representation of a signature along with a digital signature.

The ability to capture digital signatures by using signature lines in Office documents makes it possible for organizations to use paperless signing processes for documents like contracts or other agreements. Unlike signatures on paper, digital signatures provide a record of exactly what was signed, and they allow the signature to be verified in the future.

## Convert your Word documents to PDF or XPS

Office Word 2007 supports exporting your file to the following formats:

**Portable Document Format (PDF)** PDF is a fixed-layout electronic file format that preserves document formatting and enables file sharing. The PDF format ensures that when the file is viewed online or printed, it retains exactly the format that you intended, and that data in the file cannot be easily changed. The PDF format is also useful for documents that will be reproduced by using commercial printing methods.

**XML Paper Specification (XPS)**XPS is an electronic file format that preserves document formatting and enables file sharing. The XPS format ensures that when the file is viewed online or printed, it retains exactly the format that you intended, and that data in the file cannot be easily changed.

For more information, see one of the following articles:

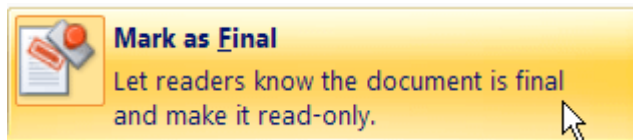
[Save a file in PDF format](#)

[Save a file in XPS format](#)

## Instantly detect documents that contain embedded macros

Office Word 2007 uses a separate file format (.docm) for macro-enabled documents, so you can instantly tell whether a file is capable of running any embedded macros.

## Prevent changes to a final version of a document



Before you share a final version of a document with other people, you can use the **Mark as Final** command to make the document read-only and communicate to

other people that you are sharing a final version of the document. When a document is marked as final, its typing, editing commands, and proofing marks are disabled, and people who view the document cannot inadvertently change the document. The **Mark as Final** command is not a security feature. Anyone can edit a document that is marked as final by turning off **Mark as Final**.

## Go beyond documents

Now more than ever, when computers and files are interconnected, it pays to store documents in files that are slim, sturdy, and supportive of a wide variety of platforms. To meet this need, the Microsoft Office system achieves a new stage in its evolution of XML support. The new XML-based file format enables Office Word 2007 files to be smaller, more robust, and deeply integrated with information systems and external data sources.

## Reduce file sizes and improve corruption recovery

The new Word XML format is a compressed, segmented file format that offers a dramatic reduction in file size and helps ensure that damaged or corrupted files can be easily recovered.

## Connect your documents to business information

In your business, you create documents to communicate important business data. You can save time and reduce the risk of error by automating the process of this communication. Create dynamic smart documents that update themselves by using new document controls and data binding to connect to your back-end systems.

## Manage document properties in the Document Information Panel

The Document Information Panel makes it easy to view and edit document properties while you work on your Word document. The Document Information Panel is displayed at the top of your document in Word. You can use the Document Information Panel to view and edit both standard Microsoft Office document properties and properties for files that are saved to a document management server. If you use the Document Information Panel to edit the document properties for a server document, the updated properties will be saved directly to the server.

For example, you may have a server that keeps track of a document's editorial status. When you put the finishing touches on a document, you can open the Document Information Panel to change the document's editorial status from Draft to Final. When you save the document back on the server, the change in editorial status is updated on the server.

If you store document templates in a library on a Microsoft Windows SharePoint Services 3.0 server, the library might include custom properties that store information about the templates. For example, your organization may require you to categorize documents in the library by filling in a Category property. By using the Document Information Panel, you can edit properties like this directly within the Word environment.

## Recover from computer problems

2007 Microsoft Office system provides improved tools for recovering your work in the event of a problem in Office Word 2007.

### Office Diagnostics

Microsoft Office Diagnostics is a series of diagnostic tests that can help you to discover why your computer is crashing. The diagnostic tests can solve some problems directly and may identify ways that you can solve other problems. Microsoft Office Diagnostics replaces the following Microsoft Office 2003 features: Detect and Repair, and Microsoft Office Application Recovery.

For more information, see [Diagnose and repair crashing Office programs by using Office Diagnostics](#).

### Program recovery

Office Word 2007 has improved capabilities to help avoid losing work when the program closes abnormally. Whenever possible, Word tries to recover some aspects of the state of the program after Word restarts.

For example, you are working on several files at the same time. Each file is open in a different window with specific data visible in each window. Word crashes. When you restart Word, it opens the files and restores the windows to the way they were before Word crashed.

For more information, see [Avoid losing work when an Office program closes abnormally](#).

# Changes in Office 2007

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## Changes in Access 2007

### Data Access Pages (DAPs)

**Description:** Microsoft Office Access 2007 no longer supports designing or opening Data Access Pages (DAPs). You can only use Internet Explorer to open DAPs.

**Reason for change:** DAPs are built on ActiveX technology, and they are not always easy to extend. This change provides a cleaner user interface.

### Import RunCommand

**Description:** The DoCmd.RunCommand acCmdImport object model call and the Import RunCommand macro are no longer supported. An error message appears when this object model call or the macro RunCommand call is made. They have been replaced by more specific ImportAttach commands.

### Snapshot Viewer

**Description:** The Snapshot Viewer is no longer included in Office Access 2007.

**Migration path:** You can still download the Snapshot Viewer from Office Online.

### User interface: export and import formats

**Description:** The user interface for exporting files to ASP and IDC/HTX is removed. The user interface for importing from Lotus 1-2-3/DOS (\*.wj\*) and Exchange is removed. You can still use the object model to import or export those file formats.

## GUID-based URLs

**Description:** GUID-based (unique ID-based) URLs are no longer available. Use hierarchical (or "friendly") URLs instead.

## Live mode

**Description:** An anonymous user can no longer view the site in Live Mode. The user views the site according to his or her permissions on the site. To see a more restricted view, the user must log in as a user who has those permissions.

## Changes in Charting

This topic lists the changes in Charting from Microsoft Office 2003 to 2007 Microsoft Office system.

### Charting Axes

**Description:** The default tick-mark position is outside the axis. In previous versions, it was inside the axis for East Asian languages, but outside the axis for all other languages.

**Reason for change:** The new behavior is more consistent, and matches what East Asian customers prefer.

**Migration path:** Set the tick-mark position to inside the axis.

### Chart Features

**Description:** Some chart features have been removed from 2007 Microsoft Office system. Charts that used these features look different in 2007 Office release. Code that accesses the object model properties might not work in the same way. The removed features include: 2-D walls and gridlines on 3-D charts, Excel-specific shape properties on shapes in charts, and locked form controls that do not size with charts.

**Reason for change:** This change results in charts that are more robust for the future addition of features.

### Copy/Paste

**Description:** If a user copies a chart from Microsoft Office PowerPoint 2007 or Microsoft Office Word 2007 and pastes the chart into a program other than Office PowerPoint 2007, Office Word 2007, or Microsoft Office Excel 2007, the chart is pasted as a picture. If the chart is copied from Office Excel 2007, this is not an issue.

**Reason for change:** Charts are now integrated with OfficeArt, and must be hosted in an OfficeArt program. With Office Excel 2007, users can copy and paste the entire file from Office Excel 2007 into another program. This is not possible with Office PowerPoint 2007 and Office Word 2007.

**Migration path:** Paste the chart into Office Excel 2007, and copy the chart from Office Excel 2007 into the other program.

## Excel 2007

**Description:** Charting in 2007 Office release requires Office Excel 2007 to be advertised. If Office Excel 2007 is not advertised, the **Insert Chart** button is disabled. The **Show Data** and **Data Source** buttons in the Chart contextual experience are disabled. Users who do not have Office Excel 2007 cannot create a new chart or edit data in an existing chart. In most cases, users can change formatting on existing charts. Microsoft Graph still exists, but the entry points are removed.

**Reason for change:** Integrating charting by using **Office Excel 2007** provides a consistent charting experience across 2007 Office release. Integrated charting is a native feature of Office PowerPoint 2007 and Office Word 2007, but the data for the chart resides in Office Excel 2007.

**Migration path:** Charts opened in Office PowerPoint 2007 or Office Word 2007 with Office Excel 2007 installed are automatically upgraded. If Office Excel 2007 is not installed, the charts are not upgraded. To enable charting, switch from stand-alone Office PowerPoint 2007 or Office Word 2007 to 2007 Office release.

## Graph Store in Excel

**Description:** The data for a graph in Office PowerPoint 2007 or Office Word 2007 is stored in Office Excel 2007, rather than in the graph datasheet.

**Reason for change:** Charts are now consistent across Office Excel 2007, Office PowerPoint 2007, and Office Word 2007.

**Migration path:** Data for charts can be edited in Office Excel 2007.

## Graph Legend with No Data

**Description:** A graph in Office PowerPoint 2007 or Office Word 2007 that does not contain data does not show its title or legend. In Office 2003, the title or legend still shows.

**Reason for change:** Charts are now consistent between Office Excel 2007, Office PowerPoint 2007, and Office Word 2007.

## Graph Lotus 1-2-3

**Description:** Graphs no longer import Lotus 1-2-3 format files.

**Reason for change:** Customer feedback indicates that few users were using this feature. All support for Lotus 1-2-3 format files is also removed from Office Excel 2007.

## Integration – 3-D Chart Ungrouped

**Description:** When a 3-D chart is ungrouped, the entire plot area continues to exist as a single group.

**Reason for change:** Charts are now drawn in realistic 3-D, and it is not possible to ungroup a realistic 3-D drawing into a set of 2-D shapes.

**Migration path:** Users often ungrouped charts to apply features that existed in OfficeArt, but not in Chart. Many of those features can now be applied directly in Chart. Alternatively, you can use Microsoft Graph.

## Interaction – UI Charting

**Description:** The user interface for charts is redesigned.

**Reason for change:** Charts are integrated with OfficeArt, so as much as possible the user interface is consistent with OfficeArt. The user interface for Office Excel 2007, Office PowerPoint 2007, and Office Word 2007 changed, and charts changed to match the user interface.

**Migration path:** See Help for mapping of previous topics to new topics. You may need to rewrite macros that used **Dialog.Show** for some chart dialogs.

## Interaction – come to front

**Description:** Charts no longer automatically come to the front when they are selected.

**Reason for change:** This new behavior is consistent with the rest of OfficeArt.

## Interaction - Pattern Fills

**Description:** There is no user interface for pattern fills, such as cross hatch and checkerboard.

**Reason for change:** Charts are now integrated with OfficeArt, and this feature is removed from OfficeArt.

**Migration path:** Use shading or a gradient instead.

## Interaction – Charts on worksheets

**Description:** Charts on worksheets cannot be emailed as pictures.

**Migration path:** Copy and paste a picture of the chart into an e-mail message.

## Interaction – Charts on Web Pages

**Description:** Charts on worksheets cannot be published as Web pages.

**Migration path:** Use chart sheets, or use the Chart.Export method in the object model.

## Layout

**Description:** Resizing a chart that contains shapes works differently than it did in Office 2003.

**Reason for change:** Charts are now integrated with OfficeArt, and it was not possible to re-implement the Office 2003 behavior for charts.

## Legend

**Description:** Series within charts that have not been assigned names show the series names in the legend as "Series1," "Series2," and so forth.

**Reason for change:** Charts used different texts for series names in varying places on the chart and in the user interface. These texts are now consistent.

**Migration path:** Set the names of series if they appear in the legend or elsewhere on the chart.

## Macros: Chart.Pictures

**Description:** Macros using the Chart.Pictures collection might not run.

**Reason for change:** This feature is redundant with the Chart.Shapes collection.

**Migration path:** Use the Chart.Shapes collection instead.

## Macros: XLM

**Description:** XLM macros are no longer supported.

**Reason for change:** XLM is deprecated, but not yet removed.

**Migration path:** Rewrite XLM macros in VBA.

## Programmability – Object Model match OfficeArt

**Description:** Charts provide new formatting objects based on OfficeArt. The previous formatting objects and properties are hidden and deprecated. Hidden and deprecated objects and properties include the Border, Caption, Characters, Fill, Font, HorizontalAlignment, Interior, Orientation, ReadingOrder, Shadow, and VerticalAlignment properties, the ChartFillFormat and ChartColorFormat objects, Chart 3-D properties, and more.

**Reason for change:** Charts are now integrated with OfficeArt, so the object model also has changed to match OfficeArt.

**Migration path:** To access the formatting features, switch to the new objects and methods. The objects and methods that are listed are still available, but might be removed in a future version.

## Programmability – Object Model Null

**Description:** In Excel 2003, some properties in the object model returned a null value when the value of the setting for a collection of objects was mixed. In Office Excel 2007, the properties return the value of the setting for the default for the collection. For example, if there is a mixture of automatic and custom data labels, DataLabels.AutoText returns a value of false. If there is a mixture of fonts in a legend, Legend.Font.Name returns the name of the font for new legend entries.

**Reason for change:** This change makes the object model more internally consistent. Code does not have to be written to handle null return values.

**Migration path:** Change macros that use this property to detect mixed cases.

## Programmability – Chart.ChartGroups

**Description:** Chart properties other than Chart.ChartGroups that return ChartGroups are deprecated.

**Reason for change:** These properties were rarely used.

**Migration path:** Change macros to use Chart.ChartGroups. Loop through the ChartGroups to find the correct chart type.

## Programmability – VBA Model Shapes

**Description:** Beginning with Excel 97, the VBA object model for shapes from Excel 5.0 was hidden. This object model is no longer supported for shapes on charts.

**Reason for change:** This feature was previously hidden.

**Migration path:** Use the shape object model that became available with Excel 97.

## Visual pattern fills 3-d charts

**Description:** Pattern fills on 3-D charts are drawn on the surface of the 3-D chart. In previous versions, these fills were drawn without regard for the angle of the surface to the screen.

**Reason for change:** Charts are now drawn in realistic 3-D, and it is not possible to draw this optical illusion.

**Migration path:** The pattern fills can be replaced with other types of fills, or the chart can be changed to a 2-D chart type.

## Visual – 3-D Charts

**Description:** 3-D charts have appropriate lighting and shading, and colors might not precisely match previous versions.

**Reason for change:** Charts are now drawn in realistic 3-D.

## Visual – Previous Versions

**Description:** In previous versions, data labels could show legend keys. This feature is no longer supported.

**Reason for change:** It was not possible to implement this feature for 2007 Office release.

## Visual – Charts Scale

**Description:** Charts that have the scale on the value (y) axis set to Automatic might have changed scales in 2007 Office release.

**Reason for change:** Charts now use OfficeArt text, and information about text size and wrapping is used to identify the axis scaling.

**Migration path:** Set the scaling to a fixed value.

## Visual – Default Chart Colors

**Description:** The defaults for chart colors and other formatting are changed in Office Excel 2007. Charts that are opened from Excel 2003 files are not changed.

**Reason for change:** The formatting defaults for charts in Office Excel 2007 are established in relation to the document's theme and to the style of the individual chart. This change results in visually attractive charts that match the rest of the document, and does not require extensive formatting changes.

**Migration path:** Macros that create charts now produce different results. In most cases, the new chart constitutes a preferred result. In some cases where a precise appearance is desired, the macro must be modified to achieve that precise appearance.

## Visual – Default Chart Size

**Description:** The default chart size in Office Excel 2007 has changed.

**Reason for change:** The layout defaults in Office Excel 2007 vary, depending on the chart.

**Migration path:** Charts can be resized to any preferred size.

## Visual – Text Wrap on Charts

**Description:** Text on charts might wrap differently than in earlier versions. In rare cases, the change in text wrapping might cause text to overlap on charts where text did not overlap before. In other cases, text that was cut off and marked with an ellipsis (...) might not be cut off.

**Reason for change:** Customer feedback indicated that text should appear identically on the screen to text on the printed page. Customers also wanted text in charts to show no change when the charts are moved from one program to another in the 2007 Office release. Charts now use OfficeArt text, which is consistent between screen and printer and across programs.

**Migration path:** Charts are drawn in 2007 Office release to match Office 2003 versions as closely as possible. Macros that rely on chart layout being precise to the pixel might produce slightly different results than before.

## Visual – Cylinder and Cone Charts

**Description:** Cylinder and cone charts with borders look different. Earlier versions of Excel drew the silhouettes of cylinders and cones, and their circular edges. Cone or cylinder charts that have only a border and no fill might disappear entirely.

**Reason for change:** Charts are now drawn in realistic 3-D, and it is no longer possible to draw silhouettes of rounded shapes.

## Visual – raster font and printer fonts

**Description:** Charts no longer support either raster fonts or printer fonts. Charts still support TrueType fonts and Postscript fonts.

**Reason for change:** Charts are now integrated with OfficeArt, and it was not possible to re-implement support for raster and printer fonts. Customers rarely used raster and printer fonts.

**Migration path:** Change files so that they use TrueType fonts. Files that are configured with raster or printer fonts will be drawn using a TrueType font that is a close approximation.

## Visual – 3-D Stacked

**Description:** 3-D stacked or 100% stacked area charts that have negative values look different in Office Excel 2007.

**Reason for change:** The new behavior is more consistent with other stacked chart types.

**Migration path:** Replace the negative numbers with positive numbers to replicate Excel 2003 behavior.

## Visual – Pie and Doughnut Charts

**Description:** Pie and doughnut charts do not display data labels for #N/A values.

## Visual - Invert

**Description:** There is no way to set the invert if there is a negative color on solid fills.

**Migration path:** Charts from previous versions still open correctly.

## AutoOutline command

**Description:** The AutoOutline command in Office Excel 2007 has been moved to the tool well.

**Reason for change:** This command was used infrequently. The subtotal feature is the better choice.

## BIFF8 records

**Description:** Some features that could be saved in the Excel 97-2003 file format cannot be saved in the new Office Excel 2007 file formats. The mail envelope header (the information in the To, Cc, and Subject lines that appears when the Send To feature is used) is not saved. While the Send To feature continues to work in Office Excel 2007, this information is not saved with the workbook. If you close the workbook, the information is lost.

Macintosh-specific records cannot be saved in the new file format. Macintosh Excel saves a few Macintosh-specific records into the BIFF8 format, but these records are not used by Office Excel 2007, and Office Excel 2007 cannot save them into the new format. A user of Office Excel 2007 will not notice a change.

## Calculation: Multi-threaded calculation (MTC)

**Description:** Multi-threaded calculation (MTC) makes it possible for Office Excel 2007 to automatically divide formula evaluation and computation tasks into multiple calculation engines that are distributed among multiple processors. This arrangement reduces the amount of time needed to calculate workbook models, because multiple calculations can be performed simultaneously. By default, MTC is turned on, and it is set to create as many calculation engines as there are processors on the computer. When multiple processors are available, Office Excel 2007 creates a calculation engine for each processor on the computer. Office Excel 2007 distributes the calculation tasks across the available engines to be serviced by the multiple processors.

You can manually specify the number of calculation engines that Office Excel 2007 creates, regardless of how many processors are on the computer. Even if all of your workbooks calculate quickly, you can keep the default MTC settings without adversely affecting those workbooks. You can also keep the default MTC settings if you only have a single processor on your computer, though in this case MTC is not used.

**Migration path:** Most users will not encounter issues in this area. In some cases, they might see that their workbooks calculate faster. In the case where a workbook opens on a computer that has a different number of processors than the computer on which it was saved, additional calculation time is incurred while Office Excel 2007 ensures that each formula is distributed across the appropriate number of calculation engines. This issue is virtually unnoticeable with workbook models of small or medium complexity. This issue is more noticeable with large workbook models that require longer times to calculate. It is best to use these intensive calculation workbooks on computers that have the same number of processors. For example, if you have a four-processor computer dedicated to servicing a calculation-intensive workbook, then a four-processor computer should be the primary computer for working with that workbook.

## Charting: Chart Sheets

**Description:** When a user presses **F11** when a chart is active, a new blank chart appears. In previous versions, this same action sometimes inserted a chart with the same data as the first one.

**Reason for change:** The new behavior is more consistent.

**Migration path:** Set the source data on the resulting chart.

## Charting: Chart Sheets – Printed Chart Size

**Description:** The **Printed Chart Size** option has been removed from the **Chart** tab in the **Page Setup** dialog box. The PageSetup.ChartSize property is hidden and has no functionality. The new behavior matches the Custom setting in Excel 2003.

**Reason for change:** Charts are now integrated with OfficeArt, and it was not possible to reimplement this command for charts. Macros that use the PageSetup.ChartSize property can resize the chart.

## Charting: Copy / Paste

**Description:** The **Paste Special** dialog box no longer performs its former special behavior for charts.

**Reason for change:** There are now direct commands for the former **Paste Special** options.

**Migration path:** Instead of the **Formats** option in this dialog box, use the **Format Painter** feature. Instead of the **Formulas** option in this dialog box, use the **Formulas** choice on the **Paste** drop-down menu.

## Charting: Integration

**Description:** If a file saved in HTML format in a previous version of Excel is opened in Office Excel 2007, the chart might not look the same as it did in an earlier version.

**Reason for change:** Customer feedback indicated that few users were using HTML format.

**Migration path:** Open the file in an earlier version of Excel, and save the file as a binary file. Alternatively, adjust the layout of the chart in Office Excel 2007.

## Charting: Interaction

**Description:** The Chart Window command has been removed from the View menu. The Chart.ShowWindow property is hidden, and has no functionality.

**Reason for change:** Charts are now integrated with OfficeArt, and it was not possible to reimplement this command for charts. Macros that use the Chart.ShowWindow property can show another window on the sheet and scroll within that window to show only the chart.

## Charting: Interaction

**Description:** In Office 2003, a user could select multiple charts and change the chart type for all of the selected charts simultaneously. This behavior is no longer available in the 2007 Microsoft Office system.

**Reason for change:** Charts are now integrated with OfficeArt, and it was not possible to reimplement this command for charts.

**Migration path:** Change the chart type for each chart individually. Alternatively, save one chart as a template, and apply the template to the other charts.

## Charting: Programmability

**Description:** Charts are not allowed on dialog sheets.

**Reason for change:** It was not possible to implement this feature for the 2007 Office release.

## Charting: Programmability

**Description:** Macros that were converted from XLM might have retained the XLM constants for certain parameters. These constants are no longer supported, and the documented constants should be the only constants used.

**Reason for change:** XLM conversion documentation states these values should no longer be used.

**Migration path:** Change VBA calls that use numeric values for enumerations to those that use appropriately named constants.

## Charting: Programmability

**Description:** XLM macros that showed chart dialogs are no longer supported.

**Reason for change:** XLM is deprecated, but not yet removed.

**Migration path:** Rewrite the XLM macro in VBA.

## Charting: Programmability

**Description:** Setting properties that make references (such as Series.Name or Series.Values) to invalid references will be treated as an invalid reference, rather than causing a run-time error.

**Reason for change:** It was not possible to implement this feature for the 2007 Office release.

## Charting: Programmability

**Description:** The Creator property now causes a runtime error.

**Reason for change:** This Macintosh-only method is not supported on Windows.

**Migration path:** Use the xlCreatorCode constant instead.

## File Format

**Description:** The introduction of a default XML format for Office Excel 2007, part of the new XML file formats, is one of the key innovations for Office Excel 2007. This format is the new default file format for Office Excel 2007. Office Excel 2007 uses the following file extensions: \*.xlsx, \*.xlsm, \*.xlsb, \*.xltx, \*.xltm, and \*.xlam.

**Reason for change:** This change provides improvements in: data interoperability, document assembly, document interrogation, accessing data in documents, robustness, file size, transparency, and security features.

**Migration path:** Office Excel 2007 enables you to open and work with workbooks created in earlier versions of Excel. When you save your work, Office Excel 2007 provides the option to upgrade the workbook to the new XML format. However, Office Excel 2007 does not provide the option to upgrade the workbook if the Excel 97-2003 workbook format is set as the default format. Office Excel 2007 provides the option to upgrade the format while one workbook is open. If the workbook is referenced by other workbooks, it is important to upgrade all of the related workbooks at the same time. If a user using an earlier version of Excel opens a workbook that references a workbook saved in the new XML format, the references will fail to update using the Update Links feature. Earlier versions of Excel cannot update links to workbooks saved in the new XML format.

## Filtering

**Description:** In Excel 2003, macros checked the AutoFilterMode property if the selection was in a list (table) to determine whether Autofilters was turned on in that list. In Office Excel 2007, the AutoFilterMode property works in connection with worksheet AutoFilters, and does not work in connection with AutoFilters that are part of a table. Office Excel 2007 gives each table its own AutoFilter object, which in turn uses tables to enable multiple AutoFilters in each worksheet.

**Migration path:** Code in an Excel 2003 workbook that has macros that check the AutoFilterMode property in a list might not work correctly. This issue does not affect a document or macro that was created in a version earlier than Excel 2003. Instead of checking the AutoFilterMode property, the macro should be changed to check the table's AutoFilter object.

## Functions: Subtotal

**Description:** The location of subtotals and grand totals when the Subtotal feature is invoked is updated to address issues of user expectations and backward compatibility. Users who use the Subtotal feature might find that the location of their subtotals is different than it was in versions earlier than Excel 2000, but otherwise the feature works as expected. Calculations are correct, and the correct subtotals and grand totals are created. Only the location has changed.

## HTML Round-Trip

**Description:** The Save As HTML feature is used to create HTML files viewed in a Web browser that does not require Excel to view the file. When a user updates the contents of the file, he or she most likely opens the .xls file, edits the file, and resaves it as HTML. Most users do not open those HTML files for further editing in Excel. Office Excel 2007 no longer stores Excel-only feature information in HTML file formats. Office Excel 2007 continues to use the Save As HTML feature to publish workbooks viewed in a Web browser.

In earlier versions of Excel, the Save As HTML feature saved HTML tags to view in the browser. It also saved a set of Excel-specific tags that were not viewed in the browser in the HTML file. Although the Web browser does not use these Excel-specific tags, the Excel program uses the tags when it opens the HTML file to preserve the features that were used when the file was saved. Office Excel 2007 no longer saves these Excel-specific feature tags in HTML files, and consequently these tags do not exist in the HTML file. The overall result is that HTML files cannot be used by Office Excel 2007 to preserve feature information. Instead, HTML files are used by Office Excel 2007 to publish static HTML views of a workbook. For example, if a workbook contains pivot tables, formulas, and charts, and the workbook is saved as HTML, the following occurs:

- A view of the pivot table is saved in the HTML file, but the pivot table is not saved.
- Calculated results of the formulas and cell formatting are saved in the HTML file, but the formulas are not saved.
- A picture of the chart is saved in the HTML file, but the chart feature is not saved.

If the HTML file is opened using any version of Excel, you see:

- Cells that look similar to a pivot table, but the pivot table is no longer active
- Numbers in cells, but no formulas
- A picture of a chart, but no ability to work with the picture as a chart feature

Office Excel 2007 can still open HTML files, and can still open Excel-specific features that are contained in HTML files. However, to make and save changes to the file while preserving all of the features in that file, you must save the file in a format that supports Excel features. The best format for this is the new XML file format.

**Reason for change:** Most users use Save As HTML to publish HTML for a browser to render, not to open the file again in Excel.

**Migration path:** Excel workbooks can be published as HTML. You should use the workbook (.xls, .xlsx) as your main copy. Always open the main copy, make changes, save the main copy, and save as HTML. There are no Excel-specific features saved into the HTML file. HTML workbooks can open HTML workbooks. However, to ensure all the Excel features in the file work properly, you should use the new XML format (.xlsx) to save a copy of the workbook and use that copy as your main copy. This change will not force most users to change the way they work. Instead, this change reflects the way the majority of users use the Save As HTML feature.

## Natural Language Formulas (NLFs)

**Description:** The Natural Language Formulas (NLFs) feature allowed users to use the labels of columns and rows on a worksheet to refer to the cells within those columns without explicitly defining them as names. This little-used feature was turned off by default beginning with Excel 2000, and is removed from Office Excel 2007.

**Reason for change:** This was a low-use feature.

**Migration path:** When a workbook that contains NLFs is opened in Office Excel 2007 (or upgraded to the Office Excel 2007 file format), the user is alerted by the program that NLFs are not supported, and that the NLFs will be converted to static cell references if the user continues the operation. If the user chooses to continue, NLFs in the workbook are converted to static cell references. Code that uses NLFs through the object model is not changed and must be updated by the user. Workbook solutions that have cell references based on NLFs (range labels) are broken by this change. All object model code that uses NLFs must be updated by either the user or the developer.

## PivotTable: Autoformat

**Description:** The control button used to launch AutoFormat for a pivot table is available only from the command well.

**Reason for change:** Pivot Table Styles is an improvement over AutoFormat. Users can create their own styles. Unlike AutoFormat, Pivot Table Styles does not change the pivot table layout. This is an improvement for customers. Pivot Table Styles is consistent with the Table Styles feature in Word and PowerPoint.

## PivotTable: Customizations

**Description:** Office Excel 2007 OLAP PivotTables track customizations of items, even when those items are temporarily not visible in the PivotTable. This is true for item formatting and item label customization. In Excel 2003, custom labels and formatting that were applied to an item were lost when the parent field was collapsed. Expanding the parent level again brought back the data source label, not the customized label, and the custom formatting was lost. In Office Excel 2007, the custom formatting information is retained, and is reapplied after each collapse/expand operation. Customized labels are stored even when the field is removed from the PivotTable, and are reapplied if the field is re-added to the PivotTable later.

## PivotTable: GetPivotData

**Description:** The default reference in Office Excel 2007 is the new structured reference, instead of GetPivotData in Excel 2003. The user can return this to GetPivotData in an options dialog box.

## PivotTable: Sorting

**Description:** In Office Excel 2007, PivotTables support AutoSort scoped to a specific row or column of values. In Excel 2003, AutoSort could only be applied based on the values in the grand total row or column. The new sorting options are available for any PivotTable version in Office Excel 2007.

## PivotTable: Versions

**Description:** Each PivotTable has a distinct version property (PivotTable.Version). This version property controls behaviors in maintaining compatibility with earlier versions of Excel. The PivotTable version property can be read using the object model. In an Office Excel 2007 workbook that contains PivotTables created in an earlier version of Excel, the version property of the PivotTables does not change. Earlier-version PivotTables do not support the following new features: label filtering; value filtering (except for top 10 filters, which are supported); hiding intermediate hierarchy levels in OLAP data sources; and manual exclusive filtering.

**Migration path:** If it is necessary to author the same PivotTable collaboratively in both Office Excel 2007 and earlier versions of Excel, users should not save the workbook in an Office Excel 2007 file format. PivotTables in Office Excel 2007 cannot be made interactive in previous versions of Excel, and Office Excel 2007 does not downgrade the PivotTable version when previous version file formats are saved.

## Query Tables

**Description:** Query Tables are now merged with the List feature, which is now called Tables.

**Reason for change:** Improves functionality and provides a more consistent user experience.

## Shared Workbooks

**Description:** Shared Workbooks, a feature since Excel 95, enable multiple users to work on the same copy of a workbook. The shared workbook manages all changes so that the copies can eventually be merged. In Excel 2003, this feature is only supported in the BIFF8 file format. However, not all Excel features are supported in Shared Workbooks. Office Excel 2007 supports Shared Workbooks in the BIFF12 (XLSB) format and the XML12 (XLSX) format.

**Migration path:** When you open a shared workbook in Office Excel 2007 and save it in the new file format, you must resolve all of the changes and remove the revision history as part of the save process. If you do not resolve the changes but do retain the revision history, or if users are using earlier versions of Excel to edit the workbook, leave the workbook in the earlier format.

## Styles

**Description:** Office Excel 2007 has new cell styles and a new feature for Table and Pivot Table styles. For workbooks that are created in Office Excel 2007, the default Normal style is top-aligned and uses the theme's Minor Font. This change does not affect existing workbooks that open in Office Excel 2007.

## Tables: Insert row

**Description:** The List feature in Excel 2003 had a special row at the bottom to add new records to the list. This special row is removed in Office Excel 2007. Despite this change, adding new records to a table in Office Excel 2007 is still easy. In most cases, you can type just below a table to incorporate the typed material into the table as a new row. However, this incorporation does not always occur, particularly if there is already data or another object just below the table. The more reliable way to add data to a table is to use the ENTER and TAB keys when the active selection is in the last data row of the table. You can also drag the resize handle at the bottom-right corner of the table to add more rows.

**Migration path:** Developers who have written code using the ListObject object in Excel 2003 might need to make adjustments if that code uses ListObject.InsertRowRange. In Excel 2003, InsertRowRange returned a range object that represented the Insert Row, if it was visible. In Office Excel 2007, InsertRowRange typically returns Nothing, the VBA equivalent of a nonexistent object. However, there are cases in which InsertRowRange is still valid. If a list is empty—for example, if all data rows are deleted—Office Excel 2007 still displays one empty row, so it is easy to add data to the table. The table is technically empty, so the visible row is identified as the Insert Row.

## Templates

**Description:** The available set of templates in Office Excel 2007 has changed.

**Reason for change:** The new templates use new features available in Excel 2007, and they provide a more modern look for users.

**Migration path:** The templates in previous versions of Excel are still available as downloads from Office Online.

## Trust Center: Data links

**Description:** In Excel 2003, the Refresh on open and Periodic refresh options both prompted during the opening of the workbook. In Office Excel 2007, all connections are disabled by default, and there are no modal prompts for Refresh on open and Periodic refresh. Instead, Office Excel 2007 displays the trust bar. Clicking the trust bar displays the enable/disable options for the connections in that workbook.

**Migration path:** This change primarily addresses a user education issue that relates to the trust bar. Placing a workbook in a trusted location enables the workbook to automatically refresh without prompts.

## Trust Center: Macros

**Description:** In Excel 2003, if you had nothing but comments and declaration statements in your Excel VBA code, Excel retained the comments and statements and saved them to the file. Office Excel 2007 no longer saves VBA code that includes nothing but comments and declaration statements. Word 2003 and PowerPoint 2003 both had the same behavior.

**Migration path:** Excel VBA code that is attached to a workbook and that contains nothing but comments and declaration statements is neither loaded nor saved with the file. Very few workbooks are affected by this change. Users can work around this issue by adding a subroutine or function to the Excel VBA code.

## Trust Center

**Description:** The trust center is a new component of the 2007 Office release that hosts the security settings for the programs in the 2007 Office release in one central location. The trust center also provides a trust bar that replaces the former security warnings that displayed when workbooks opened. By default, all potentially dangerous content in a workbook is now blocked without warnings displayed. Security decisions are no longer necessary when a workbook opens. If content is blocked, the trust bar appears in the program window in Office Excel 2007, notifying the user that content is blocked. The user can click the bar to access the option of unblocking the blocked content.

In Excel 2003, if a user loaded a document that contained potentially harmful content, a warning displayed that allowed the user to enable or disable the potentially harmful content. In Office Excel 2007, all potentially harmful content is disabled by default, and Excel displays a trust bar that signifies that some content has been disabled. The trust bar is similar to Internet Explorer's popup blocker bar. Clicking the trust bar displays a dialog box with all of the disabled content and options for enabling or disabling that content.

**Migration path:** This change primarily addresses a user-education issue. Excel no longer uses prompts to ask security questions when a workbook opens. Instead, a trust bar displays and informs the user that some content has been blocked due to security restrictions. Clicking the trust bar identifies the content that was blocked and the reason it was blocked, and provides the user with the option of unblocking the blocked content.

## Data Retrieval Services

**Description:** Data Retrieval Services (DRS) has been removed in the 2007 Office release. There are two parts of DRS. The first part consists of features in previous versions of Excel, FrontPage, and OWC that allow the creation of connections to DRS sources. These features include a user interface for creating the connections and the ability to execute the connections (retrieve data). The second half consists of server-side adapters that retrieve data from a specific data source, such as SQL Server, and return that data to

Excel (for example) using the DRS protocol. The DRS features in previous versions of Excel, FrontPage, and OWC cannot connect to a data source unless there is a DRS adapter available.

Office 2003 shipped the following DRS adapters. DRS adapters function only when they are installed on a SharePoint server.

- WSS Adapter—exposes WSS data via the DRS protocol. Shipped with WSS.
- OLEDB Adapter—exposes data from OLEDB sources via the DRS protocol. Shipped with WSS.
- SQL Adapter—exposes data from MS SQL Server via the DRS protocol.
- Shipped as part of the Office 2003 Add-in: Web Parts and Components add-on pack (Ststkpl.msi).
- Microsoft Business Solutions (MBS) adapter—exposes data from Great Plains and Solomon via the DRS protocol.

**Reason for change:** DRS is addressed in other products.

**Migration path:** For the general DRS entry point, SQL and WSS data is available through other means that also existed in Excel 2003.

## Changes in OneNote 2007

This topic lists the changes in Microsoft Office OneNote 2007 from Office 2003.

### Deleted Pages

**Description:** The Deleted Pages feature is removed. When you delete a page in Office OneNote 2007, it is placed in the **Deleted Pages** folder.

**Reason for change:** Most users did not use this feature to restore deleted pages.

### Ink Groups

**Description:** The **Show Ink Groups** feature on the **Tools** menu is removed. Entry points to the feature are also removed. Office OneNote 2007 no longer shows users the structure it identifies for their ink as they write.

**Reason for change:** This was a low-use feature with only moderate satisfaction. Removing the feature simplifies the user interface. The feature is also no longer needed due to the more intelligent and context-aware parsing engine.

### Page Header

**Description:** The title area in Office OneNote 2007 is removed.

**Reason for change:** The title area was not commonly used.

**Migration path:** This change is made automatically during upgrade.

## Changes in Outlook 2007

This topic lists the changes in Microsoft Office Outlook 2007 from Office 2003.

### ACT! and Schedule Plus

**Description:** ACT! and Schedule Plus import are no longer supported.

**Reason for change:** The technology is no longer used or has other supported import mechanisms.

**Migration path:** Use a previous version of Outlook to import the data into a .pst file for Schedule Plus import. Use that .pst file in Office Outlook 2007.

## Attachments

**Description:** The Attachments feature has a new user interface and enhanced functionality.

**Reason for change:** Customers can now preview attachments.

## Calendar

**Description:** The Calendar feature has the following changes in Office Outlook 2007:

- The Week view is replaced by a new Week view.
- The Free/Busy bar does not show on Calendar items if the item is Busy.
- The Meeting icon is removed from Calendar items.
- The default detail level of the Month view is changed.

**Reason for change:** This change simplifies the Calendar user interface and allows more text to appear on Calendar items.

## E-mail: Categories

**Description:** In previous versions of Outlook, categories could arrive on incoming mail and were automatically reapplied on replies and forwards to categorized mail. Categories are no longer assigned to incoming mail, and are not automatically reassigned to replies and forwards.

**Reason for change:** The new Colored Categories feature makes categories visually louder. Most users do not want to receive categorized mail, which they perceive as spam.

## Forwarding out-of-date meeting requests

**Description:** In earlier versions of Outlook, the user could forward an out-of-date meeting request. If a user tries to forward an out-of-date meeting request in Office Outlook 2007, Office Outlook 2007 automatically sends the most recent copy of the meeting.

**Reason for change:** Customers no longer miss meetings because of out-of-date meeting requests.

**Migration path:** Office Outlook 2007 automatically forwards the most recent meeting request.

## MAPI DLLs

**Description:** The user interface and functionality for MAPI DLLs are separated. The functional DLL is installed into a language-agnostic folder under OfficeVer. This change has no effect on end users. ISVs must use LoadLibrary and the default search path to load the Outlook MAPI Provider. If they do not, the ISV is broken.

**Reason for change:** This change results in smaller Language Interface Pack (LIP) downloads.

**Migration path:** Use LoadLibrary and the default search path to load the Outlook MAPI Provider.

## Non-delivery receipt

**Description:** When a mailbox is full, submission fails on the client side instead of on the server side. The recipient still receives a message stating that their mailbox is over the message limit.

**Reason for change:** This change was made in response to customer feedback.

## Personal Address Book

**Description:** The Personal Address Book, an ANSI address book that is part of Outlook 96, is removed. The Personal Address Book was replaced by Outlook Contacts in Outlook 97. Personal Address Book entries were stored in the local computer files with the extension .pab. Office Outlook 2007 does not support .pab files. During configuration, all contacts in the Personal Address Book are migrated to the default Outlook Contacts folder. Customers can choose to move their contacts to a different folder, or to cancel the migration and import the .pab file later. The .pab file continues to exist in the file system, but the Personal Address Book is not accessible from Outlook. Customers cannot re-add the Personal Address Book, because Outlook does not provide this as an option in the E-mail Accounts configuration.

**Reason for change:** Outlook Contacts provides more functionality than .pab files.

**Migration path:** Office Outlook 2007 migrates the .pab file during configuration.

## Reply in IRM e-mails

**Description:** Replies to protected e-mails in the 2007 Microsoft Office system contain the original text. The replier can add comments, but cannot extract the original content. When the user replies to a Do Not Forward e-mail message, the original content is preceded by a yellow bar that tells the user what actions can be performed. Users can still view and respond to all protected e-mail they have received from earlier versions of Outlook.

**Reason for change:** Customers asked for this change to be able to provide feedback to protected e-mail.

**Migration path:** Install Office 2003 SP2 or the 2007 Office release.

## Scripting agent

**Description:** Using Outlook to administer Exchange Server scripts is possible only by downloading the Scryptxn.dll file from the Microsoft Download Center.

**Reason for change:** Most customers do not use this feature.

**Migration path:** Download and install Scryptxn.dll from the Microsoft Download Center.

## Security settings

**Description:** Security settings from **Tools, Options** are moved into the Trust Center.

**Reason for change:** This change creates a more consistent environment by aggregating security settings in a single location.

## Show Views in Navigation Pane

**Description:** The **View, Arrange By, Show Views in Navigation Pane** feature is moved to **View, Navigation Pane, Show Views**.

**Reason for change:** This change creates a more consistent experience and increases usability.

## Changes in the 2007 Office system

### Administrative installation images

**Description:** Administrative installation images are replaced by a required local installation source.

**Reason for change:** Administrative installation images were difficult to sustain. Requiring a local installation source prevents source resiliency problems when the is updated

### Clip Organizer: Autoimport

**Description:** When **Clip Organizer** runs for the first time, it no longer calls the **Autoimport** dialog box. Users can still click **Autoimport** on the **File** menu.

**Reason for change:** Users must no longer decide if they should import all of their pictures into **Clip Organizer**.

**Migration path:** Users click **Add clips to the organizer** on the **File** menu, and click **Automatically**.

### Document life cycle: Check in and check out

**Description:** In Office 2003, check out occurred on the server when the user checked out files from a client. Check out occurs locally as the default behavior in 2007 Microsoft Office system, so the user edits the file offline. The user checks in the file to the server from the local copy.

New functionality also enables users to use to perform check-in. The first time a user checks out a file from the client, a message informs the user that the file will be checked out locally. The message provides a link to the folder where the file is checked out, with the option to change the folder. The prompt enables the user to check out the file on the server. The check out behavior is the same as it was in Office 2003, except for changes in the dialog boxes.

**Migration path:** The previous method of checking out files is still accessible and usable, but with changes in the dialog boxes.

### File Search

**Description:****File search** is removed from the user interface in several programs. Users no longer click **File Search** on the **File** menu to open the **File Search** task pane. Users do not access this feature from the **Tools** menu in the **File Open** dialog box. Users now use the search capability in Windows XP, or use MSN Desktop Search.

**Reason for change:** This feature was rarely used. Native operating system search functionality and MSN Desktop Search provide more functionality. The search feature in Microsoft Office Outlook 2007 and in the 2007 Office release enables users to search e-mail more quickly than the **File Search** feature.

**Migration path:** In 2007 Office release, users can search more quickly in Office Outlook 2007 as a replacement for searching e-mail, and can use the operating system's native search functionality or MSN Desktop Search to find other types of files.

### Help: Detect and Repair...

**Description:** The **Detect and Repair...** option on the **Help** menu is no longer available in the 2007 Office release, and has been replaced by **Repair**.

**Reason for change:****Repair** is now more robust and integrated.

**Migration path:** Users can use **Repair** through the Control Panel, **Add/Remove Programs** for Office products, or Customer Watson Setup Diagnostics.

## Japanese IME: Editing style

**Description:** **Standard Input** and **Natural Input** editing styles are merged into **Standard Input**. The functionality remains the same.

**Reason for change:** The two editing styles confused users.

## Japanese IME: Register Entry

**Description:** The **Register Entry** feature is removed from Japanese IME.

**Reason for change:** This feature had very low usage. Users experience improved IME conversion without this functionality.

## Korean converters

**Description:** Korean converters, including GS32.CNV, HANA32.CNV, and TGWP32.CNF, are removed.

**Reason for change:** This was a low-use or no-use feature.

## Matching feature states across versions

**Description:** The 2007 Office release no longer matches feature states across versions during installation. For example, Microsoft Office Word 2007 templates that are not part of the typical installation for the 2007 Office release are not automatically installed.

## MSI-only install

**Description:** It is impossible to install 2007 Office release without running **setup.exe**. More than just the .msi file is required to complete an installation. For more information, see [Evaluating the new Setup architecture](#) .

## Non-local installation source installations

**Description:** The 2007 Office release is installed only from a local installation source. It is no longer installed from an uncompressed network source or from an administrative image. For more information, see [Evaluating the new Setup architecture](#) .

## Office Program Recovery

**Description:** The Microsoft Office Application Recovery program is no longer installed. The 2007 Office release now automatically detects programs that are not responding, and provides document recovery and Software Quality Metrics (SQM) when the user attempts to close a program that is not responding.

**Reason for change:** Very few users were aware of the document recovery tool, and consequently the tool was seldom used. Document recovery now occurs automatically.

## OWC11

**Description:** OWC11 is removed from the 2007 Office release and now ships only with . The DataFinder functionality in OWC11 is also removed. This affects solutions that use the spreadsheet, chart, pivot table, and data source control functionality of OWC11 in a Web page or client program that requires installation of this ActiveX control on the user's computer. The user experience varies depending upon the host container of the OWC11 ActiveX control.

For Web pages, users might see a broken icon or a notification that OWC is required. For client programs, users might receive a runtime error or other notification. In these situations, users download OWC11 from the Microsoft Download Center. The notification message generated by Office programs provides a link to the download location for OWC11. Neither Microsoft Office Excel 2007 nor now generate Web pages that use OWC.

**Reason for change:** New technologies such as Microsoft Windows SharePoint Services 3.0 with Excel server side capabilities and the new charting component in the 2007 Office release replace some features of OWC11.

**Migration path:** When the 2007 Office release is installed, previous versions of Office are removed by default. This prevents software conflicts and ensures that you have the latest versions of shared components. As a result, OWC installed with previous versions of Office is removed. If you have documents or solutions that depend on OWC, these solutions do not function properly if the correct version of OWC is not installed on the client machine. There are three primary courses of action:

1. Install the correct version of OWC on the appropriate client computers. The installation can be performed in the following ways:
  - If there is wide usage of OWC throughout your corporation, OWC can be chained into the installation of the 2007 Office release using the Office Customization Tool. You can obtain the necessary version of OWC (OWC10 or OWC11) from the Microsoft Download Center at Office XP Tool: Web Components (for OWC10) or Office 2003 Add-in: Office Web Components (for OWC11).
  - If there is small or localized use of OWC in your corporation, you could allow users to download OWC from the Microsoft Download Center on an as-needed basis. If OWC is not found on the client computer when the Web page displays, pages authored with Excel 2003, FrontPage 2003, and Access 2003 that require OWC display a link to the OWC download location. For custom solutions that use OWC, follow this same process of checking for OWC and displaying a download link if OWC is not installed.
2. Migrate OWC-based documents and solutions to a comparable technology, such as Excel Services. This option largely depends on the importance of the documents or solutions, the length of time they will be in service, and the degree to which OWC solves your business issues.
3. Discontinue the use of documents or solutions if they are no longer needed.

## Proofing tools

**Description:** The **Spelling Options** user interface is changed in all programs. The object model also contains changes.

**Reason for change:** Users now see the same **Spelling Options** user interface in all Office programs, instead of a different user interface in each program.

## Registry: Messenger registry key

**Description:** Support for the Messenger registry key for the Persona menu at HKCU\Software\Microsoft\Office\12.0\Common\PersonaMenu is removed. Customers always see **Send an Instant Message** if they are running an Instant Messenger program.

**Reason for change:** The default is to have this registry key turned on, so customers do not notice a difference.

## Registry: Phone registry key

**Description:** Support for the Phone registry key in the Persona menu located at HKCU or HKLM\Software\Microsoft\Office\12.0\PersonaMenu and HKCU\software\policies\microsoft\office\12.0\PersonaMenu is removed. Customers always see the call menu item on the Persona menu.

**Reason for change:** The default is to have this registry key turned on, so customers do not notice a difference.

## Save Workspace command

**Description:** The **Save Workspace** command is located on the **Tools** menu instead of on the **File** menu. Users can use the **Save As file type** from the **File** menu or the tool in the tool well to access this feature.

## Setup.exe: Local Installation Source

**Description:** The 2007 Office release installs only from a Local Installation Source, not from an uncompressed network source or from an Admin Image. **Setup.exe** is required for all installations of the 2007 Office release. Direct MSI execution is not supported. As a result of the requirement for local caching, policy-elevated installations are not possible.

## Setup.exe: Catalyst

**Description:** **Setup.exe** supports fully qualified paths for chained executable files.

**Reason for change:** This change makes chaining more robust.

**Migration path:** Replace all relative paths with fully qualified paths.

## Ststpkl.exe

**Description:** **Ststpkl.exe** is no longer downloaded for the 2007 Office release. The following functionalities are no longer available: PivotView Web Part, Spreadsheet Web Part, QuickQuote Web Part, WebClipper Web Part, Great Plains DSP, Great Plains solutions, SQL DSP, InfoPath templates, Rich Issues List.

**Reason for change:** OWC, which represents the main set of Web parts in this download, is deprecated. In addition, the Great Plains solutions are superseded by offerings from Microsoft Business Solutions.

**Migration path:** There is no migration path for OWC. For Great Plains solutions, use the Microsoft Business Solutions Center. For the QuickQuote Web Part, use the MSNBC quote Web part.

## Digital signatures

**Description:** The digital signature feature has the following changes:

- The signature format in the 2007 Microsoft Office system is **XMLDSig**.
- The digital signature entry point is moved from **Tools, Options, Security, Digital Signatures** to **File, Finalize Document, Signatures**.
- Invalid signatures are no longer automatically removed.
- The object model is extended to support the new model and to support existing solutions.
- Third parties can create their own signing providers.
- Users can access the previous functionality through a more visible and intuitive route.

**Reason for change:** The digital signatures feature is more visible and intuitive. Users can view when signature verification is performed, and who has signed the document. Third parties can create custom signing solutions.

## Document life cycle: Remove Hidden Data (RHD) add-in tool for Office 2003

**Description:** Document Inspector replaces the Remove Hidden Data (RHD) tool. The entry point and user interface are different. The new user interface enables multiple inspectors to run, which gives the user more granular control of the document-cleaning process.

**Reason for change:** This change provides RHD functionality in the 2007 Office release. Users do not have to download the RHD tool separately. The feature is more discoverable.

**Migration path:** Install the 2007 Office release.

## Document life cycle: versioning

**Description:** Minor versioning is included in the 2007 Office release. Previous versioning could only be enabled or disabled. Versioning numbers can now be represented by decimals to represent minor versioning; for example, 2.2 in addition to 2.

**Reason for change:** This change creates the same versioning functionality in the 2007 Office release that exists in Microsoft Windows SharePoint Services 3.0.

**Migration path:** Install the 2007 Office release.

## IRM: Windows Rights Management Client

**Description:** The 2007 Office release no longer supports Windows Rights Management Client v. 1.0. The 2007 Office release requires Windows Rights Management Client SP1. Users who have the previous Windows Rights Management client installed are prompted to install the new client version. Users do not notice a change with the new client version.

**Reason for change:** Security fixes in the 2007 Office release are incompatible with the previous Windows Rights Management Client.

**Migration path:** Users with the previous client version are prompted to upgrade to the new version, which is available as a download from the Microsoft Download Center at Microsoft Windows Rights Management Services Client with Service Pack 1.

## Send For Review

**Description:** The user-interface entry points for the Send For Review feature, accessible at **File, Send To, Mail Recipient (For Review)**, are removed. The object-model entry points remain.

**Reason for change:** The **Send For Review** feature is superseded by document life cycle (DLC). DLC provides a more robust workflow.

**Migration path:** Customers can continue to use the object model for **Send For Review**, but they must eventually migrate to the DLC workflow offering. The **Send For Review** feature uses client-only programs. Customers can write an add-in to utilize this feature's object model while they migrate to a Windows SharePoint Services 3.0 environment.

## Changes in SharePoint Server 2007

### Administration object model

**Description:** The Administration object model is replaced.

**Reason for change:** The new object model is more complete.

**Migration path:** Developers must write new code.

## Areas and Listings

**Description:** The object model, user interface, and architecture of areas and listings have changed. Areas now use Microsoft Windows SharePoint Services 3.0 Web architecture, so the URLs of sites change. Bucket webs are removed during upgrade. In a clean installation, the user gets portal Webs that are named just like new Windows SharePoint Services 3.0 Webs. SharePoint Services 2.0 listings do not exist in Microsoft Office SharePoint Server 2007. A new summary links feature displays links on a page.

To preserve data and functionality, upgrading moves listings to an Office SharePoint Server 2007 list and uses the content-by-query (CBQ) Web part to display the items on a page. It is recommended that users manually move upgraded data to summary links, because this is the new feature for displaying, sorting, and grouping links on a page.

**Migration path:** During upgrade, areas are automatically moved to Webs and bucket Web URLs are removed. Favorites and other externally saved links must be changed. Upgrading automatically moves listings to an Office SharePoint Server 2007 list and a CBQ Web Part. It is recommended that users manually move the data to the summary links feature to receive all of the benefits of easy in-page link editing. To do this, users must add a summary links Web part or control to the page, and then manually copy links from the upgraded list to the summary links Web part.

## Controls on administrator pages

**Description:** The controls that were located on administrator pages are replaced with new controls.

**Migration path:** SharePoint Services 2.0 pages that users have customized continue to work, but might have new or deprecated controls. Users can remove deprecated controls from the page. New controls are provided automatically.

## Crawl schedules

**Description:** Crawl schedules could previously be created and maintained in their own list. Crawl schedules are now completely associated with content sources. You cannot define a crawl schedule outside of a content source. Users no longer have a page on which to manage their crawl schedules. Instead, they must specify crawl schedules on the content source page.

**Reason for change:** This change reduces the confusion caused by creating content sources in one location and linking the sources to schedules in another location.

## Portal Provisioning

**Description:** The user interface and object model for the provisioning feature are changed. The area creation user interface is replaced by the WSS Web creation user interface.

**Migration path:** If users have customized SharePoint Services 2.0 provisioning, their code continues to work after upgrade. However, it is recommended that users rework the code to use the Windows SharePoint Services 3.0 object model.

## Query object model

**Description:** The Query object model is replaced.

**Reason for change:** The new object model is more complete.

**Migration path:** Developers must write new code.

## Search: Area Alerts

**Description:** The Area Alerts feature is removed.

**Migration path:** Users now subscribe to list alerts. To simulate the SharePoint Services 2.0 experience, users can subscribe to all lists within the area.

## Search: Automatic propagation

**Description:** In SharePoint Server 2003, index propagation could be set up to execute as soon as a crawl was complete. Users are no longer able to set up index propagation in this way. The new continuous propagation feature is used in those scenarios in which users previously used automatic propagation. There is a change in the Administrator user interface for Search.

**Reason for change:** Continuous propagation improves functionality for the entire search system. The scenarios that were previously covered by automatic propagation are now covered by continuous propagation. Continuous propagation dramatically improves the real-time availability of indexed content in search results.

**Migration path:** The upgrade process migrates users who are currently using automatic propagation to continuous propagation.

## Search: More Info link

**Description:** In earlier versions, there was a More Info link in search results. The link led to a page that showed name/value pairs for properties and enabled users to pivot on the author name. This link and page are no longer available.

## Search: MySite Alerts

**Description:** The Alerts Web part is removed from MySite. Manage Alerts now happens at the site level instead of rolling up to MySite.

## Search: TIFF filter

**Description:** In earlier versions, there was a filter for TIFF formatted files. TIFF files were translated into text with optical character recognition (OCR) software when the files were crawled, and the text was indexed. This feature is removed.

## Search: Web parts

**Description:** Search Web parts are deprecated. They continue to work in SPS v. 3.0, but not in later versions.

**Reason for change:** The user interface is improved.

**Migration path:** Use new Web parts.

## Shared Services

**Description:** In SharePoint Server 2003, each portal that was created had its own set of resource-intensive, high-value services. This condition severely restricted scale, so a feature was introduced that allowed all portals located within a single farm to share the same set of services. A second introduced feature allowed all portals located within a remote SharePoint Server 2003 farm to also consume services from a parent farm. In both cases, the change was a substantial and a one-way switch: if the shared services option was chosen, all portals in the affected farms had to participate in the shared services; and once service sharing was turned on, there was no way to turn it off again. In the 2007 Microsoft Office system, the ability to share services turns on by default. It is flexible so that more than one set of services is available within and between farms, and portals move easily between sets of shared services.

**Reason for change:** This change improves scale, performance, and farm usability. SharePoint Server 2003 was restricted to 15 portals per farm. Users can now host many more sites on a single set of hardware. Service level administration can now be delegated to power users. Users can configure their systems to reflect the system's current state. For example, they can move Web programs between sets of shared services to reflect organizational and political changes.

**Migration path:** Auto migrated as part of the server upgrades collection.

## Topology Management

**Description:** The Topology Management user interface is replaced by a new management feature.

**Reason for change:** The inclusion of four additional products in Windows SharePoint Services 3.0 requires a new method to manage the services on servers for ease of use. With the new feature, users can uniformly manage all services and servers for the Office Server products.

## Windows SharePoint Services 3.0 Security Model

**Description:** The previous security model objects (SPRole, SPList.PermissionsMask, and others) are marked obsolete to encourage use of the new, role-based security model. There is a new user interface for list-level permissions. Developers receive warnings if they try to use the obsolete objects in their code.

**Reason for change:** This change provides scalable security and a more consistent, role-based security model on all scopes: Web, list, folder, and item.

**Migration path:** Users must rewrite custom code. Windows SharePoint Services 3.0 performs migration of existing security settings during upgrade. An attempt to compile outdated code generates an error message.

## Changes in Word 2007

### Autosummarize command

**Description:** The Autosummarize control is removed from the user interface, but is still available in the command well.

**Reason for change:** This was a low-use feature.

**Migration path:** Use this feature from the command well.

### Blue background with white text

**Description:** The option to have a blue background with white text is removed.

**Reason for change:** This feature, included in previous versions of Word to emulate legacy versions of WordPerfect, is no longer used.

### Converter

**Description:** The converter msword832.cnv is removed from Office Word 2007.

**Reason for change:** The new converter provided in Office Word 2007 has improved functionality.

### Converter

**Description:** The converter wrd6er32.cnv is removed from Office Word 2007.

**Reason for change:** This converter saved Word 97-2003 files as RTF with a .doc extension so the files could be read by Word 95.

**Migration path:** To create documents that can be read by Word 95, save the documents as RTF files. Download the Office Converter Pack to enable Word 95 to open these files.

## Converters

**Description:** Outdated Korean-specific converters (GSR32.CNV, HANA32.CNV, TGWP32.CNV) are removed.

**Reason for change:** These converters supported three word processing programs that are no longer in use.

## Diagram object model

**Description:** The diagram object model is removed.

**Reason for change:** For more information, see [Changes in Charting](#) .

## Eastern European Font add-in

**Description:** The Eastern European Font Fix-up add-in is removed, and is available in the 2007 Microsoft Office system as a download.

**Reason for change:** The add-in is no longer needed. There have been no code-page dependencies for more than five years. This add-in is only useful for files with font-mapping issues that were created on previous systems.

**Migration path:** Download the utility from the Microsoft Download Center.

## File Search

**Description:** The File Search feature is removed.

**Reason for change:** This is a low-use feature that is redundant with other search mechanisms.

## Fix broken text

**Description:** The ability to open Word 6.0 documents and fix broken text (that is, to turn 8-bit characters into 16-bit characters) is removed.

**Reason for change:** This is a low-use feature for a legacy issue.

**Migration path:** This tool will remain available online.

## Font Text Effects

**Description:** The **Text Effects** dialog box is removed.

**Reason for change:** The functionality that was available in this dialog box is no longer useful in current site design.

**Migration path:** This feature is no longer accessible. Users can remove text formatting through a variety of methods, including the **Remove Formatting** option.

## Format themes

**Description:** The Format Themes dialog for choosing HTML/CSS themes is removed.

**Reason for change:** The new Themes architecture replaces this feature.

**Migration path:** Use the new Themes architecture.

## Ietag.dll

**Description:** The ietag.dll browser helper object (BHO) is removed. The ietag.dll provides OOUI/Action Menu functionality when a document with recognized smart tags opens within Internet Explorer.

**Reason for change:** With changes in Word Mail, this feature is no longer necessary.

## Mail merge bar codes

**Description:** The bar code functionality is removed. Users can no longer insert a bar code into a mail merge.

## Mergeable address lists

**Description:** Mergeable address lists are removed from Office Word 2007.

**Reason for change:** This was a low-use feature.

**Migration path:** The mergeable address lists from Word 2003 are still available on Office Online.

## MODI

**Description:** The Microsoft Office Document Imaging (MODI) tool set and code dependencies on MODI are removed.

**Reason for change:** This technology is replaced with XPS.

**Migration path:** Online fax vendors or others who rely on MODI technology can either download MODI or update their applications to use the new XPS technology.

## MSE

**Description:** Microsoft Script Editor (MSE) is removed. Documents that contain scripts and that are upgraded to the new file formats lose the scripts without warning.

**Reason for change:** The removal of this low-use feature increases security.

## PAB support

**Description:** The Personal Address Book (PAB) converter is removed from Word. Users can no longer use a PAB file as a source for mail merge documents.

**Reason for change:** This feature is replaced by Contacts in Outlook.

**Migration path:** Users should use Contacts instead of PAB files.

## Save As Web Page option

**Description:** The **File, Save As Web Page** option is removed. Saving as a Web page is now performed using the **Save As** button on the **File** menu.

**Reason for change:** The **Save As** dialog box provides a more convenient way to access this functionality.

**Migration path:** Click **File**, click **Save As**, and choose **Web page** from the options.

## Send to Routing Recipient

**Description:** The Send to Routing Recipient feature is removed.

**Reason for change:** Removal of this low-use feature from the user interface improves the user experience.

## Set the width of a space like WordPerfect 5.x

**Description:** The WordPerfect compatibility option **Set the width of a space like WordPerfect 5.x** is removed.

**Reason for change:** This feature is no longer necessary.

## Third-party OCX controls

**Description:** Third-party tools are removed from the **Web Tools** toolbar. Customers can no longer use the **Web Tools** toolbar to insert movies, sound, or scrolling text (marquees).

**Reason for change:** These controls are disabled because of security updates.

## Versioning

**Description:** The versioning feature is removed.

**Reason for change:** This feature is replaced by document life cycle (DLC) functionality in the 2007 Office release.

**Migration path:** Organizations that used the versioning feature can use the Version Extraction Tool (VET) in the Office Migration Planning Manager (OMPM) to extract versions of a document into multiple files. For more information, see [Migrate Word, Excel, and PowerPoint files to the 2007 Office system](#) .

## Insert Web Components for Office XP

**Description:** The Insert Web Components for Office XP functionality is removed.

**Reason for change:** This is a low-use feature.

## Web discussions

**Description:** Entry points to Web discussions are removed.

**Reason for change:** Web discussions entry points are removed from Windows SharePoint Services 3.0.

## Wizards

**Description:** The following wizards are removed:

- Agenda wizard
- Envelope wizard
- Fax wizard
- Letter wizard
- Memo wizard
- Pleading wizard
- Resume wizard

**Reason for change:** These wizards are replaced by more modern templates available on Office Online.

**Migration path:** Use the templates on Office Online.

## WordPerfect navigation

**Description:** WordPerfect navigation functionality is removed, including Help for WordPerfect users and navigation keys that match WordPerfect.

**Reason for change:** This is legacy functionality that has very low usage.

## Wpequ532.dll

**Description:** Wpequ532.dll, which was used to render equations when WordPerfect 5.0 and 6.0 files were opened in Word, is removed.

**Reason for change:** This change increases security by removing legacy code that is no longer used.

**Migration path:** Wpequ532.dll is available in the Office Converter Pack.