

Microsoft Office Professional Plus 2007 product overview

Applies to: Microsoft Office Access 2007, Excel 2007, InfoPath 2007, Outlook 2007, PowerPoint 2007, Publisher 2007, Word 2007

Office Professional Plus 2007 includes a host of innovative new capabilities that make it easier to produce great results.

Get more out of the Microsoft Office system. The user interface for Microsoft Office Word 2007, Microsoft Office Excel 2007, Microsoft Office PowerPoint 2007, Microsoft Office Access 2007, and Microsoft Office Outlook 2007 has been redesigned to make program features easier to find and use. Editing and formatting operations have been streamlined so you can spend more time on the important work.

Give your work greater impact. Office Professional Plus 2007 brings a powerful new set of graphics capabilities to your desktop. New 3-D effects, shadow, reflection, glow, and surface texture tools make it easy to add highly professional-looking charts and diagrams to your work.

Manage your work with ease. Office Outlook 2007 helps you keep your e-mail, tasks, and commitments more organized with the new To-Do Bar.

Make sense of spreadsheet data in a flash. New data visualization capabilities in Office Excel 2007 help you quickly make sense of your data using rich data visualization tools.

Work together more effectively

Office Professional Plus 2007 makes sharing information and working together easier and more productive. Tight integration with Microsoft collaboration and IT infrastructure technologies facilitates more efficient information sharing and out-of-the-box collaboration.

Coordinate schedules quickly and easily. Reduce the time it takes to exchange scheduling information by sending a calendar snapshot through e-mail or publishing your calendar on Microsoft Office Online.

Share documents with confidence. The Document Inspector makes it easy for you to remove “invisible” information such as comments, hidden text, and properties from documents, spreadsheets, and presentations.

Convert your documents and information to PDF or XPS. Office Professional Plus 2007 gives you the ability to share documents, spreadsheets, and presentations in Portable Document

Format file (PDF) and XML Paper Specification (XPS) format without requiring additional third-party tools.¹

Collaborate with the greatest of ease. Office Professional Plus 2007 delivers out-of-the-box integration with the new Microsoft Office SharePoint Server 2007 by creating a powerful self-service collaboration environment that supports workflow-enabled document review, managed reports distribution, and structured information sharing.

Connect coworkers and colleagues more easily. Microsoft Office Communicator 2007 helps people be more productive by enabling them to easily communicate with others in different locations or time zones, with a range of different communication options, including instant messaging (IM); phone; and voice conferencing, video conferencing, or Web conferencing. Integration with 2007 Microsoft Office system programs Outlook, Word, Excel, PowerPoint, and SharePoint Server gives teams quick access to a full set of collaboration tools.²

Get more out of your information

Office Professional Plus 2007 helps you more easily find, analyze, and use information through a broad array of advanced information search, management, and analysis technologies that extend from the inbox to the data center.

Work with confidence. New capabilities for data integration in Office Professional Plus 2007 reduce the cost and complexity of connecting documents and spreadsheets to central data sources so that you can feel confident that you are working with consistent, accurate information.

Analyze data more efficiently. Office Excel 2007 enhances your ability to analyze business information with streamlined access to corporate data sources, redesigned, easier-to-use PivotTable views, and new data visualization capabilities.

Quickly start tracking information. Office Access 2007 helps you keep track of information more productively with a redesigned Getting Started experience, WYSIWYG report writer, and powerful integration with Microsoft Windows SharePoint Services technology. Extensive database experience is no longer required to start tracking information and creating reports to make more informed decisions.

Keep information where you need it. Office Outlook 2007 gives you new tools for making the information you need easily accessible whether you are online or offline. Really Simple Syndication (RSS) feeds can now be stored directly in your inbox for easier access. Similarly, information stored on Windows SharePoint Services sites can be taken offline

using Outlook folders to give you the flexibility to work with this data whenever and wherever you choose.

Find it fast. Office Outlook 2007 introduces a new integrated Instant Search capability so you can quickly locate the information you need right from within Office Outlook 2007.

Search by keyword or other criteria throughout all of your Outlook data including e-mail attachments, calendars, contacts, and tasks.

Manage content and streamline processes

Office Professional Plus 2007 helps organizations lower the cost of executing business processes, including content production and management, through streamlined process automation using advanced electronic forms technologies.

Gather information efficiently and reliably. Microsoft Office InfoPath 2007 makes information gathering more efficient by delivering electronic forms that reach the necessary participants easily, reduce redundant data entry, and improve the quality of the data collected. Office InfoPath 2007 makes it easy to move your paper-based information gathering to electronic forms by easily converting your existing Word documents and Excel spreadsheets to InfoPath forms.

Streamline forms-driven business processes. Office InfoPath 2007 integrates easily with your current business applications and systems using industry standards, so you can automate existing business processes without having to reinvent them.

Share with greater control. Office Excel 2007 works with Office SharePoint Server 2007 so you can publish your spreadsheet reports and models with a full range of control over who can access them.

Work with less “busywork.” Office Word 2007 works with the automated workflow services of Office SharePoint Server 2007 to reduce the busywork you have to do when managing the process of reviewing and publishing content.

Go beyond documents. Office Professional Plus

Office InfoPath 2007 makes it easy to convert your existing Word documents and Excel spreadsheets to InfoPath electronic forms