

The 2007 Microsoft Office Suites

Though each suite supports these high-level goals, the multiple suites of the 2007 Microsoft Office system have been tailored to meet the demands of a specific subset of users. The availability of various suites allows organizations and individuals to license and deploy the applications and features most relevant to their needs and their business.

Office Standard 2007¹, Office Professional Plus 2007, and Office Enterprise 2007 are available under volume licensing agreements—all build on the capabilities of the other. Office Ultimate 2007 is available through retail, OEM and academic licensing programs. Overviews of each of these suites are provided below, going into greater detail on the applications and features that differentiate these suites from each other and from the other available suites.

Businesses with enterprise licensing agreements typically consider Office Professional Plus 2007 and Office Enterprise 2007, as both focus on advanced functionality and increased collaboration. While Office Professional Plus places emphasis on individual and team productivity, Office Enterprise adds capabilities that enable collaboration and information sharing across functional and even company boundaries through unique combinations of applications and features. These advanced suites also support seamless integration between the Microsoft Office applications, Microsoft Office SharePoint Server 2007 and information rights management (IRM) technologies.

Microsoft Office Standard 2007

The applications included with Office Standard 2007—including Microsoft® Office Word 2007, Microsoft® Office Excel® 2007, Microsoft® Office Outlook® 2007, and Microsoft® Office PowerPoint® 2007—empower business users to manage e-mail quickly and easily create professional-looking documents, spreadsheets, and presentations. Each of the programs in Office Standard 2007 includes compelling innovations that will make it substantially easier for users to deliver better results faster.

The primary focus of Office Standard 2007 is on personal productivity, enabling individuals to create content, manage personal information, and engage in basic collaborative activities, for example, through e-mail. While Office Standard 2007 does not include many of the advanced features and capabilities discussed in the following sections, users of Office Standard 2007 can access many of these capabilities (for example, workflow and content management features) through a browser interface. In this way, all users are able to participate in an organization's document-based processes.

¹ Office Standard 2007 is also available through retail and academic (retail and volume licensing).

Microsoft Office Professional Plus 2007

Microsoft Office Professional Plus 2007, the new name for an updated release of Microsoft Office Professional Enterprise Edition, delivers a powerful set of tools designed to help people and organizations reach new levels of productivity and performance. Office Professional Plus 2007 is designed for individuals and their organizations that require efficient tools to create, manage, analyze, and share information.

Office Professional Plus 2007 programs simplify the way information is shared and people work together. Improved integration with Windows SharePoint Services and the new Office SharePoint Server 2007 create new ways to coordinate and collaborate on everything from schedules to document reviews.

Efficient, Flexible Information Gathering

Advances in Microsoft® Office InfoPath® 2007 enable organizations to harness the power of electronic forms to streamline business processes. Improvements to InfoPath 2007 include extending the reach of forms through browsers, mobile devices, and e-mail messages; improved administration; and new tools for design and deployment through the Microsoft Visual Studio® integrated development environment.

Support for Data Integration and Custom Solutions

Office Professional Plus 2007 also improves the ways organizations connect information workers to vital business data and processes.

New capabilities for data integration in Office Professional Plus 2007, including a new level of support for XML, enable organizations to make more effective use of corporate data resources by reducing the cost and complexity of connecting documents and worksheets to central data sources (line-of-business applications, Windows SharePoint Services sites, and back-end databases) so that users can feel confident they are working with consistent, accurate information.

Office Professional Plus 2007 also supports document-based solutions built using Microsoft Visual Studio Tools for the Microsoft Office system. Organizations that rely on custom solutions for Excel 2003 and Word 2003 benefit from rapid solution development and enhanced developer productivity, as well as the ability to create and deploy solutions tailored to meet specific business needs.

Microsoft Office Enterprise 2007

Building on the mobility and collaboration strengths of Office Professional Plus 2007, the new Microsoft Office Enterprise 2007 suite helps teams share information easily and more securely across geographic and organizational boundaries, even with users outside an organization, whether workers are online or offline.

The result is dramatic efficiency gains for information workers—including mobile workers, dispersed teams, project managers, and people who work with customers and partners—as they consolidate, organize, access, and share information with less effort. Organizations benefit from enhanced control over the ways people work with

documents and content, as well as the enhanced ability of teams to deliver better results faster.

New Tools for Collaboration

The inclusion of two additional, powerful programs, Microsoft® Office OneNote® 2007, a note-taking program and Microsoft® Office Groove® 2007, a collaboration software program, helps team members maximize their collaboration efforts and effectiveness. By extending collaboration and mobility support across locations, Office Groove 2007 and Office OneNote 2007 ensure that people get information they need when they need it, whether online or offline.

Office OneNote allows teams to organize a large volume of information from disparate sources. Organizations that rely heavily on team meetings for getting work done benefit by giving all members simultaneous access to the same OneNote notebook, saving time and effort on getting people aligned on discussions and plans. Office OneNote also streamlines collaboration outside of meetings by taking collaborative activity out of e-mail and into one common place where everyone can consolidate the unstructured information that is critical to project success, but that often gets lost.

Groove workspaces also help teams working across locations stay on the same page, keeping information secure and available at all times to all team members. Automatic updates keep everyone apprised of changes, while integration with SharePoint and other Microsoft Office components helps to ensure that intellectual property and business information are retained for reuse.

Support for Advanced Collaboration Scenarios

Office Enterprise 2007 is the most complete set of tools Microsoft provides for people who must collaborate and work efficiently to meet their objectives, regardless of their location or whether online or offline. Designed to solve inefficiencies and difficulties in sharing information and reduce the overhead costs associated with collaborative efforts, Office Enterprise 2007 appeals to organizations that include:

- **Mobile/laptop users.** Organizations such as professional services or consulting organizations that need to support mobile workers with tools to make them efficient, regardless of location. Organizations that perform emergency response or mobile sales, where workers need to stay up-to-date on new information associated with quickly changing situations.
- **People who work frequently with people outside their immediate organization.** Teams and individuals that must gather and share program information securely across departments and locations—or collaborate outside the corporate network. Organizations need to protect intellectual property or assets while in use.
- **People who work on many projects of short duration.** Workers with multiple projects, who need to consolidate documents and information with project context added, for greater efficiency. Teams that need a way to work together and share documents in real time.
- **People who use SharePoint sites and need to work offline.** Teams and individuals that need to consolidate documents and project notes as well as Web content, images, and other material in one place. Teams that need to capture and share documents, project records, and unstructured information and maintain an archive or record of project activity after completion.