

Getting the most from
your IT equipment?

Microsoft Office 2007

Russell Bavington-Jones

ICT Projects Manager

Technology Enterprise Kent

www.technologyenterprise.co.uk



Versions

- Home and Student
- Standard
- Small Business
- Professional
- Professional plus
- Enterprise
- Ultimate

Costs – Full Version/Upgrade

- Home and Student £92
- Standard £291 / £176
- Small Business £330 / £205
- Professional £365 / £242
- Professional plus £457 / £326
- Enterprise – Volume licensing only
- Ultimate £497 / £396

Version Comparisons

	Wo	Ex	PP	Ou	Ac	Pu	AE*	Gr	IP	Co	ON
Office Home & Student 2007	✓	✓	✓								✓
Office Standard 2007	✓	✓	✓	✓							
Office Small Business 2007	✓	✓	✓	+ BCM		✓	✓				
Office Professional 2007	✓	✓	✓	+ BCM	✓	✓	✓				
Office Ultimate 2007	✓	✓	✓	+ BCM	✓	✓	✓	✓	✓		✓
Office Professional Plus 2007	✓	✓	✓	✓	✓	✓			✓	✓	
Office Enterprise 2007	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓

Key

Wo = Word

Ex = Excel

PP = Powerpoint

Ou = Outlook

Ac = Access

Pu = Publisher

AE* = Accounting Express

Gr = Groove

IP = InfoPath

Co = Communicator

ON = OneNote

* Available in US only currently

Key New Features

- Ribbon Bar – allows easier access to formatting and other options
- Office Button – contains common functions used in office with new features
- Real time preview of formatting
- Shortcut to common formatting options when highlighting
- Save direct to PDF – using free optional download

OneNote

- Collaborative workspace
- Compatible with Desktops, Laptops and Tablet PCs
- Allowing consolidation of all data in one place
- Accessible to single/multi users
- No need for server on network
- Auto saves

InfoPath

- Solution for converting paper based forms to electronic versions
- Existing word/excel forms can be converted
- Forms can be created for PCs, PDAs and other mobile devices and also published on the web
- Can be e-mailed to users or saved on an accesible network drive

Communicator

- Communication tool allowing Instant Messaging, Voice and Video
- Integration into Office suite allows communications directly from application in use
- Integration with address books, calendars and out of office data
- Allows user to ascertain availability and best method of communication

Groove

- Collaborative working tool
- Allows real time sharing of documents, tools, information and live messaging
- Uses very high level encryption
- Uses shared workspace replicated to each user accessing system
- Can be use across multiple sites not linked

Groove Example

<http://office.microsoft.com/assistance/asstvid.aspx?assetid=XT100627131033&vwidth=700&vheight=530&type=flash&CTT=11&Origin=HA10167264103>

Should you Upgrade?

- No reason why not
- Not compatible with previous versions of Office by default – need to configure default settings to enable compatibility
- Need to patch exchange server for use with Outlook 2007
- Requirements: Win XP SP2 or later, 1GHz CPU, 512MB RAM, DVD Drive, 2GB Hard Drive Space

What have we already done for local businesses?

- Helped make better use of existing technology
- Saved money by using different service providers
- Advised on implementation of new hardware and software technology
- Carried out troubleshooting for existing problems

Where to go from here?

- For presentations:

www.technologyenterprise.co.uk

- We can refer you to local ICT providers

Or

Medway Council have agreed to fund a half day of diagnostic support to workshop attendees in the areas ME1-ME8 excluding ME6

Remember we are completely independent

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Thank-you
Any Questions?

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