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More Office 2007 resources from TechRepublic

Get a concise and targeted view of the biggest changes, surprises, and enhancements in Word, Excel, PowerPoint, Outlook, and Access. ["100 things you should know about Microsoft Office 2007"](#) is a collection of "10 things" lists that detail the key changes and outline the factors to consider as you weigh upgrade pros and cons. It also includes a list of free training resources to get your users up to speed, explains the ramifications of the new file formats, and discusses how you can ensure compatibility with older versions of Office.

Which edition of Office 2007 is right for you?

The latest version of Microsoft Office has a whole new interface and a slew of cool features that make it easier to dress up your documents, spreadsheets, and presentations, as well as built-in security mechanisms to help protect your data. But it also comes in eight (count 'em!) editions. Although this gives you a lot of flexibility so that you can pay for only what you'll use, choosing among all those options can be a confusing task. In this article, we'll take a look at the differences between the suites (hint: It's more than just a matter of which applications are included) and give you the information you need to make the decision that's best for your budget and your productivity needs.

Eight is (more than) enough

Or is it? When I recently landscaped my front yard, I was frustrated to find that the stone edging I wanted didn't seem to exist. I could get the color I wanted in the wrong size, or the size I wanted in the wrong color. So even with eight editions of Office to choose from, you may find that you can't get the extra applications and features you want without paying for others you'll never use. Nonetheless, Microsoft has tried to analyze the typical needs of various user markets and create packages that will match the needs of as many as possible. And if the package that's right for you doesn't include one application you need, you can usually buy it separately. Some editions you'll be able to eliminate from consideration right off the bat, because they aren't available to you or they obviously don't fit your needs.

Here are the eight editions and their list prices:

- ◆ **Microsoft Office Basic 2007.** This edition is not available for retail purchase and thus you can't upgrade to it from earlier versions of Office. You can only get it through OEMs, preinstalled on new computers. It contains only the basic applications: Word, Excel, and Outlook.
- ◆ **Microsoft Office Home & Student 2007.** This replaces the old Student and Teacher edition, which was one of the options for Office 2003. Now it's available to home users as well as those in the academic world. Pricing is comparable, at \$149, but there is no upgrade path from Office 2003. This edition includes Word, Excel, PowerPoint, and OneNote.
- ◆ **Microsoft Office Standard 2007.** Aimed at the typical business user, this edition costs \$399 for the full version or \$239 for the upgrade version. You can upgrade from Microsoft Works versions 6.0 and above, the Microsoft Works Suite 2000 or later, or any Office 2000 or above program or suite except Student and Teacher edition. It includes Word, Excel, PowerPoint, and Outlook.
- ◆ **Microsoft Office Small Business 2007.** This edition includes programs that are especially useful to small businesses. It costs \$449 for the full version and \$279 for the upgrade version. You can upgrade from the same products listed above under Office Standard 2007. This edition includes Word, Excel, PowerPoint, Outlook with Business Contact Manager, Office Accounting Express, and Publisher.
- ◆ **Microsoft Office Professional 2007.** This edition is aimed at business users with more sophisticated needs, particularly database creation and access. It costs \$499 for the full version and \$329 for the upgrade version. You can upgrade from the same products listed above under Office Standard 2007. This edition includes everything you get in Small Business edition (Word, Excel, PowerPoint, Outlook with Business Contact Manager, Accounting Express, and Publisher) plus Microsoft Access.
- ◆ **Microsoft Office Ultimate 2007.** As the name implies, this edition includes more applications and features than any other. It's the most expensive edition available through retail outlets, costing a hefty \$679 for the full version and \$539 for the upgrade version. However, it includes just about everything except the kitchen sink: Word, Excel, PowerPoint, Access, Outlook with Business Contact Manager, Accounting Express, Publisher, InfoPath, Groove, and OneNote. It also supports integrated enterprise content management (ECM), integrated electronic forms, and creation of Information Rights Management (IRM) protected files in a Windows Rights Management Services (RMS) network environment.
- ◆ **Microsoft Office Professional Plus.** This edition is aimed at business users who need some, but not all, of the enterprise features. It's available only through volume licensing agreements, and upgrade pricing is not applicable. It includes Word, Excel, PowerPoint, Access, Outlook (without Business Contact Manager), Publisher, InfoPath, and Office Communicator 2007. It also supports integrated ECM, electronic forms, and IRM/RMS.

- ◆ **Microsoft Office Enterprise 2007.** This edition is aimed at the typical enterprise user. Like Professional Plus, it's available only through volume licensing with no upgrade pricing. It includes Word, Excel, PowerPoint, Access, Outlook, Publisher, InfoPath, Groove, OneNote, and Office Communicator and supports ECM, electronic forms, and IRM/RMS.

Microsoft offers a [quick-glance summary of the features of all editions](#) in table format.

Sorting through the applications and feature sets

Before you can make a decision as to which edition you need, you have to understand what the various applications and features do.

To help you decide which applications you need, here's a quick summary:

- ◆ **Microsoft Word:** Creates sophisticated word processing and basic desktop publishing documents, can be used as a WYSIWYG HTML editor and to publish to Web sites. New features in Word 2007 include the Ribbon interface for easier access to commands and options, Quick Styles and galleries, Live Preview, building blocks for adding preformatted content, new charting and diagramming features, better document sharing and comparison, Document Inspector to find and remove hidden metadata and personal information from documents, the ability to add multiple digital signatures to a document, conversion to PDF or XPS, instant detection of macros, and new XML-based file formats that reduce file size and improve corruption recovery. [More about Word 2007.](#)
- ◆ **Microsoft Excel:** Creates spreadsheets and workbooks. New features in Excel 2007 include the Ribbon interface for easier access to commands and options, Quick Styles and galleries, Live Preview, support for a large number of rows and columns (1 million rows and 16,000 columns per worksheet), conditional formatting, easier formula writing, improved sorting and filtering, table enhancements, new charting tools, shared charting with Word and PowerPoint, and new XML-based file formats that reduce file size and improve corruption recovery. [More about Excel 2007.](#)
- ◆ **Microsoft PowerPoint:** Creates sophisticated slideshow presentations. New features in PowerPoint 2007 include the Ribbon interface for easier access to commands and options, Quick Styles and galleries, Live Preview, custom slide layouts, designer-quality SmartArt graphics, new and improved visual effects, new text formatting options, table and chart enhancements, cut and paste from Excel, proofing tools, Presenter View, slide libraries, new security mechanisms, and new XML-based file formats that reduce file size and improve corruption recovery. [More about PowerPoint 2007.](#)
- ◆ **Microsoft Access:** Creates and provides access to databases. New features in Access 2007 include new Ribbon interface, tabbed objects, navigation pane that replaces the database window, report layout view, embedded macros, column summaries, improved filtering and sorting, new design tools and templates, split forms for fast browsing of data, multivalued fields for complex data, enhanced field list pane, strong integration with SharePoint, improved security features, data collection using InfoPath forms and Outlook. [More about Access 2007.](#)
- ◆ **Microsoft Outlook:** Provides e-mail, calendaring, contacts, and task management. New features in Outlook 2007 include the To-Do Bar, Instant Search, color categories, redesigned interface, minimized navigation pane, attachment previewing, improved scheduling capabilities through Exchange, better access to SharePoint Services, RSS feeds, calendar snapshots, subscriptions and overlays, electronic business cards, ability to export to PDF or XPS, InfoPath 2007 integration, Unified Messaging support, e-mail postmark, and improved security mechanisms. [Find out more about Outlook 2007.](#)
- ◆ **Business Contact Manager:** Outlook add-on that provides additional features for tracking contact activity and sales opportunities. Previously available as a download for Outlook 2003, it now comes with Outlook 2007 in the Small Business, Professional, and Ultimate editions of Office. [More about Outlook with Business Contact Manager.](#)
- ◆ **Microsoft Office Accounting Express:** Basic accounting package for creating invoices, tracking sales, and paying vendors; supports online banking and includes sales tools for eBay and PayPal. Imports data from Excel, Microsoft Money, and Intuit QuickBooks. You can [download it for free.](#)
- ◆ **Microsoft Publisher:** Desktop publishing application for creating newsletters, brochures, and other publications. New features in Publisher 2007 include a redesigned interface to make it faster to start or

open publications, more templates, marketing tips and integration with other Office programs to track marketing activities, ability to save to PDF and XPS, improved print preview, and better mail and e-mail merging. [More about Publisher 2007.](#)

- ◆ **Microsoft Office InfoPath:** An application for collecting and managing data and creating and deploying electronic forms; can be used in conjunction with SharePoint Server. New features in InfoPath 2007 include better integration with Outlook for using e-mail forms, browser-compatible form templates, including those designed to run on mobile devices (which eliminates the need for users to have InfoPath installed to fill out forms), wizards to convert existing Word and Excel files to InfoPath form templates, ability to export to PDF and XPS, more options for designing views, Design Checker task pane, better offline options, support for IRM/RMS, and more options for merging, printing, and previewing forms. [More about InfoPath 2007.](#)
- ◆ **Microsoft Office Groove:** A collaboration application for creating team workspaces (“virtual offices”) that can be synchronized, whether users are online or offline, in a Groove Server 2007 network environment. Users can share files, have online conversations, manage projects and meetings, and track data. [More about Groove 2007.](#)
- ◆ **Microsoft Office OneNote:** An information-gathering/note-taking application that lets you organize text, pictures, and drawings, handwritten notes and diagrams, audio/video recordings, URLs, and links to documents in notebook pages and sections in a binder-like interface. New features in OneNote 2007 include support for multiple notebooks and access from multiple computers, ability to share notebooks with others, automatic synchronization of changes made by different authors, easier navigation, new drawing tools, text recognition within images, hyperlinked notes, ability to send Web content directly to OneNote from Internet Explorer, tables, better Tablet PC support, and improved integration with other Office programs. [More about OneNote 2007.](#)
- ◆ **Microsoft Office Communicator:** Client software that integrates with other Office programs and works with Microsoft Office Live Communications Server 2005 and Office Communications Server 2007 for enterprise-level instant messaging, Voice over IP, video conferencing, and unified communications. [More about Office Communicator 2007.](#)

Understanding supported features

Once you’ve narrowed down the Office 2007 suites that include the applications you need, consider whether you also need advanced features such as integrated enterprise content management, integrated electronic forms, and/or advanced IRM and policy capabilities.

For example, Microsoft Office Standard might include all the applications you need, but if you want to be able to create IRM-protected documents, spreadsheets, presentation, and e-mail messages, you’ll need an Office edition that has that capability. Here’s an explanation of the features that are supported in some editions of Office 2007:

- ◆ **Integrated enterprise content management:** Organizations can use Microsoft’s ECM to integrate with SharePoint Server 2007 for management of content created with Office programs. For example, PowerPoint slides can be stored in specialized slide libraries so users can share and repurpose existing individual slides. Workflow templates can be applied to documents to improve the review and approval process. Barcodes and labels can be embedded within documents. Office 2007 Professional Plus, Enterprise, and Ultimate editions allow full use of ECM capabilities. Users can initiate and complete workflow tasks from within the Office applications, publish presentations and individual slides and spreadsheets to libraries, and create barcodes and labels from metadata. Users of Office 2007 Standard, Professional, Small Business, Home & Student, and Basic editions can initiate and complete workflow tasks from a Web browser, browse the libraries and build presentations from slides in the library within PowerPoint, view and use spreadsheets from the libraries in the Web browser, and read and print existing barcodes and labels in Office documents. [More about ECM.](#)
- ◆ **Integrated electronic forms:** Electronic forms are created via InfoPath 2007 and can be filled out either via the InfoPath client or within a Web browser when the forms are published to a SharePoint server. InfoPath 2007 client software is included in Office 2007 Professional Plus, Enterprise, and Ultimate editions, so you need one of these to be able to create the forms.

- Advanced IRM:** You can create and read IRM-protected content in Office 2007 Professional Plus, Enterprise, and Ultimate editions. If you only need to be able to read IRM-protected content created by others, you can use Office 2007 Standard, Professional, Small Business, Home & Student, or Basic editions. You can read -- but not create or change -- IRM-protected content with Internet Explorer 7 or Internet Explorer 6 with the rights management add-on, which is a [free download](#).

A quick-glance guide to the Office 2007 editions

PRODUCT	DESCRIPTION	PRICE	APPLICATIONS INCLUDED
Microsoft Office Basic 2007	This edition is not available for retail purchase and thus you can't upgrade to it from earlier versions of Office. You can get it only through OEMs, preinstalled on new computers.	N/A	Word, Excel, and Outlook
Microsoft Office Home & Student 2007	This replaces the old Student and Teacher edition, which was one of the options for Office 2003. Now it's available to home users as well as those in the academic world. Pricing is comparable, but there is no upgrade path from Office 2003	\$149	Word, Excel, PowerPoint, and OneNote
Microsoft Office Standard 2007	This edition is aimed at the typical business user. You can upgrade from Microsoft Works versions 6.0 and above, the Microsoft Works Suite 2000 or later, or any Office 2000 or above program or suite except Student and Teacher edition.	\$399 for the full version or \$239 for the upgrade version	Word, Excel, PowerPoint, and Outlook
Microsoft Office Small Business 2007	This edition includes programs that are especially useful to small businesses. You can upgrade from the same products listed above under Office Standard 2007.	\$449 for the full version and \$279 for the upgrade version	Word, Excel, PowerPoint, Outlook with Business Contact Manager, Office Accounting Express, and Publisher
Microsoft Office Professional 2007	This edition is aimed at business users with more sophisticated needs, particularly database creation and access. You can upgrade from the same products listed above under Office Standard 2007.	\$499 for the full version and \$329 for the upgrade version	Everything you get in Small Business edition (Word, Excel, PowerPoint, Outlook with Business Contact Manager, Accounting Express, and Publisher) plus Microsoft Access

Microsoft Office Ultimate 2007	<p>As the name implies, this edition includes more applications and features than any other. It's the most expensive edition available through retail outlets.</p> <p>It supports integrated enterprise content management (ECM), integrated electronic forms, and creation of Information Rights Management (IRM) protected files in a Windows Rights Management Services (RMS) network environment.</p>	\$679 for the full version and \$539 for the upgrade version	Word, Excel, PowerPoint, Access, Outlook with Business Contact Manager, Accounting Express, Publisher, InfoPath, Groove, and OneNote
Microsoft Office Professional Plus	<p>This edition is aimed at business users who need some, but not all, of the enterprise features. It's available only through volume licensing agreements, and upgrade pricing is not applicable.</p> <p>It supports integrated ECM, electronic forms, and IRM/RMS.</p>	N/A	Word, Excel, PowerPoint, Access, Outlook (without Business Contact Manager), Publisher, InfoPath, and Office Communicator 2007
Microsoft Office Enterprise 2007	<p>This edition is aimed at the typical enterprise user. Like Professional Plus, it's available only through volume licensing with no upgrade pricing.</p> <p>It supports integrated ECM, electronic forms, and IRM/RMS.</p>	N/A	Word, Excel, PowerPoint, Access, Outlook, Publisher, InfoPath, Groove, OneNote, and Office Communicator

Convert Office 2007 files to a 2003-readable format

As adoption of Microsoft Office 2007 becomes more prevalent, the likelihood that you will receive a document saved in the native Office 2007 format grows. If you and your organization are not quite ready to transition to Office 2007, you will still need to open files from clients, vendors, and partners. The Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats makes it possible for users of Office 2003 applications to open and edit Office 2007 documents.

You download the latest version of the [Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats](#) for free from Microsoft.

An introduction to the Microsoft Office 2007 ribbon interface

By now, you've probably gotten a peak at the radically new interface shipping with Office 2007. From Word to Excel to PowerPoint, the new interface is designed to increase efficiency and make it easier for users to find features to get their work done. The end result is an interface that *does* make it easier to get things done, but there are some caveats. In this article, I'll provide a detailed overview of the new interface as well as pointing out some areas of challenge.

Significant interface changes

As soon as you load an Office 2007 application for the first time, it will hit you: "Whoa." That was pretty much my reaction, even though I'd seen screenshots and other details. Once it's on the screen in front of you, it's a little daunting, particularly if you're an Office power user. In fact, Office power users will probably have the hardest time adjusting to the new interface.

Under the hood—that is, once you get into a regular dialog box—you'll notice that many of the dialog boxes are similar to the ones found in older versions of Office, but the elimination of the traditional menu bars requires a different way of thinking. In short, the Office team at Microsoft has thumbed their collective noses at the traditional interface and created a new way of working. Here are some of the highlights of the new interface.

The Office button

At the very top-left corner of the Office window, you'll see what is referred to as the Office button, mainly because it has the Office logo on it, but also because it gives you quick access to many of Office's most important tasks. Among these tasks: open a document, save your work, print your document, publish your work to a shared work space, and a lot more. From this button, you can also access a list of the most recent dozen and other documents you've worked on.

The Office button also takes all of the non-document related activities and puts them in one spot. By "non-document," I mean tasks that do not directly relate to the editing task at hand. These items include Open, Save, Print, Close, and more. From the button, you can also configure overall product options. In Word, for example, you can set your proofing options, save options, and more. See **Figure A** for an example of what you'll find on the Office button.



Figure A

Items on the Office menu that have arrows to the right of the entry have sub-options. For example, in Excel 2007, when you click on the Office button and hover over Save As, you're provided with a list of the possible save options, as shown in **Figure B**.

The Ribbon

Goodbye menu bar. Goodbye traditional menus. Adios toolbars. In most of the Office 2007 products, Microsoft has foresworn these tried and true interface objects in favor of something more streamlined: The Ribbon. The Ribbon takes up a good chunk of the top portion of the screen—the section once occupied by the menu bar and various toolbars. Your initial use of Office 2007 with the new Ribbon may make you wonder why Microsoft would use interface real estate in this way but, after using the Ribbon for a while, you will probably see how its use can result in significant improvements to the way you work. However, it will take some time, especially if you're an Office power user.

Users who are very familiar with the old Office interface will have the hardest time adjusting to the new system. See **Figure C** for a look at the Ribbon in Excel 2007. **Figure D** shows you the Ribbon used in Word 2007. Notice that the Ribbon is broken down into a number of tabs, including the Insert tab, from which you can add visual elements, such as tables, charts and more, to your Word document. The Page Layout tab replaces the Page Setup dialog and provides a place for you to change your document's margins, page size, indentation, and more.

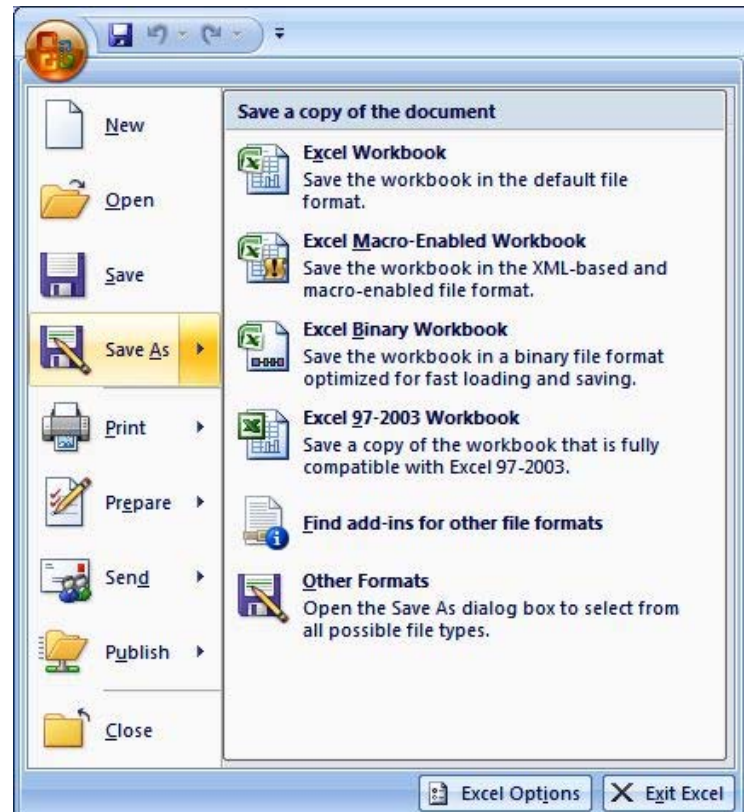


Figure B

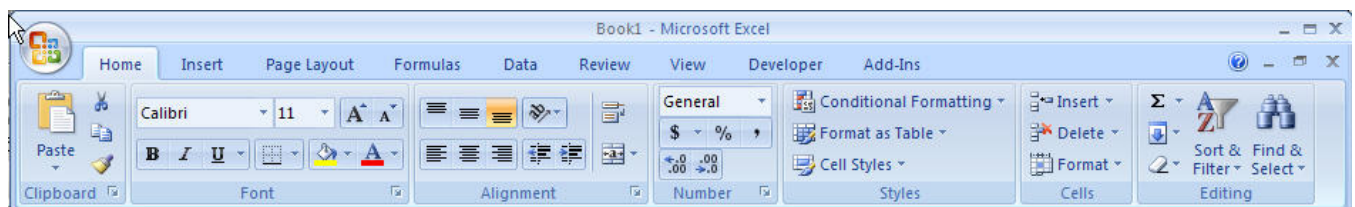


Figure C

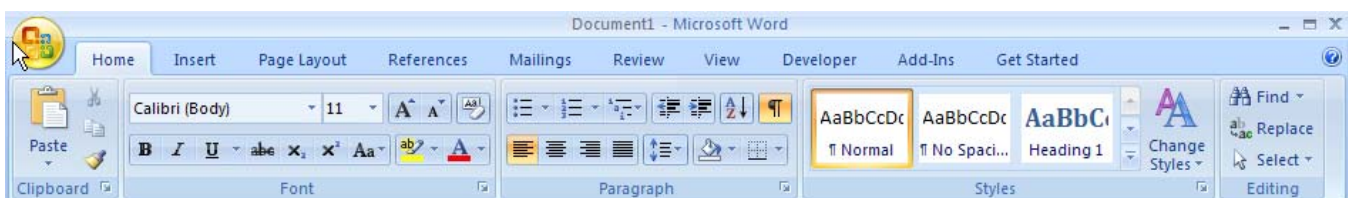


Figure D

The Ribbon provides a contextual experience for your users. By that, I mean that the tabs that are available on the Ribbon change based on the document context. If a user is working with a chart, for example, a Chart Tools section is added to the Ribbon with Design, Layout, and Format tabs. These new tabs are visible only when your insertion point is within a chart, and stay out of your way at other times. **Figure E** shows you an example of the Chart Tools context-sensitive tabs.



Figure E

If you're more comfortable working with a more traditional dialog box, these haven't been eliminated from Office. In fact, many of the most common dialog boxes are accessible via a single click of the mouse. Take a look back at Figures C and D. In the lower right-hand corner of most of the various sections of the Ribbon, take note of the small arrow pointing down and to the right. These icons open up the associated traditional dialog box. For example, if you click on the arrow icon in the Font section of the Ribbon in Word, the Font dialog box will open. Since not every single option will fit on the Ribbon, these dialog boxes remain useful.

On the Ribbon, on the Home tab, you can also see the most obvious example of galleries. A gallery is basically an example of what a particular style will look like. Word, Excel, and PowerPoint make liberal use of galleries. Word uses them to give you a look at what would happen if you applied a particular style to your document. Excel uses them to apply formatting to your spreadsheets and PowerPoint uses them so you can get a look at what a particular template might look like.

To use a gallery, just hover your mouse pointer over one of the representations in the Ribbon. In all Office programs that have a gallery, hovering the mouse pointer over the sample actually temporarily applies that style to your work. As you move across the gallery, you can see each style in turn. To apply a particular style to your work, click the style.

Summary

As you can tell, the Office team at Microsoft has made huge changes to the interface in the Office products. How well the changes will be received by hard core users has yet to be determined. In my opinion, the changes, overall, are good. I do like the new Ribbon and really like the galleries, but the learning curve has been a little steep. I use Office, particularly Word, Excel, and Outlook, every day, and generally all day. In all, it took me a few days to really figure out where to find everything and I still find myself looking for things that I used to be able to find. However, once I've found something, it's pretty easy to get back to it.

Explore what's new and different in Microsoft Word 2007

At this point, you've probably seen the new interface being shipped with most of the individual Office 2007 component products. If you're like me, your first reaction was, "Whoa..."

Significant interface changes

I'm not going to go into too much detail here on the changes to the interface. But where it makes sense, I will point out interface differences that affect specific functionality.

Styles and the Style Gallery

This is one interface change that I will point out right up front as it will significantly change the way you work with styles in your documents. On the Ribbon, on the Home tab, you can see the most obvious example of a feature that Microsoft calls a gallery. A gallery is basically a thumbnail of what a particular style will look like. Word uses the style gallery to give you a preview that shows you what would happen if you applied a particular style to your document.

To see the effect of a particular style, simply hover your mouse pointer over that style. Voila! Word changes your text selection to match the new style, but the new style does not permanently go into effect until you click the left mouse button. As you move across the gallery, you can see each style in turn. To apply a particular style to your work, click the style.

Personally, I really like this feature. It does take some getting used to, though, particularly if you were a heavy user of styles in older versions of Office.

New styles

As long as we're on the topic of styles, this is a good time to talk about the new default styles that Microsoft has introduced in Word 2007. Gone are the old Heading 1, Heading 2, and Heading 3 styles. While the style names have not changed, their look sure has. Even the Normal style, upon which most documents are based, has a new look and a new behavior in Word 2007.

First, the Normal style in Word 2007 is based on the new Calibri font, which ships with Office 2007. Second, the Normal style now adds space between paragraphs. In the figure shown here, I've provided a direct comparison of the new and the old styles. I've turned on the paragraph markers so you can see some of the behavior of the new styles.

I really like the new styles and the new fonts. By the way, the heading fonts use the new Cambria font, which also ships on the Office 2007 installation media. The new styles are cleaner, and, after an adjustment period, I've found that I really like the new spacing behavior of the Normal style. At first, I thought it a waste of space, but after realizing that I often double-spaced between paragraphs anyway, this enhancement saves me some time.

Office·2007·styles¶

▪ Word·2007·Heading·1¶

▪ Word·2007·Heading·2¶

▪ Word·2007·Heading·3¶

This·is·the·new·normal·style.¶

Spacing·between·paragraphs·is·a·part·of·the·new·Normal·style.¶

¶

Office·2003·styles¶

▪ Word·2003·Heading· 1¶

▪ Word·2003·Heading·2¶

▪ Word·2003· Heading· 3¶

This·is·Word·2003's·Normal·style¶

This·is·the·second·paragraph·using·the·Normal·style.¶

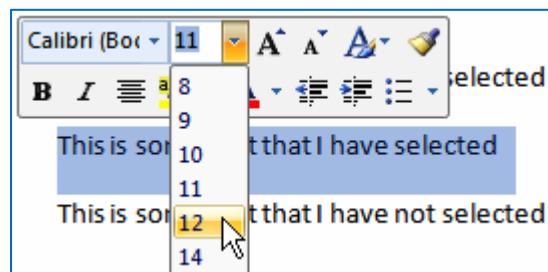
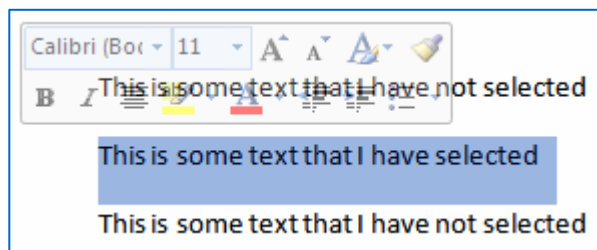
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Prevent carpal tunnel using the Mini Toolbar

In Office 2007, Microsoft deemphasized putting related items together and instead focused on making the product as "results oriented" as possible. It's up to the individual to decide if Microsoft has been successful in this effort. It's up to me to point out the things it did to get to this goal.

I already mentioned the new style gallery. Choosing and previewing styles takes much fewer clicks and keystrokes than were necessary in older versions of Word.

One of the most "in your face" new features you will see is also one that will probably look like Word has some kind of problem until you get used to the feature. When you select text in Word and then hover your mouse pointer over the selected text, Word pops up what Microsoft calls the Mini Toolbar. The Mini Toolbar initially appears as a transparent toolbar box near the text selection. Once you move your mouse over an item on the Mini Toolbar, the toolbar becomes fully visible and looks like any traditional toolbar.



Now, the Mini Toolbar isn't a huge timesaver, and may even get in the way for some users, but it does make it less necessary to move the mouse pointer back to the Ribbon to apply styles. And if you have the Ribbon set to a different view, such as Mailings or Review, you don't have to switch back to the Home view to make a simple formatting change.

For some people, the Mini Toolbar's habit of popping in and out will be annoying and may hamper productivity. For those people, Microsoft has made it possible to disable this feature:

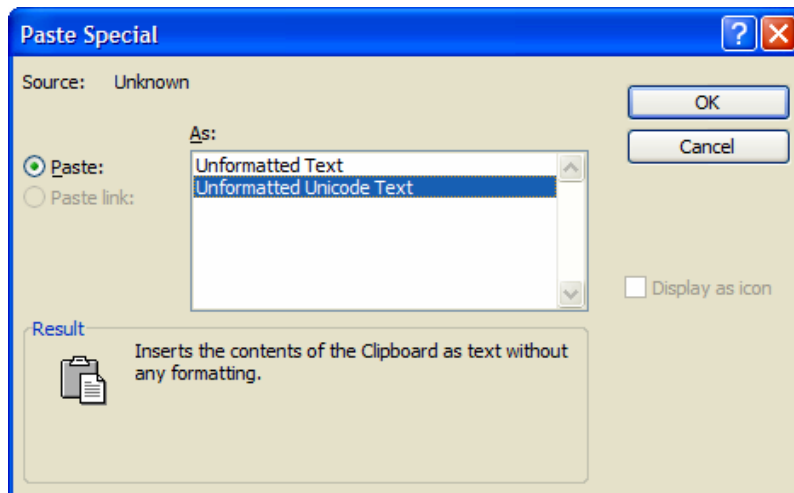
1. Click the Microsoft Office button.
2. Click the Word Options button to display the Options dialog box.
3. Click Popular.
4. Clear the Show Mini Toolbar On Selection option.

Copy and paste interface enhancement

Copy and paste has been around for a very long time. In Office 2007, Microsoft has added an easily overlooked interface enhancement that makes it even easier to accomplish some less common copy and paste activities. Personally, in most instances in which I intend to copy and paste text, I don't want to simply paste the text.

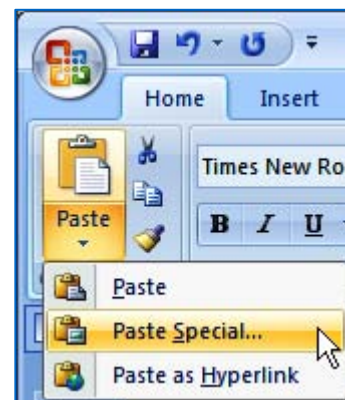
For example, have you ever copied something from a Web site and, when trying to paste it into a document, had the text retain the formatting from the site? After pasting the text, it's then necessary to apply a document style to the text, which make this a multiple-step

process. Of course, you can always use Paste Special as well. In Word 2003, Paste Special is available on the Edit menu but does not have a linked keyboard shortcut. When you select Edit | Paste Special in Word 2003, you're greeted with a window like the one shown above, which asks exactly how you would like to paste your copied text. In most cases, I choose Unformatted Text, since that will insert text into my document using the default Normal style. Word 2003 makes pasting special a longer process than it needs to be.

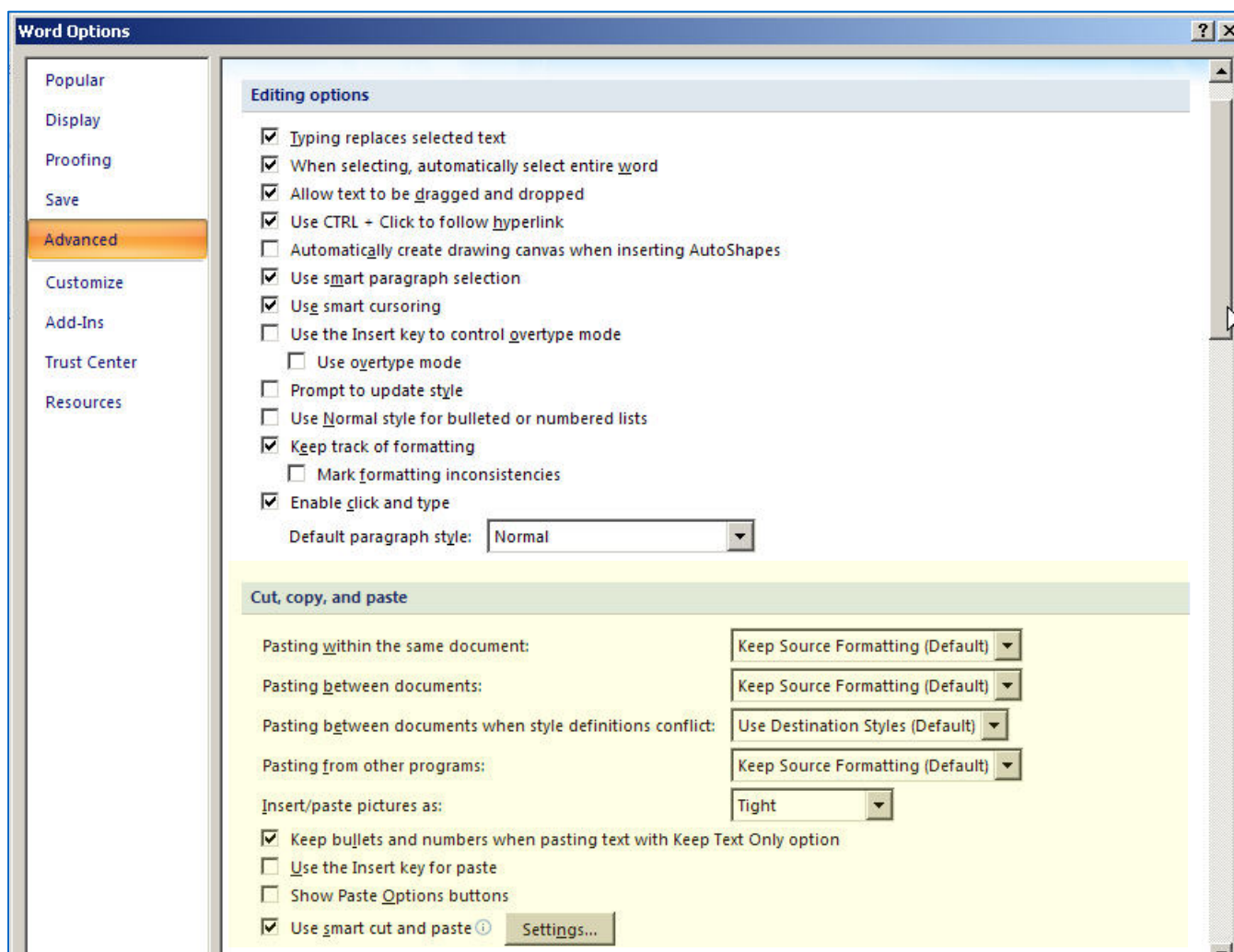


Enter Word 2007. Again, interface improvements have taken some of the steps out of what, for some, is a common process. Now, after you copy text from some source, you can use the drop-down arrow under the Paste option on the Ribbon's Home tab and choose Paste Special, as shown here. Again, you still get the Paste Special window. Sure, it's not a huge timesaver, but it is somewhat more convenient.

You can also set paste options that dictate how the default paste behavior acts in Word 2007. So, if you want text that you copy from other applications to always default to Unformatted Text in Word, no problem. Likewise, you can set text that you copy between Word documents to act however you like. To change the default paste behavior, go to the Office button and choose Word Options. Choose the Advanced option to get a window like the one shown below. From this window, you can also decide how to handle pasting when there are conflicting styles between documents.



Again, this isn't a massive improvement to the product, but it does highlight just one way that the designers of the new interface worked to make the product more "results oriented" rather than task oriented.



Save as PDF or XPS

It's about time! By [downloading an add-in](#) after the initial Office 2007 installation, you can enable Word 2007 to export files in the ubiquitous PDF format or in Microsoft's new XPS (XML Paper Specification) format. According to Microsoft, "An XPS document is a paginated representation of electronic paper that is described by an XML-based language." My personal take: The ability to export files to PDF is great!

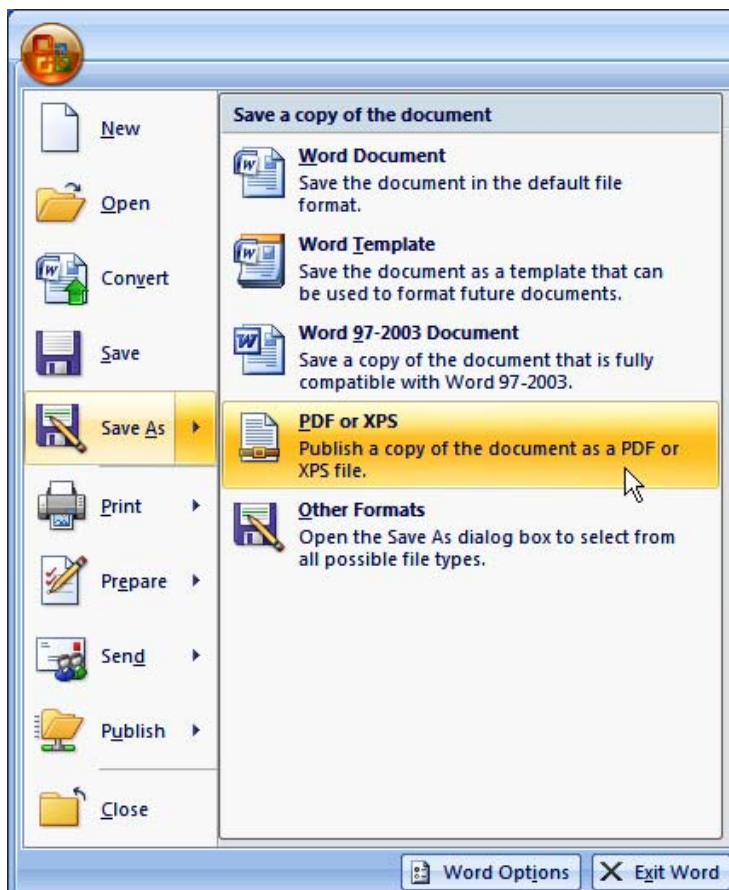
Removals

Although Microsoft made many changes to Word 2007, it also removed some things. Items that are now gone include:

- The ability to view a document with white text on a blue background. This was a holdover to emulate old versions of WordPerfect. With the huge interface changes made to Word 2007, this feature no longer made sense.
- A number of individual file converters, including ones to save documents that are compatible with Word 95. You can still support Word 95, if necessary, by saving documents as RTF, though.
- Mail merge bar codes: Users can no longer insert a bar code into a mail merge. This one could be a negative for some people.
- Most WordPerfect compatibility support, including WordPerfect commands and Help for WordPerfect Users.
- Personal Address Book (PAB) support for mail merges. Outlook contacts replace this functionality.
- Third-party OCX controls: Removed for security reasons.
- Microsoft Script Editor. Documents that have scripts and that are upgraded to Word 2007 will have the scripts removed without warning. Again, Microsoft considered this feature too risky.

Summary

As you can tell, the Office team at Microsoft has made huge changes to the interface in the Office products. In fact, most of the changes to Office 2007 were interface related with very little actual functionality change. However, the few additions that were made are very welcome and will add a lot of use to this popular product.



A few things you'll miss when you upgrade to Office 2007

Microsoft's Office programs are in use in businesses and homes all over the world. According to *Business Week*, as of July 2006, Microsoft Office held a 95 percent share of the market and more than [400 million copies were in use](#). On January 30, 2007, Microsoft released the latest version of its office suite to consumers: Microsoft Office 2007 (formerly known as Office 12).

The new release includes a number of cool new features, but that's not the subject of this article. As with almost every new software version, upgrading is a tradeoff. Along with enjoying the benefits of the new Office, you'll probably miss some things about the old one. Here are a few features users seem to miss most after upgrading to Office 2007.

My menus morphed into a ribbon

The most obvious difference between the 2003 and 2007 versions in most of the Office programs—and the one causing the most controversy—is the new ribbon, which takes the place of the familiar old toolbars. Some folks love it and some hate it. But many of those who like the ribbon agree that it would have been nice to have the option to go back to the old “classic” look. **Figure A** shows the ribbon.

Sorry, but the old look is gone for good. However, if you don't like the large amount of screen real estate the ribbon occupies, you can minimize it. Just right-click on any of the ribbon tabs and select Minimize, as we've done in **Figure B**.

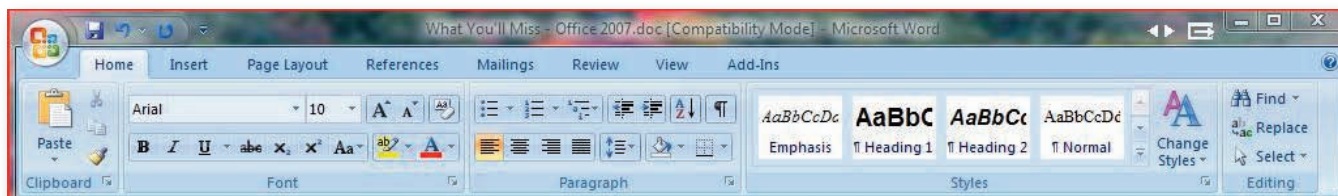


Figure A: The ribbon replaces the old toolbars in most Office programs.

When the ribbon is minimized, it expands automatically if you click one of its tab headings, then minimizes again after you've chosen your task. Once you get acquainted with what selections under each heading, it's easy to work with the ribbon minimized. However, diehards will still miss the old customizable toolbars.

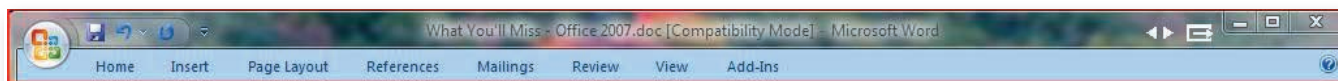


Figure B: You can minimize the ribbon so it takes up less screen real estate.

Outlook's memory isn't as good as it used to be

Okay, I know we all get a little forgetful as we get older, so maybe Outlook is just showing the signs of aging—but it doesn't remember things as well as it used to. One of the nice features in Outlook 2003 was that if you clicked away from one folder to another, when you came back to the Inbox or a mail subfolder, Outlook's focus was on whatever message you had highlighted when you left that folder.

Well, now sometimes that happens, and sometimes it doesn't. More than half the time, when I click away from the Inbox and then come back, Outlook takes me all the way to the earliest message in the list and I have to scroll down (or press the [End] key) to get to my most recent messages.

Another thing Outlook forgets is my preference for listing mail messages with the oldest on top. It keeps going back to the default of newest messages on top. Sometimes (not nearly as often as the preceding problems) it will

even forget that I want to use the Preview pane. A couple of times, when I've closed Outlook with everything configured just as I like it, next time I opened it, the Preview pane was missing or it was at the bottom instead of on the right side like it had been before.

There are a lot of things I like about the new Outlook, including its handy To-Do Bar, but I miss Outlook 2003's razor sharp memory.

Help! Where's the Help?

I've had several people tell me that they were unable to find any Help in Office 2007. It's there—just click the little blue question mark at the far right side of the top row of the ribbon. Everyone's so used to seeing the word Help on the top menu bar, they completely overlook the question mark button.

When you open it, you'll discover that Help does have a new look, as shown in **Figure C**.

You can also access [Office Help on the Web](#). The complete Help files for each product are available; just click on the product name under Help By Product in the left column.

What about "About"?

In previous versions of Office programs, you could click Help and select About to display version information, licensing information, and the product ID for Office programs. Now it takes a bit of digging to find that screen. Here's how to get there:

1. Click the Microsoft Office button (the big round button with the Office 2007 logo in the upper-left corner of the program window).
2. Click the Options button (Word Options, Excel Options, PowerPoint Options, etc., depending on the program you're in).
3. Click Resources in the left pane.
4. Select About in the right pane. You'll see the program information, as shown in **Figure D**.

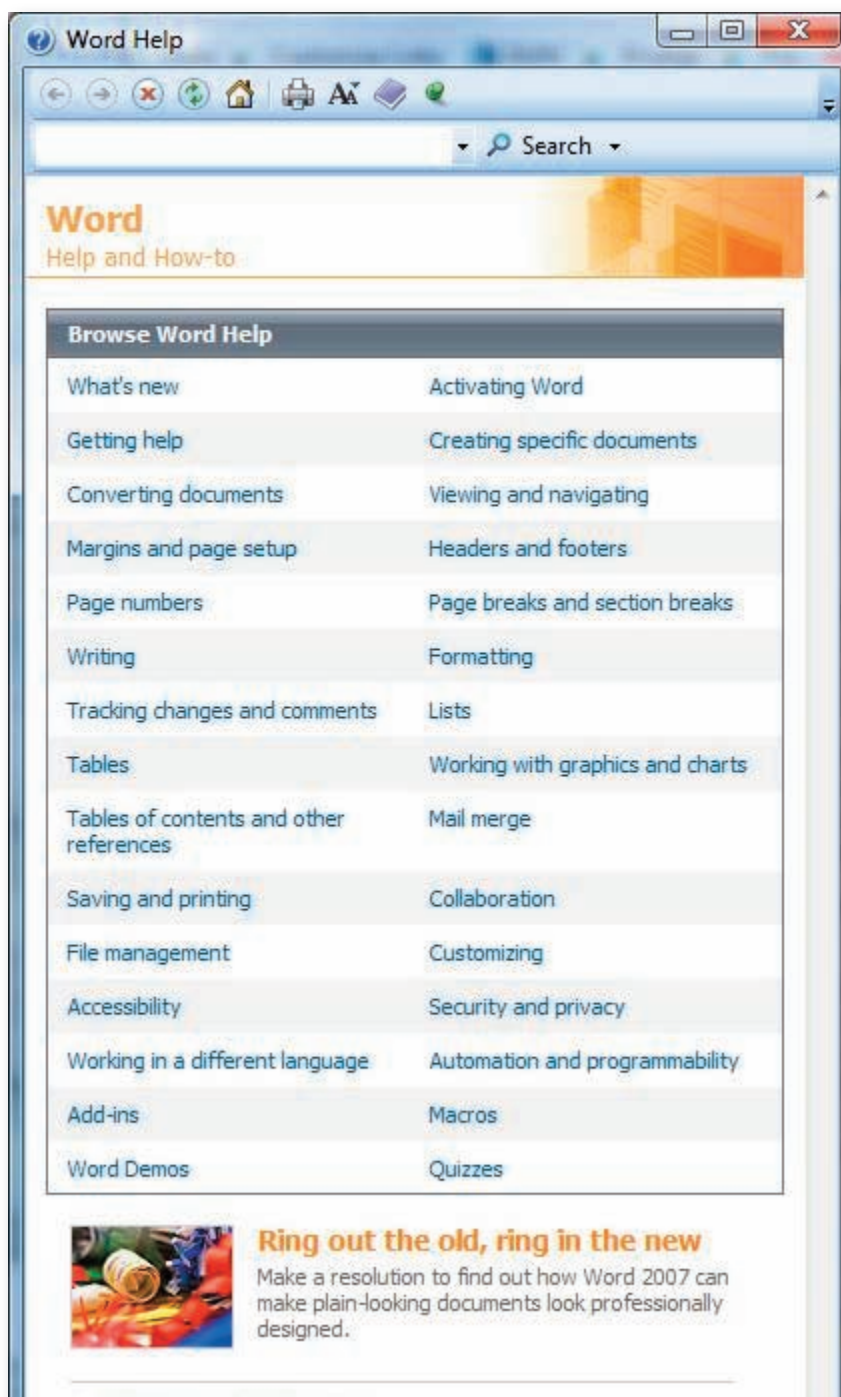


Figure C: Once you find the Help feature, you'll see it has a new look.

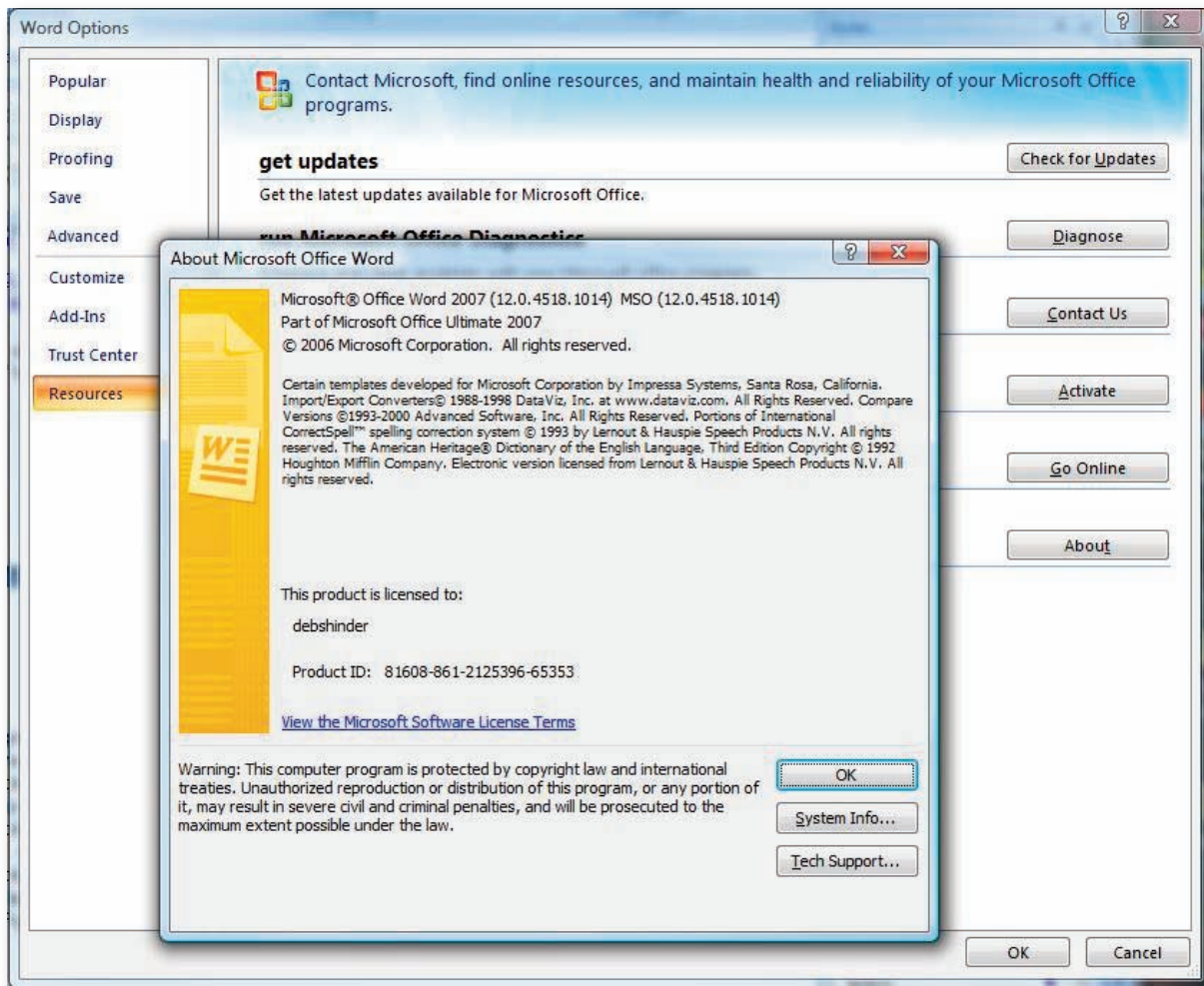


Figure D: The About display still exists, but it's a bit harder to find now.

Status bar gets hijacked

In Word 2003, you could see the word count of a document by selecting the Word Count toolbar from the View | Toolbars menu. You could put that toolbar anywhere you wanted, at the bottom or top of the document or floating somewhere in between.

You no longer have that option in Word 2007. Instead, the word count is continuously displayed in the status bar, changing as you type, as shown in **Figure E**.

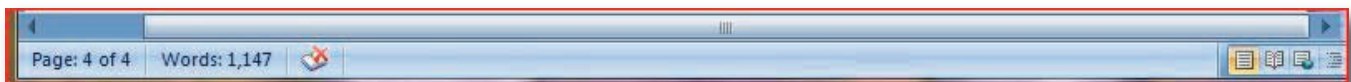


Figure E: The new Word Count feature on the status bar is great—except when it isn't.

I thought this was a big improvement—until my antivirus program hijacked the status bar. When this happens, the Page number and Word Count information disappear and the left side of the status bar just says *Running virus scan*. You can still use Word while the scan is running, but you can no longer see your word count (or page number).

If you need that information while the virus scan is running, you can still get it, but in a very convoluted way. Here's what you have to do:

1. Click the Office button.
2. Select Prepare.
3. Click Properties.
4. When the Document properties toolbar is displayed, click the down arrow beside Document Properties and select Advanced Properties.
5. Click the Statistics tab.

That's a lot of work just to find out your word count, and looking under Prepare for the document properties isn't exactly intuitive. I guess it would have been redundant, but if Microsoft can't prevent the virus scan from hijacking the status bar, it should have retained the ability to use the old Word Count toolbar in addition to the display on the status bar.

FrontPage: Wherefore art thou?

FrontPage was the part of the Office System that you used to create and manage your Web pages. It was easy to use and made designing and uploading Web pages simple.

With Office 2007, not only has FrontPage been banished from the family, it's been killed off entirely. Now Web page design is done with one of two new products: SharePoint Designer or Expression Web. Having two Web design applications is confusing to users. And Expression isn't part of the Office family because it has its own family, called Expression Studio, which includes Expression Blend, Expression Design, and Expression Media.

To be fair, Expression Web builds on the FrontPage interface and, once you get past all the extras, has a low learning curve for FrontPage users. But I'd have preferred that it be named FrontPage 2007 and stay part of the Office family. The good news is that if you want to stick with FrontPage 2003, it will still peacefully coexist with Office 2007.

Word 2007: Lessons on usability

Much ink and many bytes have been consumed in the debate of Office 2007's new interface. Everyone agrees that the new look and feel of Office is a radical departure from the interface that Office has been using since its inception. From Office 2000 through Office 2003, the interface has been nearly untouched, other than some gradients and other beautification. Just what was the thinking behind the new interface?

It is no secret that Office (particularly Word) has been an application that users love to hate. You could often spend more time and effort trying to figure out how to format a block of text than writing the block of text. Word is the application that gets most of the attention, with Excel coming in a distant second. There is a good reason for this: Everyone uses Word and Outlook, many people use Excel, and far fewer people use Access, Publisher, etc. On top of that, the assumption is that Word should require little training or sophistication to use, since it is "simply" a word processor. Conversely, it's assumed that Access requires a trained or technically savvy user; it *is* a database, after all.

Except for Word, Outlook, and Excel, the Office suite applications are all special-purpose applications that users would need training or experience to use, regardless of their software choice. Excel often gets a free pass, because while a billion people use it as an ad hoc database, people tend to do a bit less with Excel than they attempt to do with Word. When they go for the advanced features, they expect it to be difficult. Outlook actually has always been fairly easy to use, except for the Word-powered e-mail editor and the initial configuration, which is no worse than any other e-mail client, due to the complexities of setting up e-mail. So today, I will take a look at Word 2007 and try to make sense of the usability decisions that went into it, and how the changes relate to usability in general.

Toolbar changes

The first thing everyone notices about Word is the toolbar. In fact, that's where the bulk of the changes were made. The menu bar is completely gone. In its place (and looking just like a menu bar), are tab controls that change which major set of toolbar functions are displayed (**Figure A**).

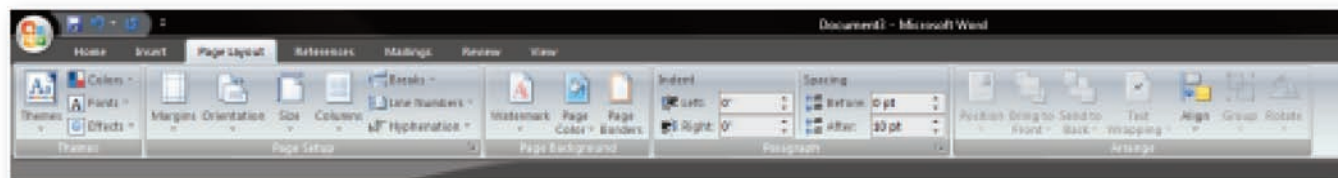


Figure A

To put it simply, Word's never-ending cascading menus have been flattened into major toolbar groups. Within each toolbar group are minor groups of toolbar buttons, organized by subcategory. For example, the Page Layout major group contains the minor groups Themes, Page Setup, Page Background, Paragraph, and Arrange. Another item to note is that unlike a traditional toolbar, *the buttons are not all equally sized*. Some buttons have arrows to indicate that they have further options that can be selected, above and beyond the displayed default.

One of the most curious changes is that only six items are always displayed on the screen, in addition to the standard Minimize/Maximize/Restore/Close group in the top left: The Office icon that provides access to saving options, the Save icon, the Undo and Redo buttons, a down arrow for changing toolbar displays, and the Help icon (**Figure B** and **Figure C**).

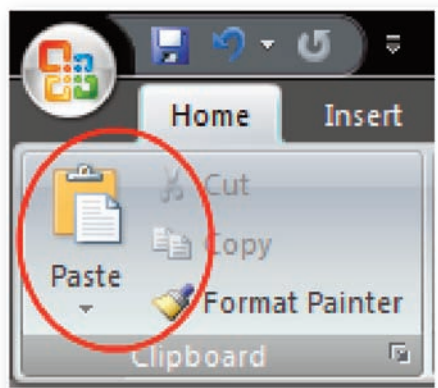


Figure B

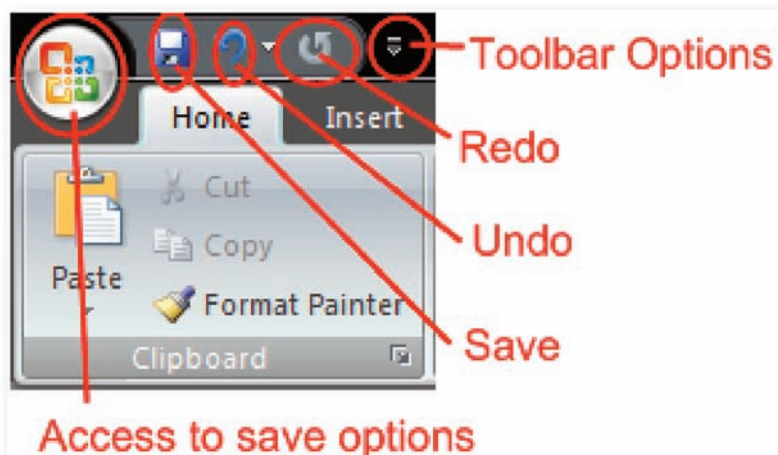


Figure C

Other big changes

There are only three other really noticeable, major changes in the interface. The first is that hovering over a block of selected text brings up a “fade in” of a small toolbar right next to the block, containing a few of the most common items that apply specifically to that type of selection (**Figure D**). The second is that hovering over any toolbar selection applies those attributes automatically, as appropriate, and then un-applies them when you move the mouse off the button (**Figure E**).

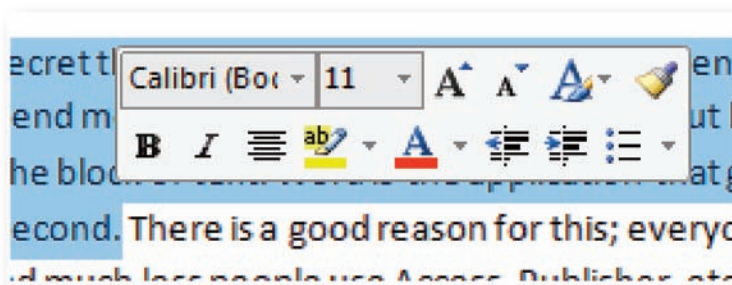


Figure D

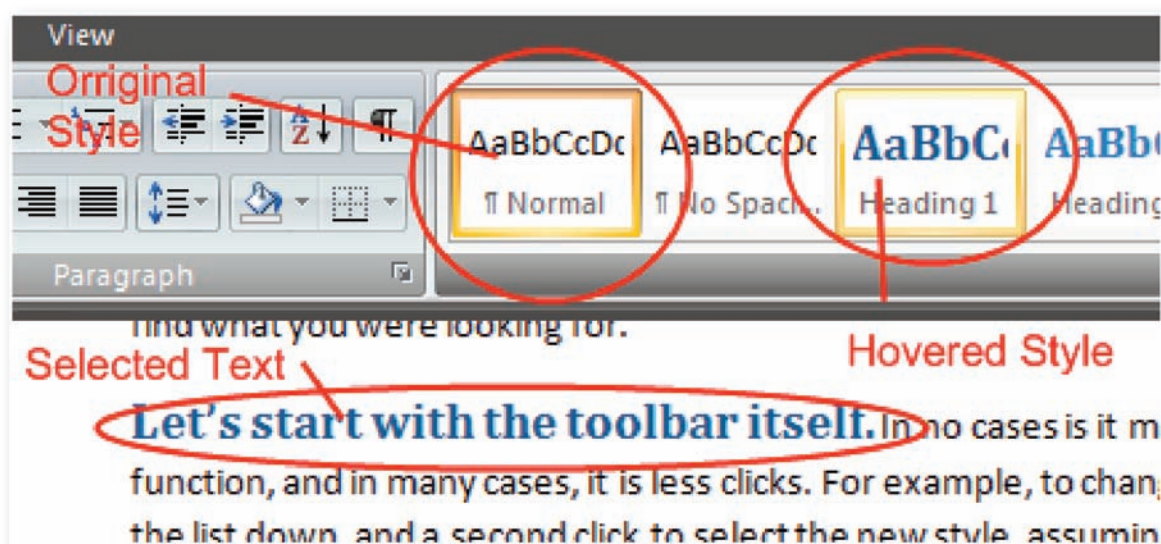


Figure E

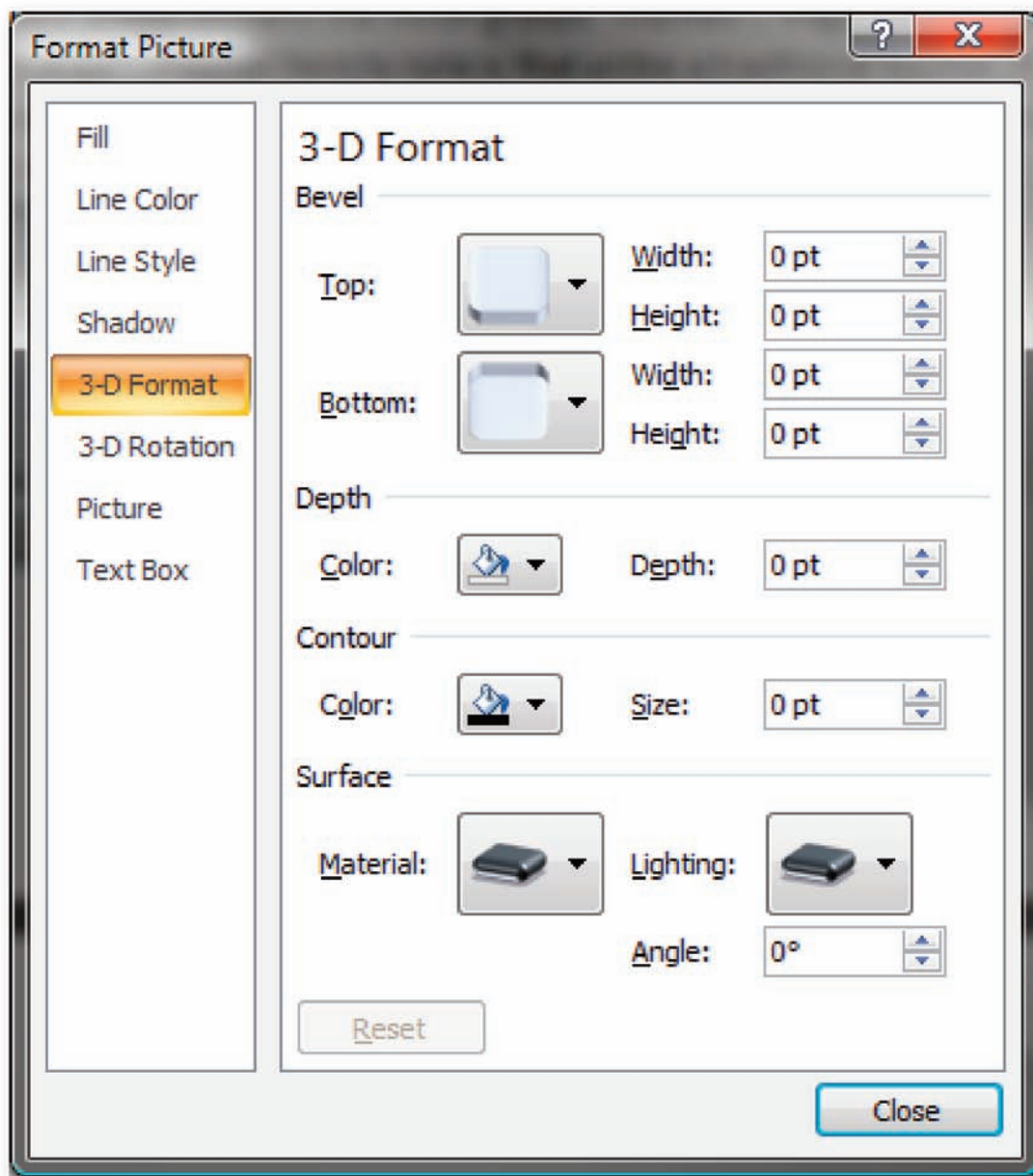


Figure F

The third big change is a welcome redesign of the ancient image editing system that has made an external graphics editor a must for anyone working with images in Word documents. The new image editor (**Figure F**) is much improved over the venerable control that has been around since at least Office 2000, and more likely back to 4.3.

How is the new version an improvement from a usability standpoint, with its constantly shifting toolbars and the tiny icons for the most common items? On the surface, the design decisions make little sense. A bit of study and use reveals the thinking behind them.

The design rationale

Previous versions of Word have been so complex that the user had to consciously think about using them. All users eventually had to learn the complex tree of menus to access the items they used on a regular basis. If someone asked you for help, you'd recite the lengthy list of steps you took to get to the command. WordPerfect had keyboard overlays to help users remember its huge list of commands; Word has actually been worse, forcing users to wander through menus to eventually find what they were looking for.

Let's start with the toolbar itself. In no cases, are more clicks required to access any particular function than in previous versions—and in many cases, fewer clicks are needed. For example, changing styles used to be one click to drop the Style list and a second click to select the new style, assuming you didn't need to scroll through the list. Now, you simply highlight your text and click the large button for the appropriate style at the top of the window. Thanks to the automatic preview, you even see what the style will look like before you select it."

Paste is now one click, or two, if you are not on the Home toolbar. In the past, it was always one click from the toolbar or two from the menu. Even more important is its positioning. Previously, a trip to Paste was either to the top of the screen and then to the Edit menu (below the window border, a few menu positions to the right, then down the menu) or a small square icon mixed in with the other icons. The new Paste icon is smack in the top-left corner (**Figure G**). The user's tendency is to "slam" the mouse along a diagonal to get to the corner of the screen and then work toward the center to find the desired option. That slam is almost always toward the top-left corner, not the top-right. In other words, when you slam the mouse to access commands, your pointer lands nearly perfectly on the large, friendly Paste icon. This is a significant improvement.

Similarly, the same decision was made for the few icons that you always need: Save, Undo, and Redo. After the initial learning curve of trying to figure out where they are, the mouse instinctively finds them. No more having to consciously search the toolbar looking for them and precisely clicking on a tiny icon. Although the icons are no bigger than in the past, the top-left positioning and lack of neighbors makes it easy to seek out Save, Undo, and Redo.

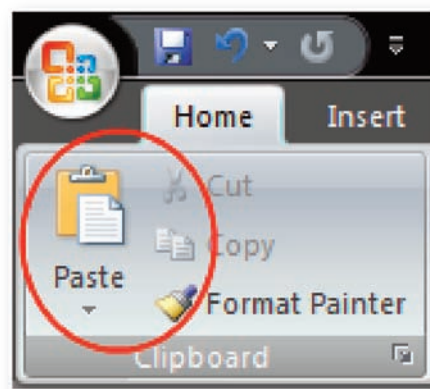


Figure G

Even the button sizing is interesting. Many of the buttons that used to be commonly used seem to be diminished. Most notable in the downgraded list are font controls (font size, font face, bold, italic, etc.). Instead, styles are much more prominent. The reasoning behind this is fairly obvious: The user is encouraged to choose the Emphasis style over making text italic. Why? Both methods seem to do the same thing. Well, not quite.

Although the default Emphasis style does simply make the text italic, it also adds a strong semantic value to the text. Word (or anything else parsing the text) now "knows" that the "why" is to put emphasis on the text; the "how" is through italics. If the user later decides to emphasize text by making it bold, or larger, or whatever, he or she merely changes the definition of the Emphasis style. In a nutshell, styles do for Word documents what CSS does for HTML documents, and the new interface encourages the "why-based" approach of styles over the "how-based" approach of manual text formatting.

In addition to guiding the user, the button sizing and placement serves another function, which is to unbury the less commonly used commands. As previously mentioned, the most common items are positioned so that the mouse seeks them naturally, but the less common items are given visual preference. Why? So that when you enter the "hunt for the command" mode, you find them more quickly and easily. One of the biggest gripes against Word is that out of the hundreds of commands available in it, no one ever can locate what they need—and the items they always use require too many clicks to access. The new interface addresses that by letting the mouse seek the common items and making it easy to scan for the less common items.

The “fade in” toolbar is, of course, a welcome and obvious change, and so is the improved image editor. But how is the preview function useful? Anyone who has been working on a document with a lot of formatting knows the old routine: Select the text, put one hand on the mouse to change formatting, and the other hand on [Ctrl]Z to rapidly undo the selection and try a new one. (You never really wanted to just keep changing formatting without undoing it first, in case AutoCorrect mangled your text).

The new system allows you to skip the constant undo cycle and see exactly how the text will look *before* committing to a selection. It is like the difference between picking the color for a car by seeing pictures in a book and hoping the color you select looks good in reality and actually seeing that color on the car at the dealership. The preview alone makes Word a much more usable piece of software.

Is the new Office interface a major change? You bet. It took me a good deal of usage (about three or four articles and blog posts written in it) to get the basics nailed down. Does it require retraining? Oddly enough, I would say “no.” The biggest problem with the new interface is not learning it, but *unlearning the old interface*. It’s similar to the Macintosh interface, in that a first-time computer user is much less baffled by it than a veteran. Ironically enough, so many people already use Office (almost anyone who might use it has already used it) that an interface that’s easy for a newcomer but hard for a seasoned user seems like an odd choice. But now that I’ve adapted to the new way of doing things, I find that my efficiency and productivity have gone up dramatically. Yes, the initial learning curve is a bit steep, mostly mired in “that used to be here, where did it go?” But once that period is over, the functionality you use daily is so intuitive that you can’t explain how to do it, and the features you use less often are much easier to find.

Safeguard your Office 2007 files with encryption, document protection, and digital signatures

In today's business environment, we expect more from office productivity software than just the ability to send and receive e-mail, format documents, produce spreadsheets, and create slide presentations. We also want a way to protect those files from unauthorized access, infiltration of malicious code, and even misuse by those with whom we share them.

Many security mechanisms to help protect our files are in play on modern networks. Firewalls help keep intruders from accessing the network on which the files are stored. Antivirus programs check documents and e-mail messages for viruses and other malware. IPSec can be used to encrypt data so that it can't be viewed at the packet level if it's captured while traveling across the network. Access controls, file level permissions, and EFS encryption can be used to keep unauthorized persons inside the organizations from gaining access to the files.

But the best security strategy is a multilayered one, and the more layers there are, the better. Even with network-level protections and the security mechanisms built into modern operating systems, it never hurts to have extra protections built into the applications, as well. Microsoft Office 2007 has a number of data protection features that help to protect the confidentiality and integrity of files created with Microsoft Word, Excel, and PowerPoint. In this article, we'll look at:

- ◆ How to use document encryption to password-protect documents.
- ◆ How to restrict formatting and editing of documents.
- ◆ How to use digital signatures to ensure that documents and messages aren't changed in transit.

In the following article, we'll explain:

- ◆ How to use Information Rights Management (IRM) to keep recipients of documents and messages from copying or saving them or forwarding them to others.
- ◆ How to check documents for hidden personal information before sending them to others.
- ◆ How to use the Trust Center to protect your privacy and protect against harmful content in documents.

Document encryption/password protection

The password protection in Office 2003 was often criticized because of the weakness of its encryption. Although it used the RC4 stream cipher with a 128-bit key, the initialization vector (IV) and same keystream were used to encrypt the document each time you did so. That meant a hacker could crack the password by comparing two versions of a password-protected file. No hacking skills? No problem. Several software products are marketed as "password recovery tools" for cracking Office 2003 passwords.

Office 2007 uses AES (Advanced Encryption Standard) with a 128-bit key and SHA-1 hashing. For stronger protection, you can increase the key length to 256 bits by editing the registry or using Group Policy. This improves the security of password-protected files, especially when long, complex passwords are used.

Compatibility with previous versions of Office

What if you need to share encrypted files with users who are still running older versions of Office? Users running Office XP or Office 2003 can open and read files encrypted with the Office 2007 programs if:

- ◆ They are running an operating system that supports AES (Windows XP SP2, Windows Server 2003, or Windows Vista) and
- ◆ They install the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats (which can be downloaded from the [Microsoft Web site](http://microsoft.com/office/2007fileformats)).

How to encrypt a file in Office 2007

To encrypt a file with password protection in Word, Excel, or PowerPoint, start by clicking the Microsoft Office button at the top-left corner of the Office program window. Select Prepare and then Encrypt Document, as shown in **Figure A**.

Enter a strong password (at least eight characters, containing upper- and lowercase alpha characters, numbers, and symbols) into the Password field, as shown in **Figure B**. Retype the same password when prompted to do so.

You can save the file in either the Office 2007 format (.docx, .xlsx, or .pptx) or in the Office 97-2003 format (.doc, .xls, or .ppt). If you attempt to save in the older format, you'll see a dialog box advising you that the XML formats provide stronger encryption and asking if you want to convert to the XML-based format to increase the security of the document, as shown in **Figure C**.

Now when you or anyone else tries to open the document, a dialog box will open, prompting for the password, as shown in **Figure D**.

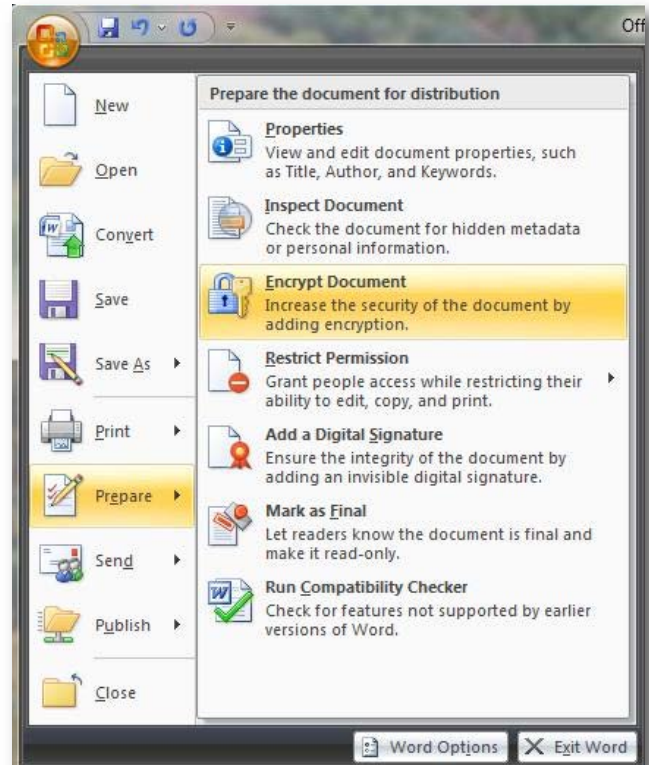


Figure A: To encrypt a document, select Prepare from the main Office Logo menu.



Figure B: Enter a strong password to encrypt the contents of the file.



Figure C: The Office 2007 XML-based formats provide stronger encryption than the old Office 97-2003 formats.

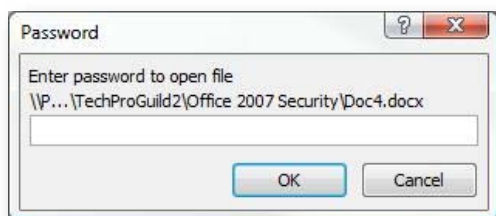


Figure D: You must enter the password to open the file.

In addition to the file encryption password you can set on a document, Office 2007 allows you to set a file-sharing password. The encryption option is called the *password to open*, and the file-sharing password is called the *password to modify*.

To set a password to modify, you use the Tools in the Save As dialog box (this is also another way to set a password to open). Just click the Office Logo button and select Save As. Then, in the Save As dialog box, enter a name for the file, click the down arrow beside Tools, and select General Options, as shown in **Figure E**.

In the General Options dialog box, you can type a password to open and/or a password to modify, as shown in **Figure F**.

Note that the file-sharing password does not encrypt the document and is not a security measure. The General Options dialog box also allows you to open the Macro Settings section of the Trust Center, which we'll discuss later in this article.

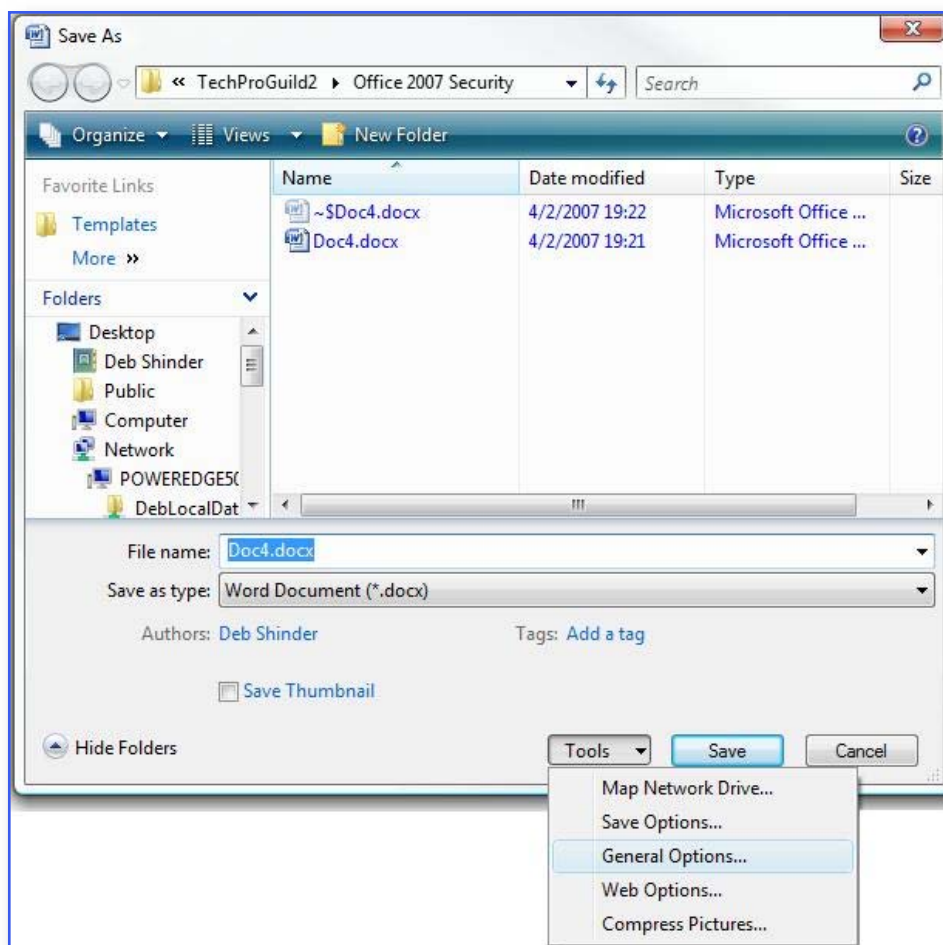


Figure E: A second way to set a password is through the General Options selection in the Save As dialog box.

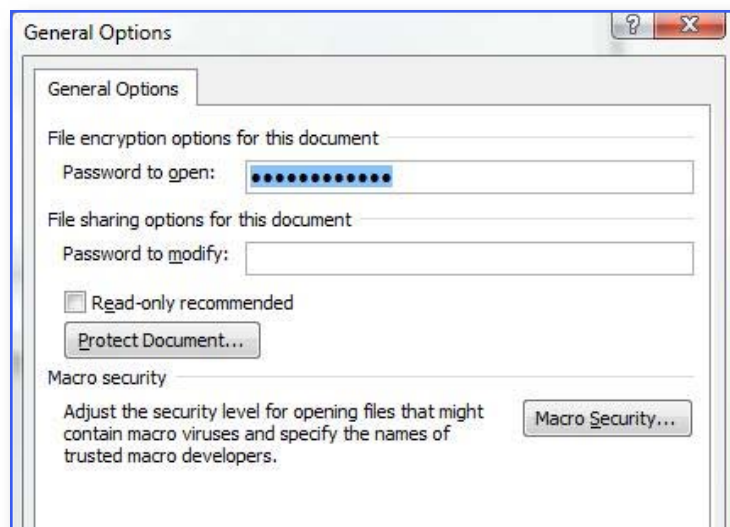


Figure F: You can set both a password to open and a password to modify.

Formatting and editing restrictions

Clicking the Protect Document button in the General Options dialog box enables restriction of formatting and editing (which can also be done from the Protect Document selection on the Review tab of the Office ribbon). Sometimes, you want to distribute a document to others but don't want them to make changes to the formatting — or want to limit them to only certain types of editing (such as inserting comments).

You select and apply formatting and editing settings through the task pane shown in **Figure G**.

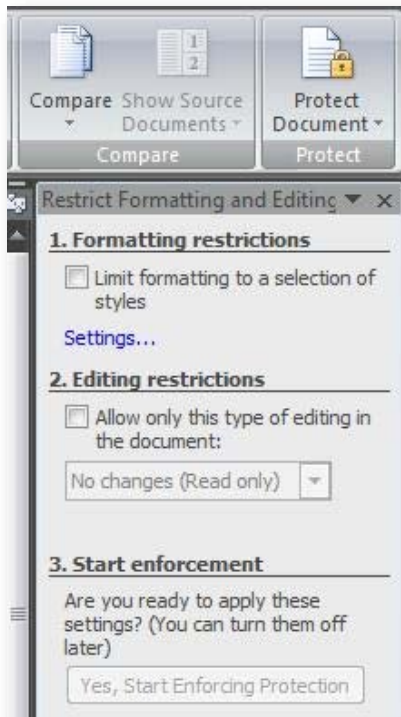


Figure G: Enabling formatting and editing restrictions with the Protect Document button opens the Restrict Formatting And Editing task pane.

If there are parts of the document you want others to be able to edit freely, you can designate those selections as unrestricted or you can allow only specified persons to change those parts of the document. This is done with the Exceptions option in the Formatting And Editing task pane.

Select the block of the document where you want to permit editing and either select Everyone from the Exceptions list or click More

You can limit formatting to only the style(s) you used, as shown in **Figure H**.

This prevents others from changing the styles or applying direct formatting to the document. You can also choose whether to allow AutoFormat to override the formatting restrictions, to block theme or scheme switching, and/or to block Quick Style Set switching. (By default, none of these options is enabled.)

If the document contains formatting or styles you have disallowed, you'll be asked if you want to remove them.

You can restrict editing to:

- ◆ No changes (read only)
- ◆ Comments
- ◆ Filling forms
- ◆ Tracked changes

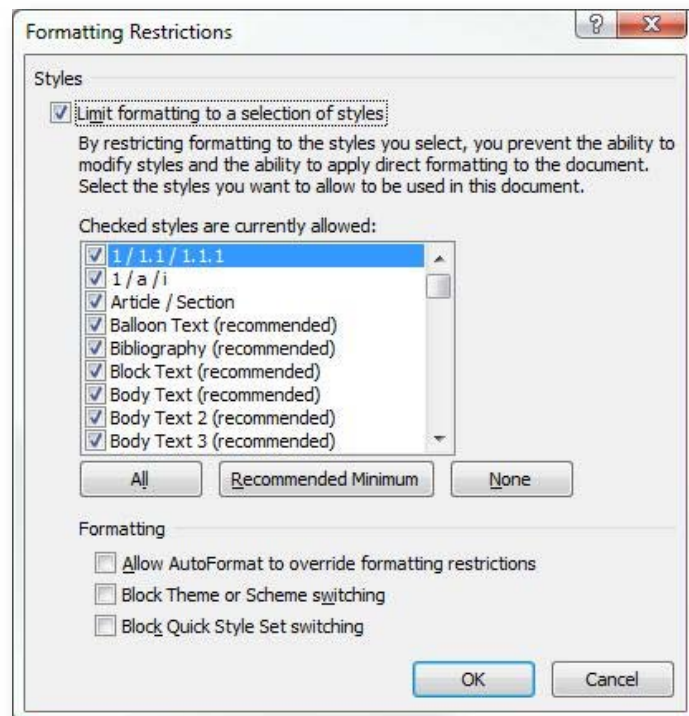


Figure H: You can restrict formatting to selected styles.

Users and enter the user names of those who should be permitted to edit the selection.

With this feature, you can allow one person to edit one section of the document, another person to edit the next section, and so forth. For example, you might allow someone from the legal department to edit a section that deals with legal issues but prevent that person from editing the sections that deal with technical issues.

Once you've set the restrictions and exceptions you want, click the Yes, Start Enforcing Protection button. Then, in the Start Enforcing Protection dialog box, shown in **Figure I**, choose the option to protect with a password only (no encryption) or with user authentication (document is encrypted and Restricted Access is enabled).



Figure I: You can enforce formatting and editing protection with a password only or with encryption

Digital signatures

Digital signatures are used to verify the authenticity of the creator or sender of a document or message and to ensure that the message hasn't been intercepted, with its content surreptitiously changed after it left the sender. (This is called document integrity.) Signing a document does not encrypt it.

How digital signatures work

Digital signatures use digital certificates that are issued by a trusted third party called a certification authority (CA). The CA is a server running certificate services software, such as the Certificate Services included in Windows 2000 Server and Windows Server 2003. The CA can be internal, running on a computer on a company's local area network, or it can be an external or public CA, such as those run by VeriSign, Thawte, and other companies. Either way, the CA verifies and vouches for the identity of the user or computer to which it issues a digital certificate.

The digital certificate is based on asymmetric or public key cryptography. The certificate contains the user's name and a public key that is associated with the private key the user uses to sign messages, as well as a serial number, expiration date, and the digital signature of the CA.

Compatibility with previous versions of Office

Although older versions of Office also support digital signing, they use a different format for digital signatures. Office 2007 programs use the XMLDSig format, which is not compatible with previous versions. Thus if a user running Word 2003 attempts to open a document that was signed in Office 2007, a dialog box will appear, informing the user that the digital signature has been lost.

How to add digital signatures to Office 2007 messages and documents

You can add digital signatures to Word, Excel, and PowerPoint 2007 documents and Outlook 2007 e-mail messages.

In Outlook, you can digitally sign individual messages or you can configure Outlook to digitally sign all outgoing messages. To sign a message individually, create the message and then, on the Message tab, click beside Options to open the Message Options dialog box shown in **Figure J**.

Click the Security Settings button and then check the Add Digital Signature To This Message check box, as shown in **Figure K**.

If you don't already have a digital certificate associated with the e-mail address from which you're sending the message, you'll see an Invalid Certificate warning, which tells you how to get a digital ID to use with the account, as shown in **Figure L**.

To digitally sign all outgoing messages automatically, you use the Trust Center, which we will discuss in our follow-up to this article.

You can digitally sign a Word, Excel, or PowerPoint file in one of two ways:

- ◆ Transparently
- ◆ With a signature line

A transparent signature provides assurance of the authenticity and integrity of the document without being visible within the document itself. A Signatures button shows up on the status bar at the bottom of the application window. After you add the signature, the document becomes Read Only so that it can't be changed.

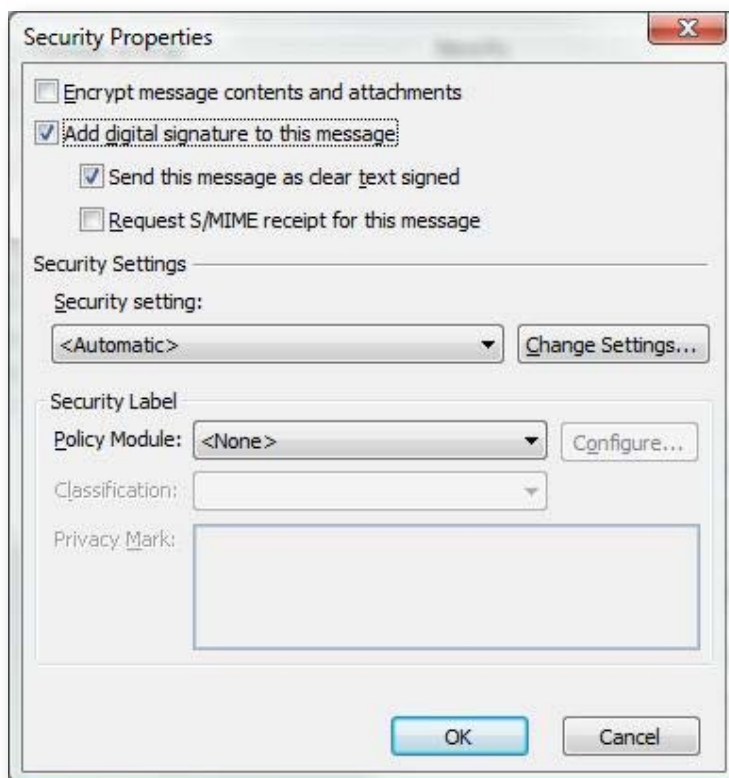


Figure J: Click Security Settings to add a digital signature to an e-mail message.

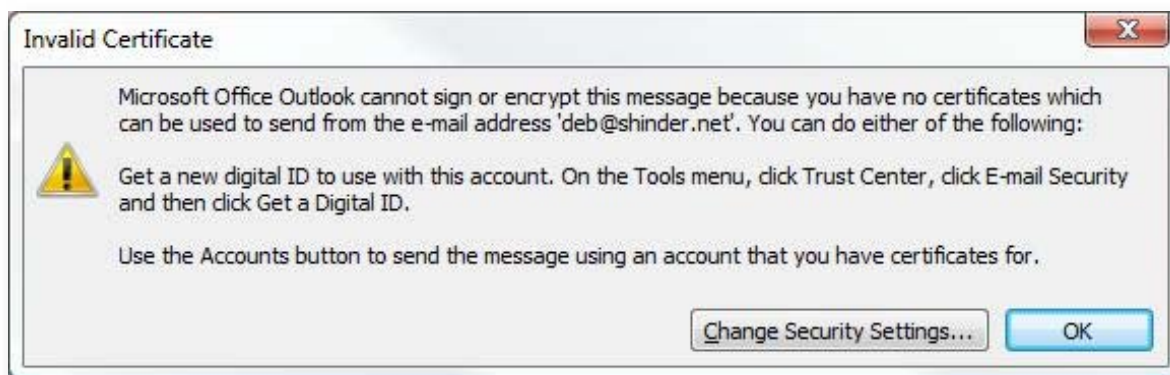


Figure K: You can send the signed message as clear text and/or request a Security MIME receipt.

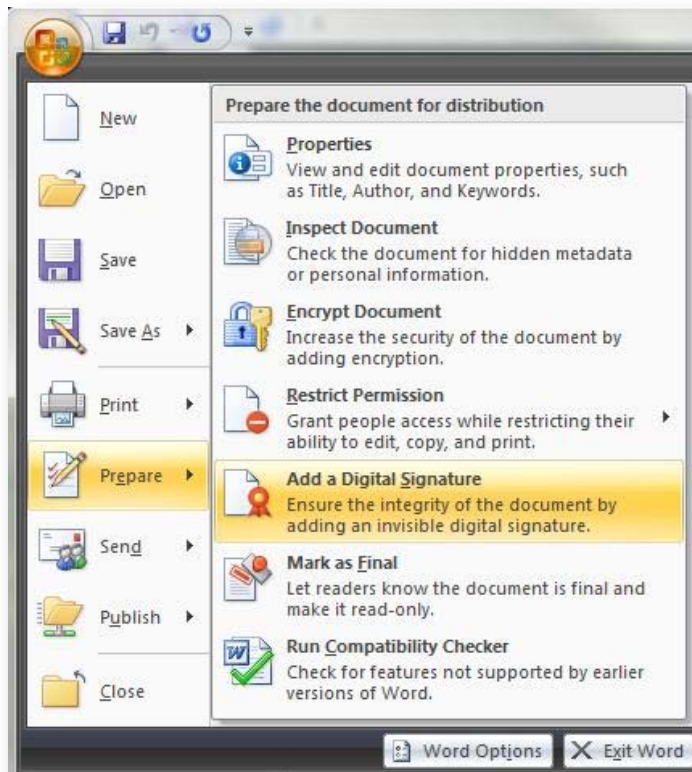
Tip

You can get a [free digital ID](#) for personal e-mail from Thawte.

To add a transparent signature, click the Microsoft Office button at the top-left corner of the application window. Then, select Prepare and Add A Digital Signature, as shown in **Figure M**.



Figure L: If you don't have a digital ID to use with the e-mail account, you'll get an Invalid Certificate message.

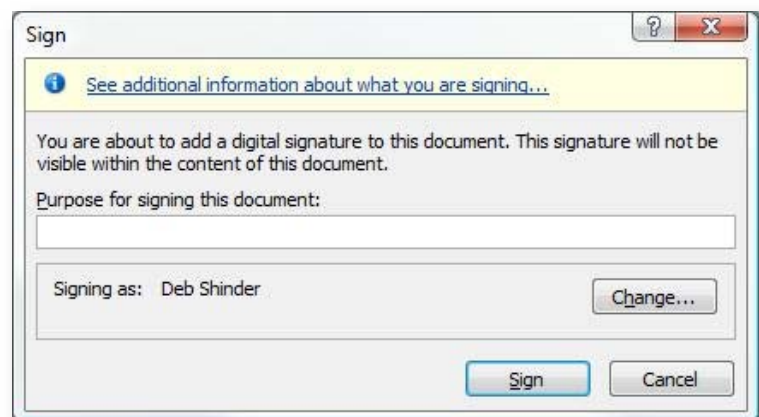


If you haven't yet saved the document, you'll be notified that you must save it before you can sign it, and the Save As dialog box will appear to allow you to do so. Then, the Sign dialog box appears, showing the user name that will be used to sign the document and providing a space where you can enter a reason for signing the document, as shown in **Figure N**. You can leave the Purpose field blank if you wish.

You can change the user by clicking the Change button. Only user names that have certificates will be available. To sign the file, click Sign. A Signature Confirmation dialog box will appear, notifying you that the signature has been saved with the document. Now if the document is changed, the signature will become invalid and anyone who opens the document will be notified to that effect. If there are problems with a signature, the Signatures task pane will display, indicating the problem. A red ribbon icon in the status bar of the application indicates that a document has been signed.

Figure M: Add a digital signature to a Word, Excel, or PowerPoint file from this menu.

Figure N: Click the Sign button to sign the document.



You can also add digital signature lines to a document, so that signers can add their own digital signatures. To do so, click the Insert tab on the Office ribbon, click the Signature Line button, and then select Microsoft Office Signature Line. This will open the Signature Setup dialog box, shown in **Figure O**.

Here, you insert the signer's name, title, and e-mail address, as well as any special instructions to the signer(s). You can insert multiple signature lines in a document.

You can allow the signer to add comments in the Sign dialog if you want (this is disabled by default) and you can have the Office application automatically insert the date in the signature line (this is enabled by default).

The signature line will be inserted into the document as shown in **Figure P**.

When you double-click the signature line, the Sign dialog box will appear, as shown in **Figure Q**.

The document signer signs the document by doing one of the following:

- ◆ Typing his/her name into the signature field
- ◆ Handwriting his/her name with a pen (in a Tablet PC)
- ◆ Inserting a graphic file containing an image of his/her handwritten signature

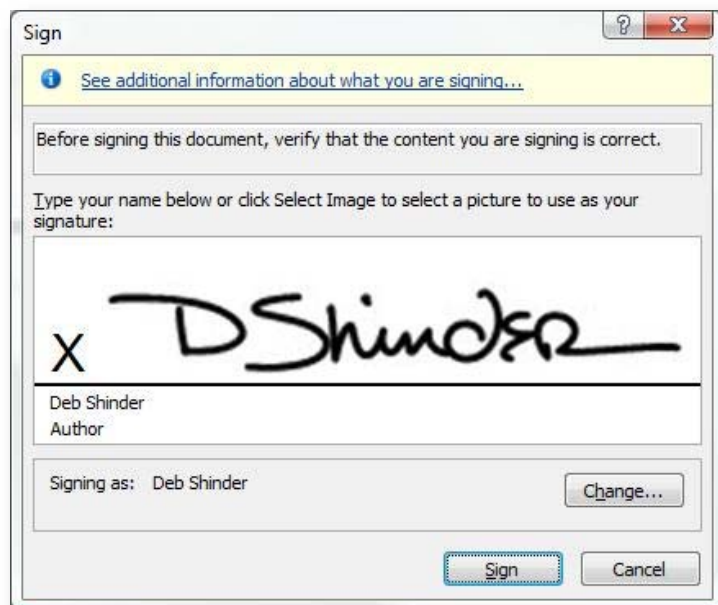


Figure Q: The Sign dialog box allows the signer to sign the signature line.



Figure O: You can insert signature lines where you and/or others can sign the document.

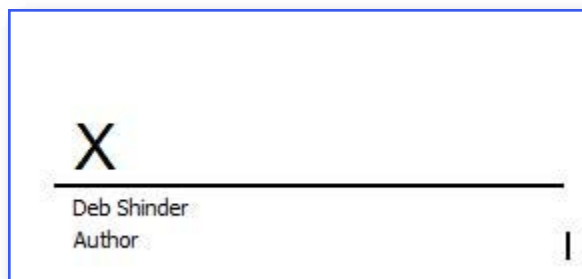


Figure P: The signature line is inserted into the document and awaits the user's signature.

After the document is signed, a dialog box notifies you that the signature has been saved with the document and the date is inserted (if you checked that option) above the typed or handwritten signature in the document, as shown in **Figure R**.

The Signatures task pane will appear when the document is opened in Office 2007, notifying you that the document is signed. Any changes will invalidate the signature and the red ribbon icon will appear in the status bar, as shown in **Figure S**.

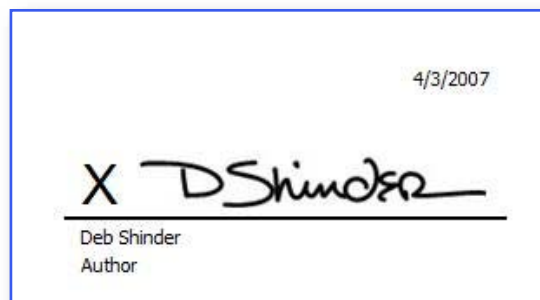


Figure R: The typed or handwritten signature appears in the document and the digitally signature is saved with the document.

Summary

A number of mechanisms are built into Office 2007 that can be used to protect your documents and e-mail messages. In this article, we looked at three of them: document encryption, formatting and editing restrictions, and digital signatures. In our next article, we'll discuss Information Rights Management (IRM), checking documents for personal information before sending them, and using the Trust Center.

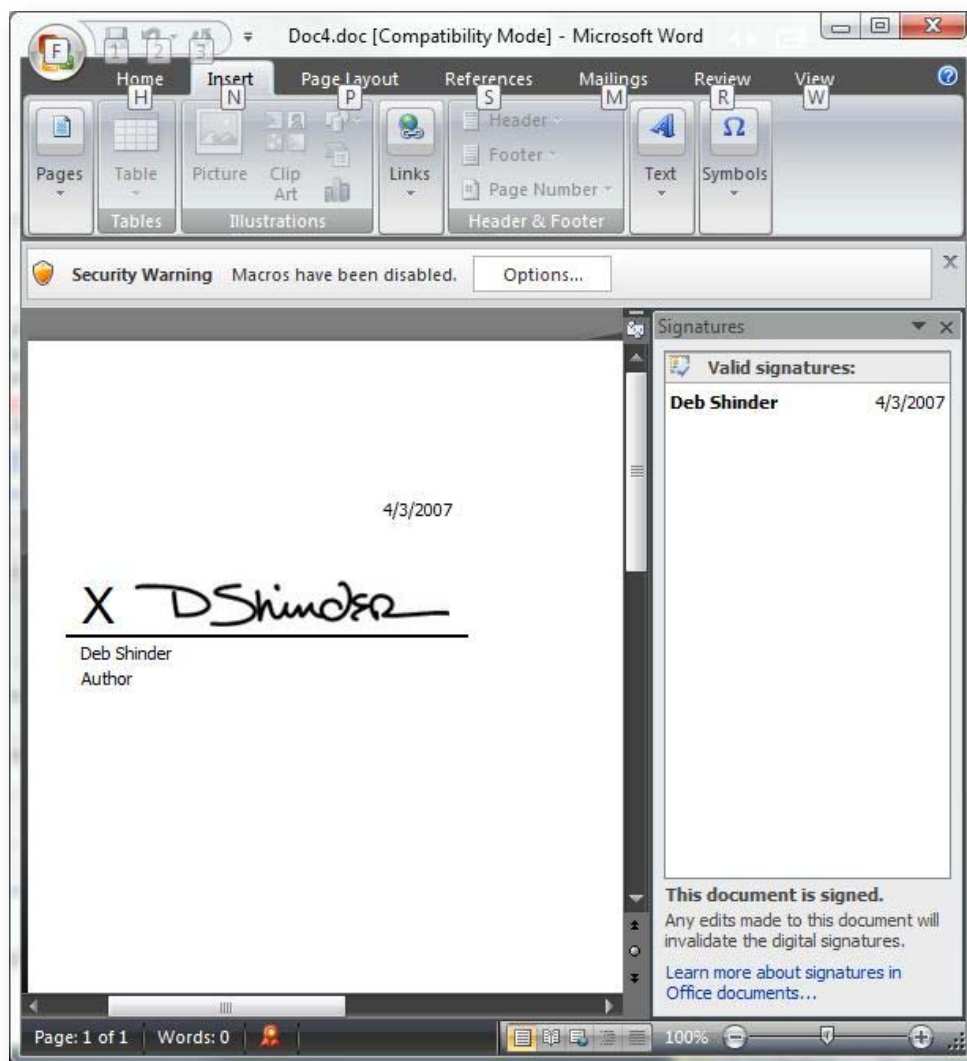


Figure S: The Signatures task pane indicates that the signature is valid.

Boost Office 2007 security with IRM, the Document Inspector, and the Trust Center

In our previous article on document security, we discussed three of the mechanisms built into Office 2007: document encryption, formatting and editing restrictions, and digital signatures. In this article, we'll take a look at three more: Information Rights Management (IRM), checking documents for personal information (metadata), and using the Trust Center.

Information Rights Management (IRM)

Office 2007 has the Information Rights Management (IRM) component built into Word, Excel, PowerPoint, and Outlook. IRM works with a Windows Rights Management Services (RMS) server to allow you to control what happens to documents and messages after you send them. The purpose is to prevent the recipient from forwarding or copying sensitive e-mail messages or from editing, copying, printing, or saving the information in sensitive documents, spreadsheets, or presentations. You can even set an expiration date on IRM-protected files so the recipient can't view or use them after they expire.

Under the hood

RMS is based on digital certificates and public key cryptography. If your organization has deployed RMS, you get an RMS user account certificate from the RMS server. In addition, a machine certificate must be issued to the computer(s) on which you create or open protected content. Then, when you or another user sends a protected file, the server issues a publishing license that contains information about who can access the file and what they can do with it. When you or another user tries to open a protected file you've received, the server issues a use license. For more details about how IRM and RMS work, see the [RMS Technical Reference](#) on the Microsoft TechNet Web site.

What you can and can't do with IRM

IRM/RMS allows you to set permissions on a per-document, per-user, or per-group basis. Active Directory is required for assigning rights management permissions to groups. Rights management permissions can prevent other users from accessing the files at all, but there are other ways to accomplish that (NTFS permissions, EFS encryption). The real value of IRM/RMS is that you can set permissions that allow others to view the files but prevent them from:

- ◆ Copying the file or any part of it.
- ◆ Saving the file to their hard disk or other media.
- ◆ Editing the file.
- ◆ Printing the file.
- ◆ Forwarding (Outlook e-mail messages).
- ◆ Faxing the content.
- ◆ Cutting and pasting to or from the file.
- ◆ Making a graphical copy of the content with the Print Screen (PRTSC) key.

This makes it difficult for recipients of your content to casually share it with others. However, it doesn't make it impossible. A determined person can find ways around IRM protection. For example, someone could still install a third-party screen capture utility, such as SnagIt, and make a graphical capture of the content or even take a photo of the screen with a digital or traditional camera. In addition, IRM doesn't prevent keystroke loggers from capturing the content of a protected document as it's being created.

Using IRM in Office 2007

To create a protected file, you need the following:

- ◆ **An RMS-enabled application.** Microsoft Word, Excel, PowerPoint, and Outlook in Office 2007 Professional Plus and Enterprise editions are fully RMS-enabled.
- ◆ **The RMS client software.** If you're running Office 2007 on Windows Vista, the rights management client is built in. If you're running Windows XP or Windows 2000, you must install the RMS client software. You can [download the RMS client Service Pack 2 for x86 computers](#) from the Microsoft Download Center. If you have a previous version of the Windows RMS client installed, the old version will be replaced. For Itanium-based computers running Windows Server 2003 64-bit (Itanium) or Windows XP Professional 64-bit (Itanium), [download the IA64 Edition RMS client](#).

To view a protected file, you can use the RMS-enabled applications discussed above or you can use:

- ◆ Microsoft Office 2007 Standard Edition applications.
- ◆ Microsoft Internet Explorer version 5.01, 5.5, or 6.0 with the rights management add-on installed.
- ◆ Internet Explorer 7.0's XPS Viewer.
- ◆ Mobile Office applications in Windows Mobile 6.

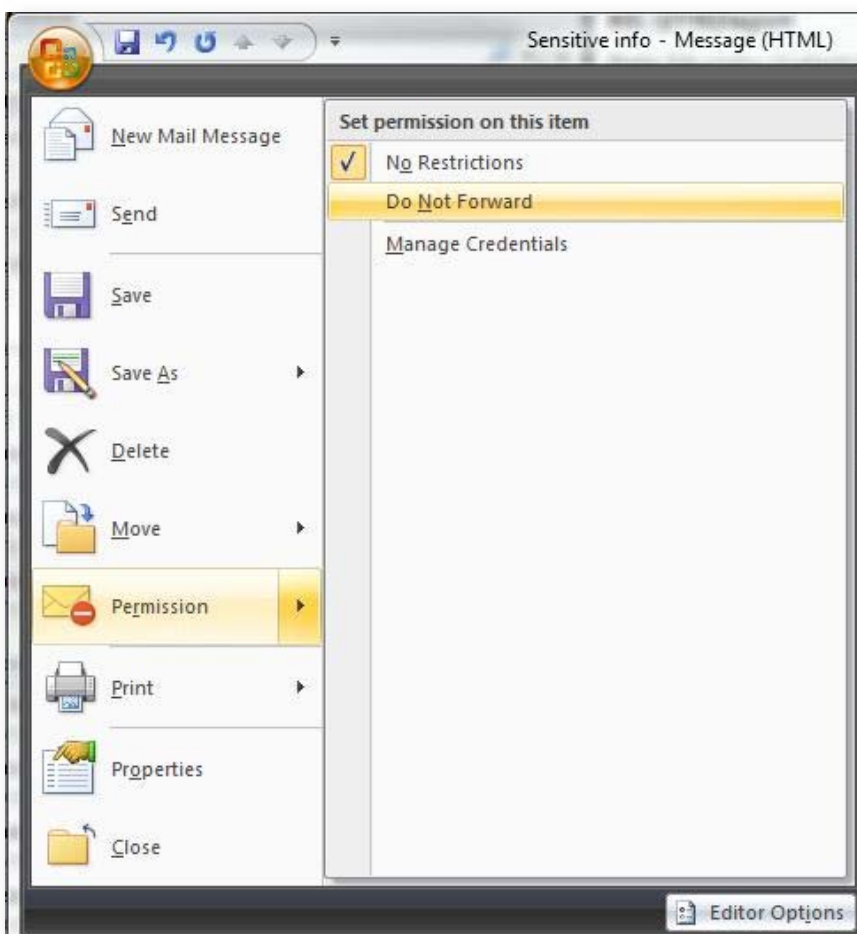
You can also create and view protected content in applications that were developed using the Microsoft Windows Rights Management Services Software Developer's Kit (SDK).

How to protect an Outlook e-mail message with IRM

To apply IRM permissions to an Outlook 2007 e-mail message, perform the following steps:

1. Create the message in Outlook.
2. In the top-left corner of the message window, click the Microsoft Office button.
3. Select Permission, then select Do Not Forward, as shown in **Figure A**.
4. Send the message as usual.

Figure A



After you set permissions, a notice appears in the information bar at the top of the message noting that recipients can't forward, print, or copy the content of the message, as shown in **Figure B**.

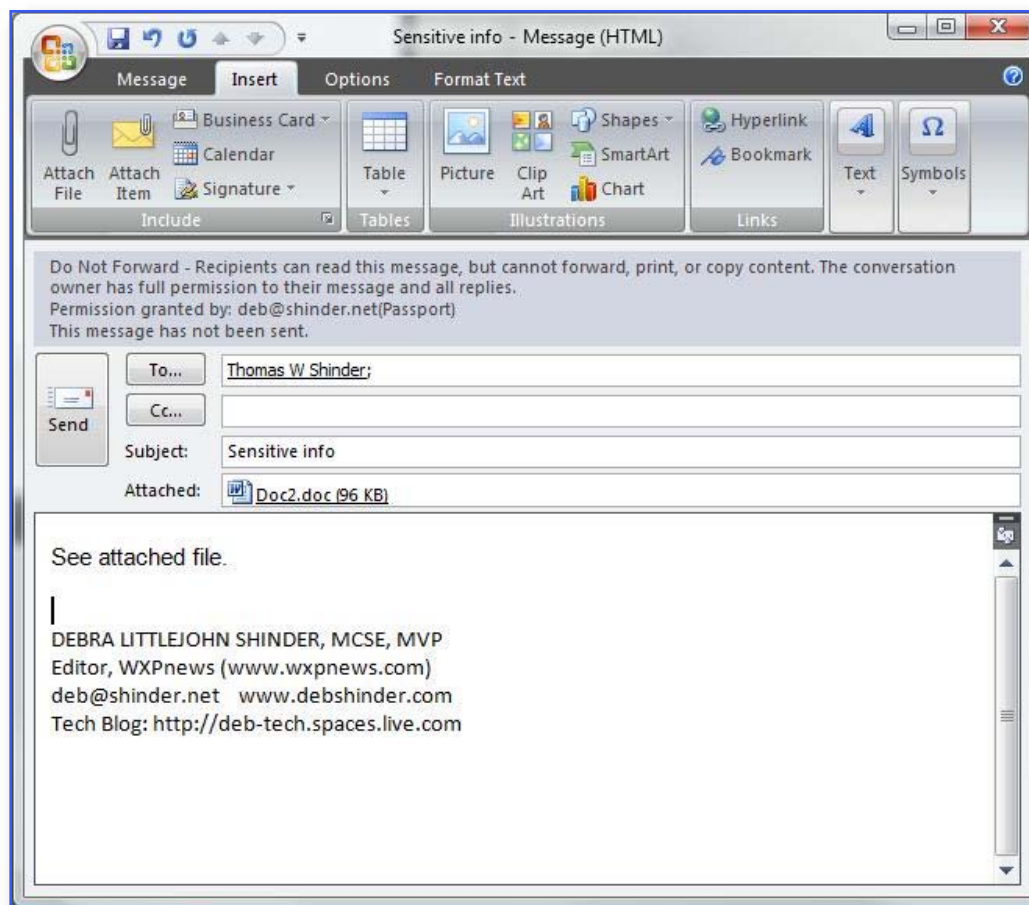


Figure B

How to protect a Word, Excel, or PowerPoint file with IRM

To protect a Word document, Excel spreadsheet, or PowerPoint file with IRM, perform the following steps:

1. Save the file.
2. Click the Microsoft Office button.
3. Click Prepare, then Restrict Permission, then Restricted Access, as shown in **Figure C**.

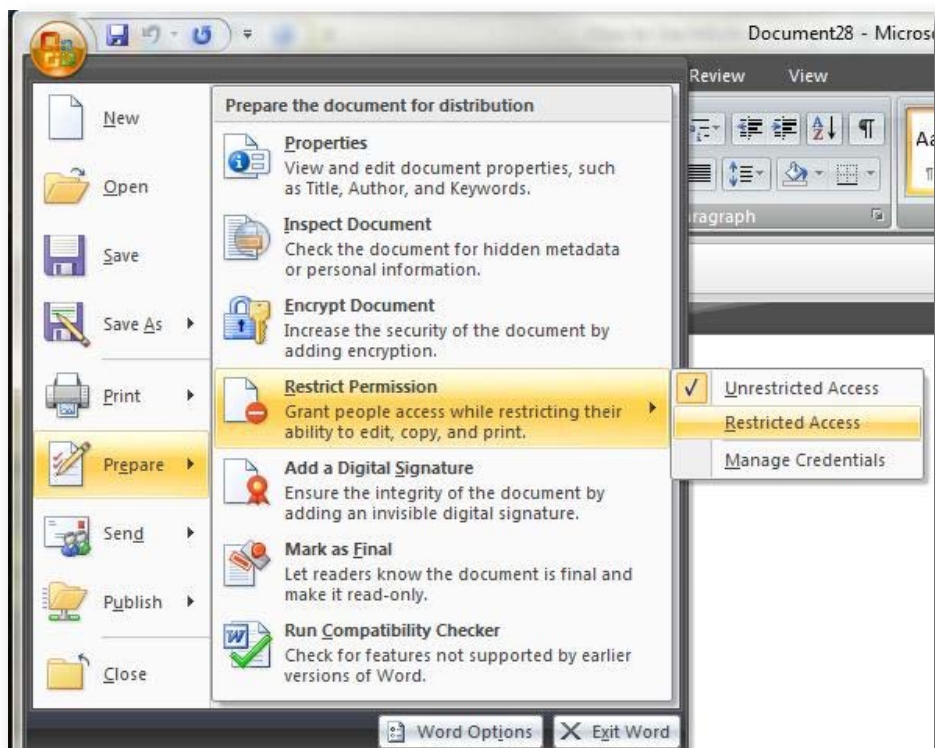


Figure C

4. In the Permission dialog box, check the check-box labeled Restrict permission to this document, as shown in **Figure D**.
5. In the Read and Change boxes, enter the e-mail addresses of the users you want to be able to read and/or make changes to the document.
6. Click the More Options button.

As shown in **Figure E**, you can select check boxes to specify additional permissions, including an expiration date for the document, permission to print content, and permission for users with read access to copy content and allow programmatic access to the document. You can also provide your e-mail address so that users can request additional permissions or require a connection to verify a user's permission. You can set these permissions as the default for all documents, workbooks, forms, and presentations that have restricted permissions.

You can give different permissions to different users by clicking in the Access Level column next to a user's name and selecting Read, Change, or Full Control from the drop-down box.

7. Click OK to apply your settings. Once you've set permissions, a notification will appear in the information bar at the top of the document, specifying that access is restricted, as shown in **Figure F**.

Checking documents for personal information

The hidden information in documents can present a security risk. Office documents contain metadata in the document properties that can reveal details about the author, your organization, or the document itself, as well as other information that isn't visible in the content of the document. You may not want to share all this information with everyone who gets a copy of the document.

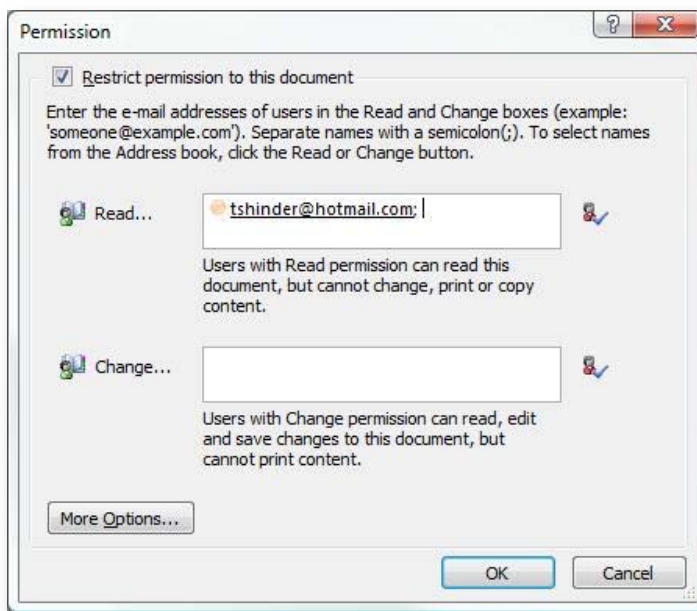


Figure D

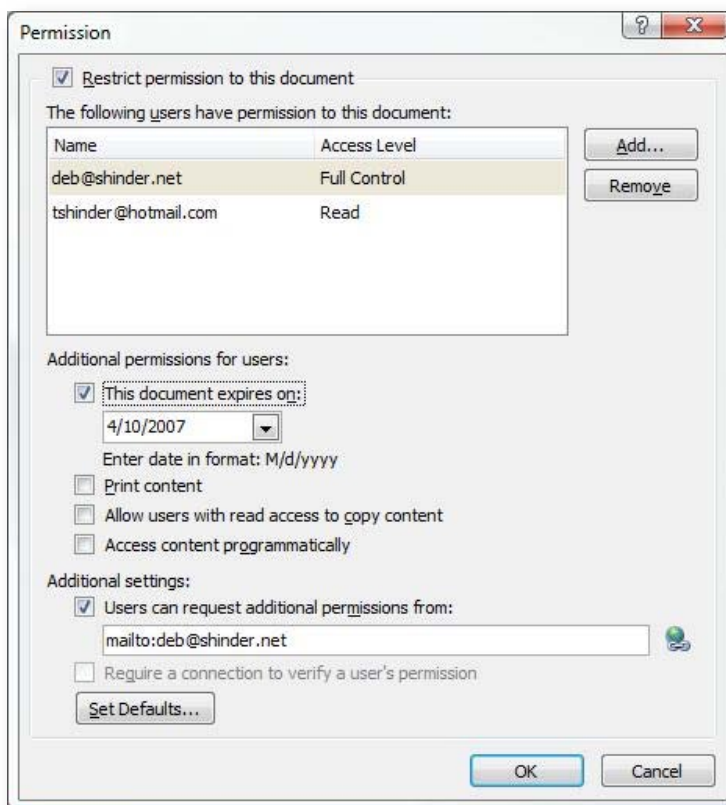


Figure E

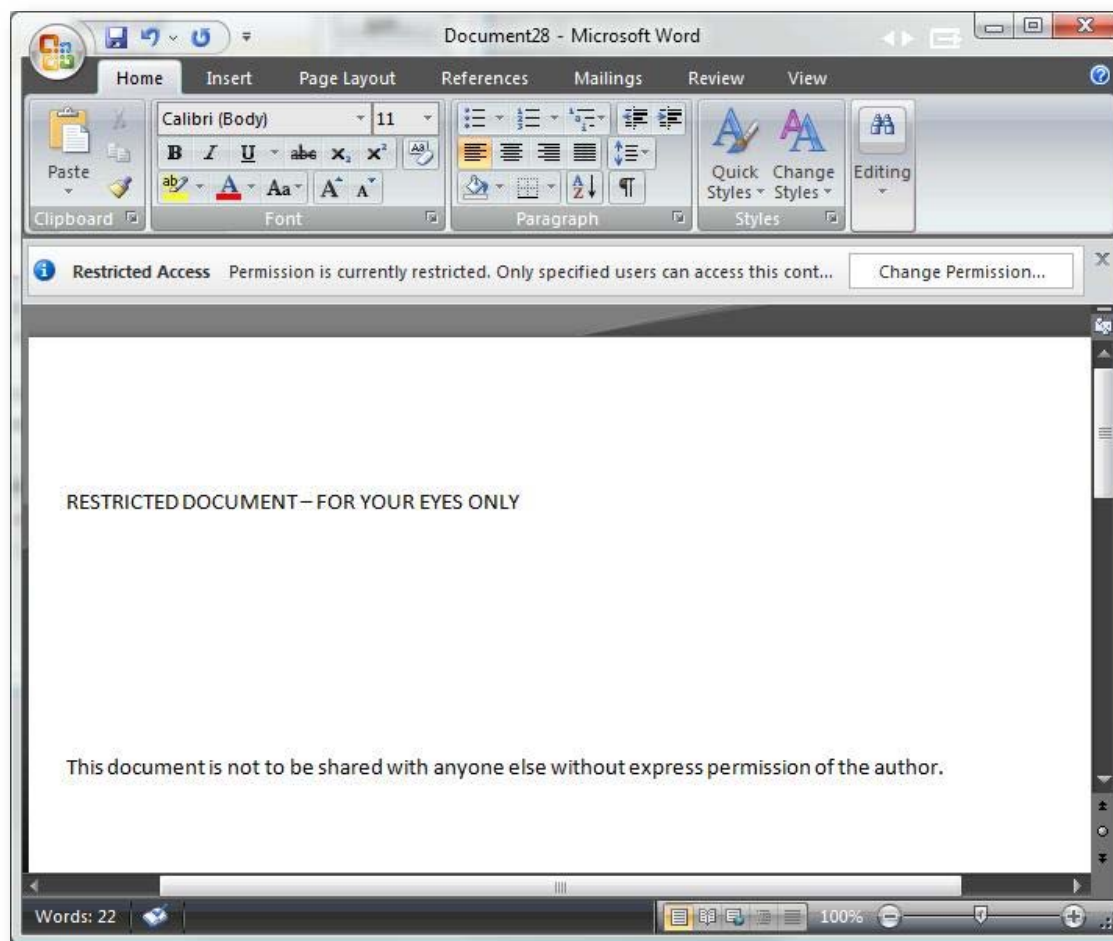


Figure F

Types of hidden information

The types of hidden information that can be in an Office 2007 document include:

Metadata. This consists of document properties, such as the author, subject, person who most recently saved a copy of the document, and date the document was created. It can also include e-mail addresses, routing slips, and file path information.

Hidden text, rows, columns, worksheets, and invisible content. Text that is formatted as hidden text won't show up in the document, but you can view it with the Document Inspector (and so can the recipient). In Excel, rows, columns, and even entire worksheets can be hidden. Objects formatted as invisible in PowerPoint presentations and Excel workbooks won't be immediately apparent.

Comments, tracked changes, and annotations. If you used the collaboration features in Word, revision marks from tracked changes and comments made by reviewers can be viewed.

Headers, footers, watermarks, off-slide content, and presentation notes. In Word documents and Excel workbooks, you may have headers and footers, or watermarks in Word documents. In PowerPoint, objects that were dragged off the slide may not be visible, and the Notes section may contain information you don't want to share.

Custom XML data. Some XML data may not be visible in the document itself.

The Document Inspector can find and remove many types of hidden information. It differs depending on the Office program.

Using the Document Inspector

To find and remove hidden information in Office 2007 files with the Document Inspector, perform the following steps.

1. Save the document.
2. Click the Microsoft Office button, select Prepare, and then choose Inspect Document, as shown in **Figure G**. Select the check boxes for the types of hidden information you want to find, as shown in **Figure H**.

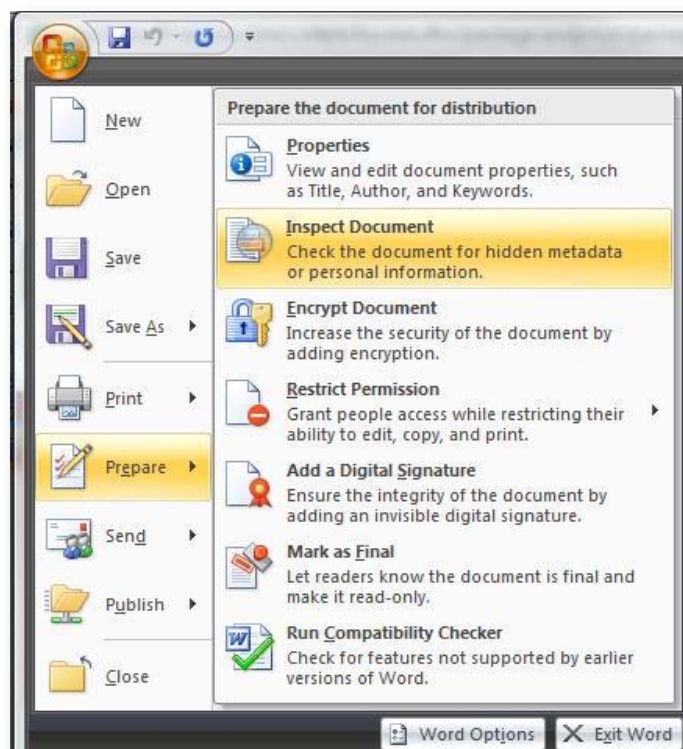


Figure G

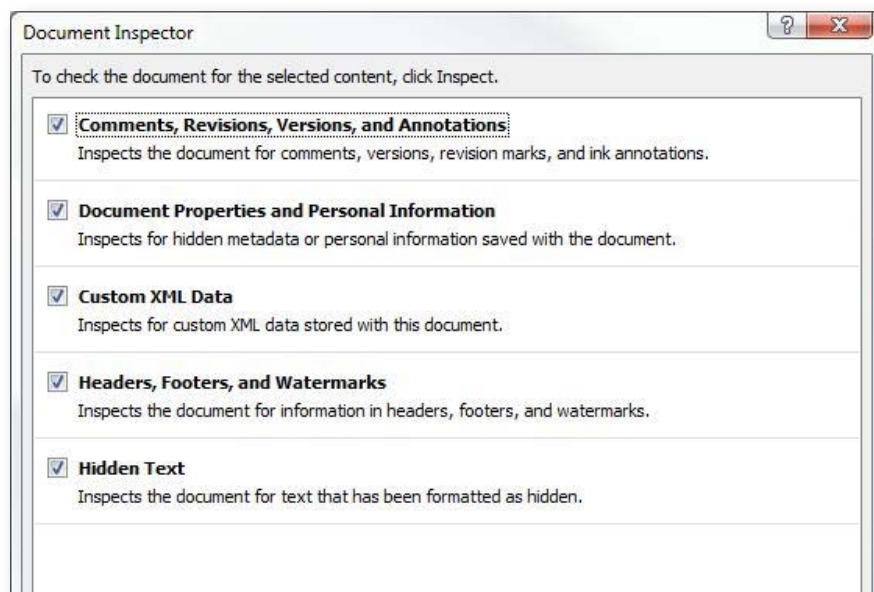


Figure H

- The types of hidden information that were found will be displayed, as shown in **Figure I**.

Using the Trust Center

You can view and configure security and privacy settings in the Trust Center in Word, Excel, PowerPoint, and Access 2007. To access the Trust Center, perform the following steps:

Click the Microsoft Office button.

Click the <application name> Options button at the bottom, as shown in **Figure J**.

Click Trust Center in the left pane of the Options dialog box, as shown in **Figure K**.

In the Trust Center, you can view or remove trusted publishers, set trusted locations for your files, enable or disable add-ins, enable or disable ActiveX controls, enable or disable macros, configure security alerts on the Message Bar, and set privacy options.

Trusted publishers

By default, to run a macro, ActiveX control, or add-in, it must be signed by a trusted publisher. This is a developer with a valid digital signature associated with a certificate issued by a reputable certification authority. You can add developers to your trusted publishers list by selecting Trust All Documents From This Publisher when the security alert dialog box appears asking if you want to run a macro, control, or add-in.

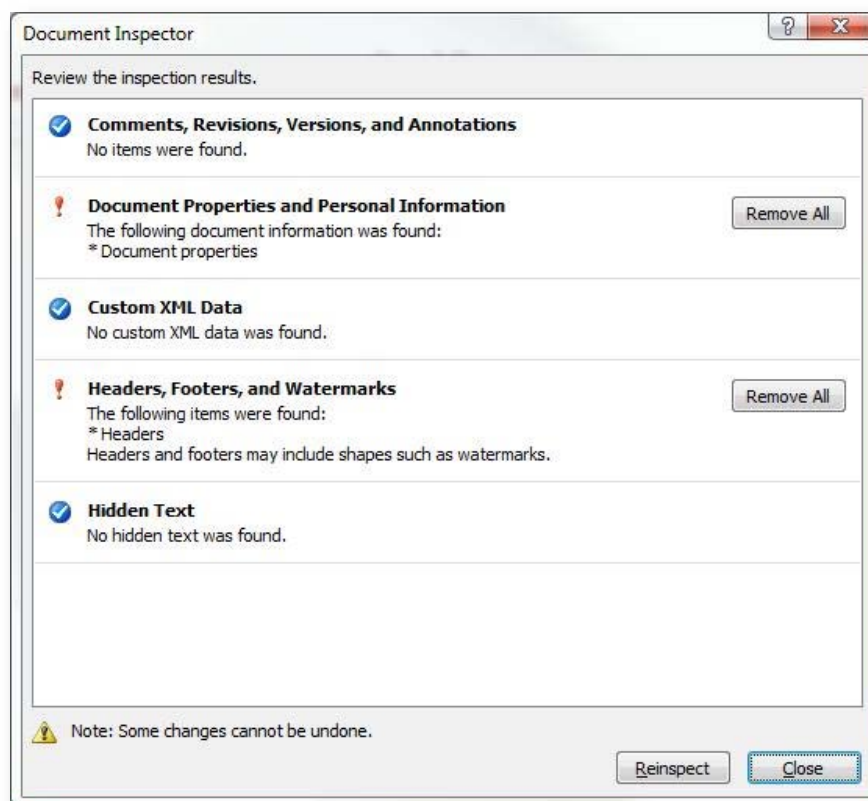


Figure I

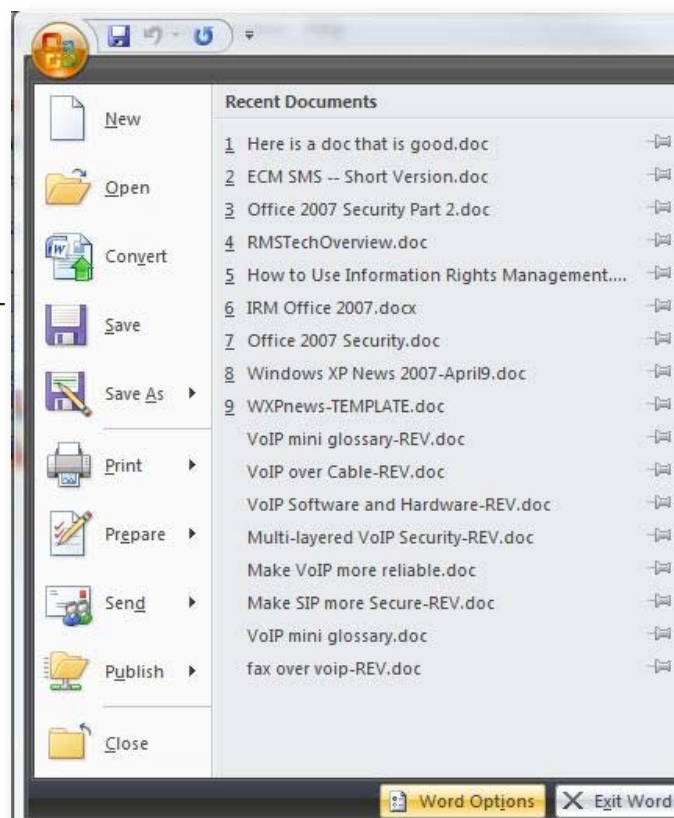


Figure J



Figure K

To view the publishers you've trusted and/or to remove a publisher from the list, click Trusted Publishers in the left pane, as shown in **Figure L**. By default, no publishers are trusted. To remove a publisher from the list, highlight its name in the right pane and click the Remove button.

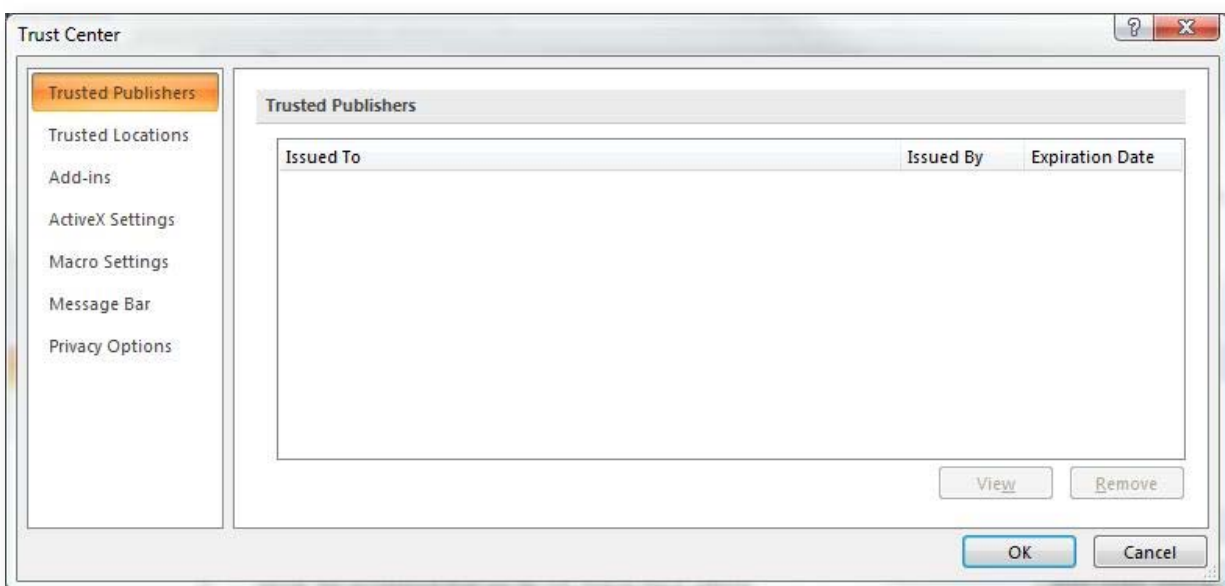


Figure L

Trusted locations

You can designate trusted locations on your local hard disk or on the network. Files in trusted locations don't have to be checked by the Trust Center before you can open them. For example, if you have a document with a macro that you know is safe, and you don't want the Trust Center to disable it, instead of changing macro security settings you can put the document in a trusted location.

Some locations are trusted by default, including the Program Files\Microsoft Office\Templates folder. Microsoft recommends that you *not* specify public folders on network shares as trusted locations.

1. To add a trusted location, perform the following steps:
2. In the Trust Center, click Trusted Locations in the left pane.
3. Click the Add New Location button, as shown in **Figure M**.

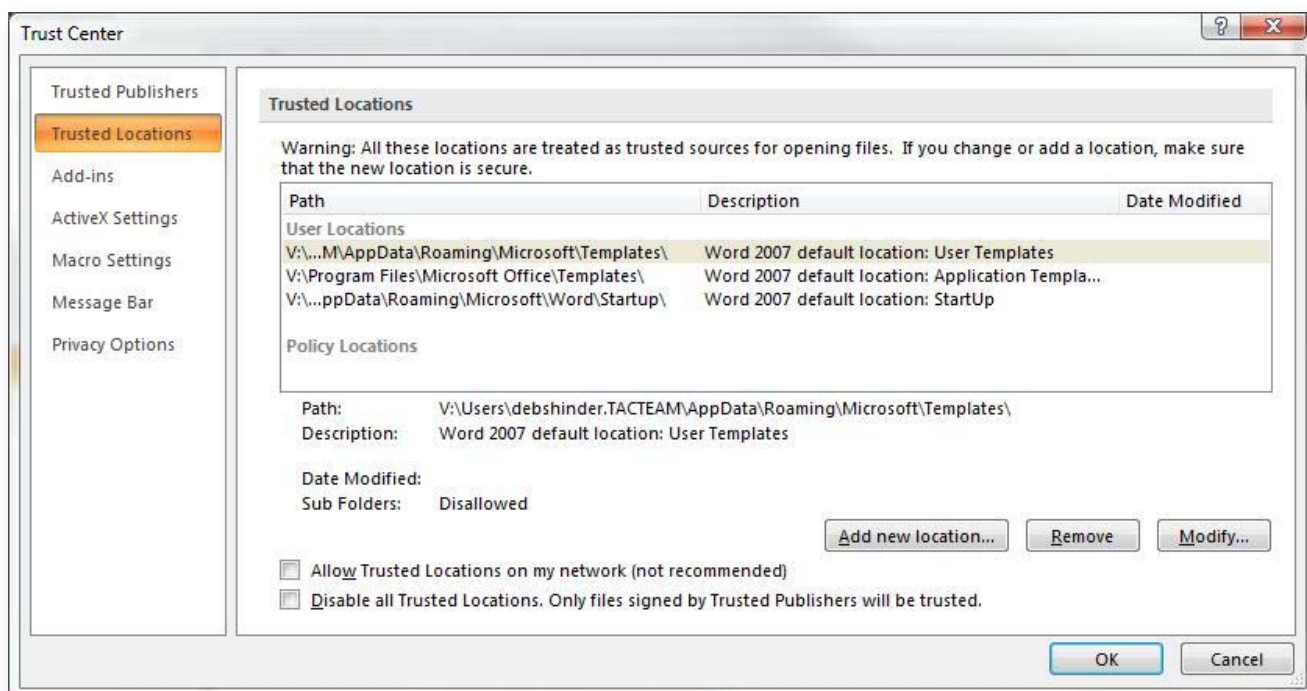


Figure M

4. In the Microsoft Office Trusted Locations dialog box, shown in **Figure N**, type the path to the location you want to trust. You can also specify that subfolders be trusted and click OK.

You can also remove or modify trusted locations and specify whether trusted locations on the network are allowed. If you disable all trusted locations, only files signed by trusted publishers will be allowed to run.

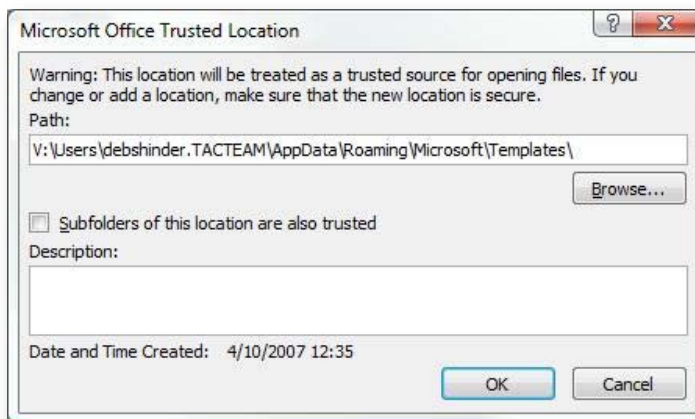


Figure N

Add-ins

Add-ins include things like smart tags, XML style sheets, COM and automation add-ins, and other code that adds new functionality to the Office 2007 program. You can use the Trust Center to view, enable, and disable add-ins that have been installed.

Add-ins are categorized as:

- ◆ **Active application add-ins** are those that are currently running in the Office 2007 program.
- ◆ **Inactive application add-ins** are those that are installed but not currently running.
- ◆ **Document related add-ins** are template files referenced by open documents.
- ◆ **Disabled application add-ins** are add-ins that have been disabled because they caused the Office program to crash.

You can configure settings for add-ins to require that they be signed by a trusted publisher, to disable notification for unsigned add-ins, or to disable all application add-ins, as shown in **Figure O**.

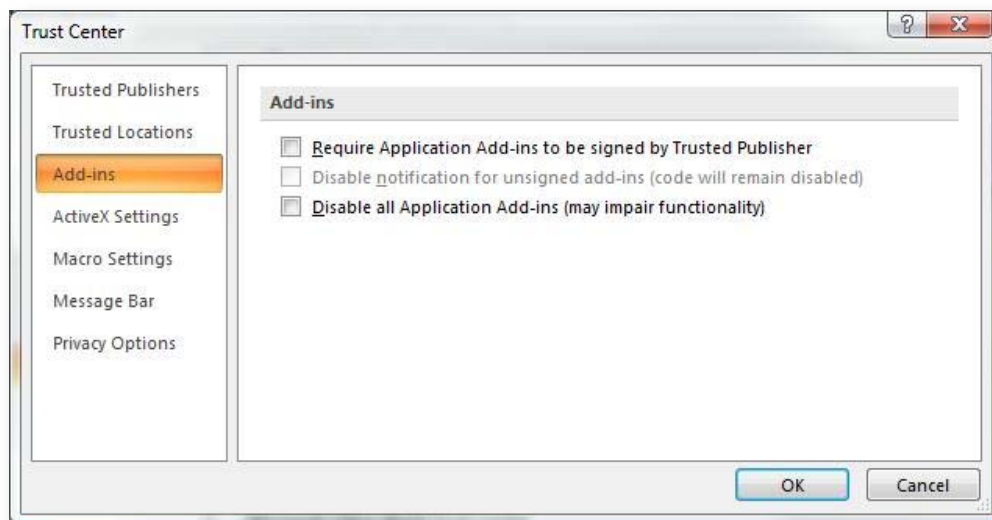


Figure O

ActiveX controls

ActiveX controls are COM objects that can access your local file system, make changes to the registry, and otherwise pose a security threat. The Trust Center checks ActiveX controls before loading them to make sure they are marked Safe for Initialization (SFI) by the developer and don't have a kill bit set in the registry.

Potentially unsafe controls are disabled by default. A notice appears in the Message Bar. You can click the Options button in the notification if you want to enable the control.

You can configure the security settings for ActiveX controls in the Trust Center. Here's how:

1. Click ActiveX Settings in the left pane of the Trust Center.
2. You can select from the following choices: disable all controls without notification, have Office prompt you before enabling Unsafe for Initialization (UFI) controls with additional restrictions and Safe for Initialization (SFI) controls with minimal restrictions, have Office prompt before enabling any control with minimal restrictions, or enable all controls without restrictions and with prompting (this is not recommended because it will allow potentially dangerous controls to run).

By default, you are prompted before enabling all controls with minimal restrictions, and safe mode is enabled. Safe mode applies only to SFI controls. A control has more restrictions in safe mode; for example, the control may be able to read and write to files in unsafe mode but can only read files in safe mode.

Macros

Macros can be simple keystroke recordings or more powerful code written in Visual Basic for Applications (VBA). Macros can present a security risk because they automatically run commands on your computer. The Trust Center checks macros before running them and by default allows only those that have a valid, current digital signature associated with a certificate issued by a reputable CA and whose developer is a trusted publisher.

If the macro doesn't meet these criteria, the Message Bar appears and notifies you that the Macro has been disabled. You can click the Options button to enable it if you know that it is trustworthy.

You can configure setting settings for macros via the Trust Center. Here's how:

1. Click Macro Settings in the left pane of the Trust Center.
2. You can select from the following options for macros in documents that are not in a trusted location: disable all macros without notification, disable all macros with notification, disable all except digitally signed macros, or enable all macros (this is not recommended because it could allow potentially dangerous macros to run). You can also specify whether to trust access to the VBA project object model (for developers).

Message Bar

The purpose of the Message Bar is to display alerts if the document you're opening has potentially dangerous content (macros, add-ins, etc.). You can control the behavior of the Message Bar via the Trust Center. Here's how:

Click Message Bar in the left pane of the Trust Center.

You can specify whether to show the Message Bar in all applications when content has been blocked or to never show information about blocked content. You can also select an option to enable Trust Center logging, as shown in **Figure P**.

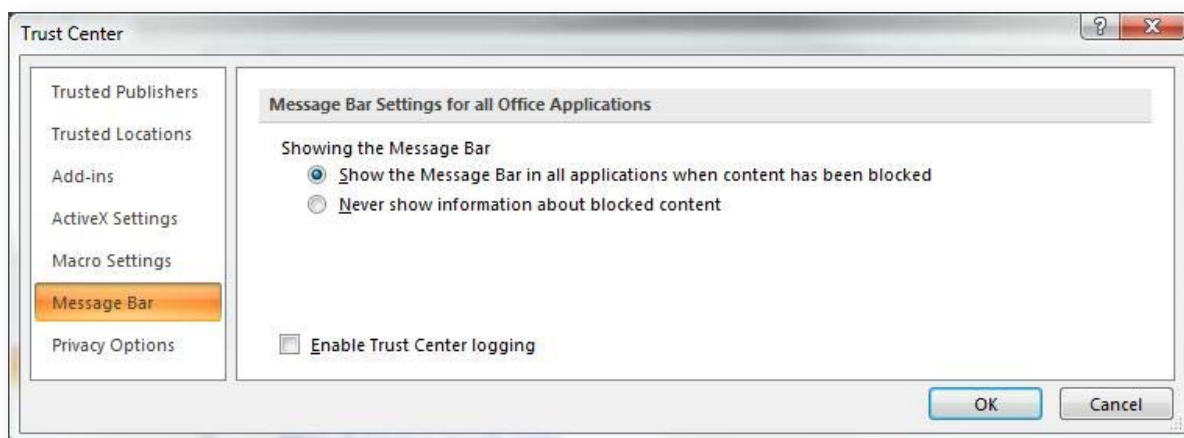


Figure P

Privacy options

Finally, you can set privacy options through the Trust Center (**Figure Q**). These include:

- ◆ Whether to search Microsoft Office Online for Help content when you're connected to the Internet.
- ◆ Whether to automatically update featured links from Microsoft Office Online.
- ◆ Whether to periodically download a file that helps determine system problems.
- ◆ Whether to sign up for the Customer Experience Improvement program.
- ◆ Whether to check Microsoft Office documents that are from or that link to suspicious Web sites.

You can configure several other document-specific settings, including:

- ◆ Whether to warn before printing, saving, or sending a file that contains tracked changes or comments.
- ◆ Whether to store a random number to improve Combine accuracy.
- ◆ Whether to make hidden markup visible when opening or saving a file.
- ◆ Whether to remove personal information from file properties when you save a file.

You can also set Translation and Research options here.

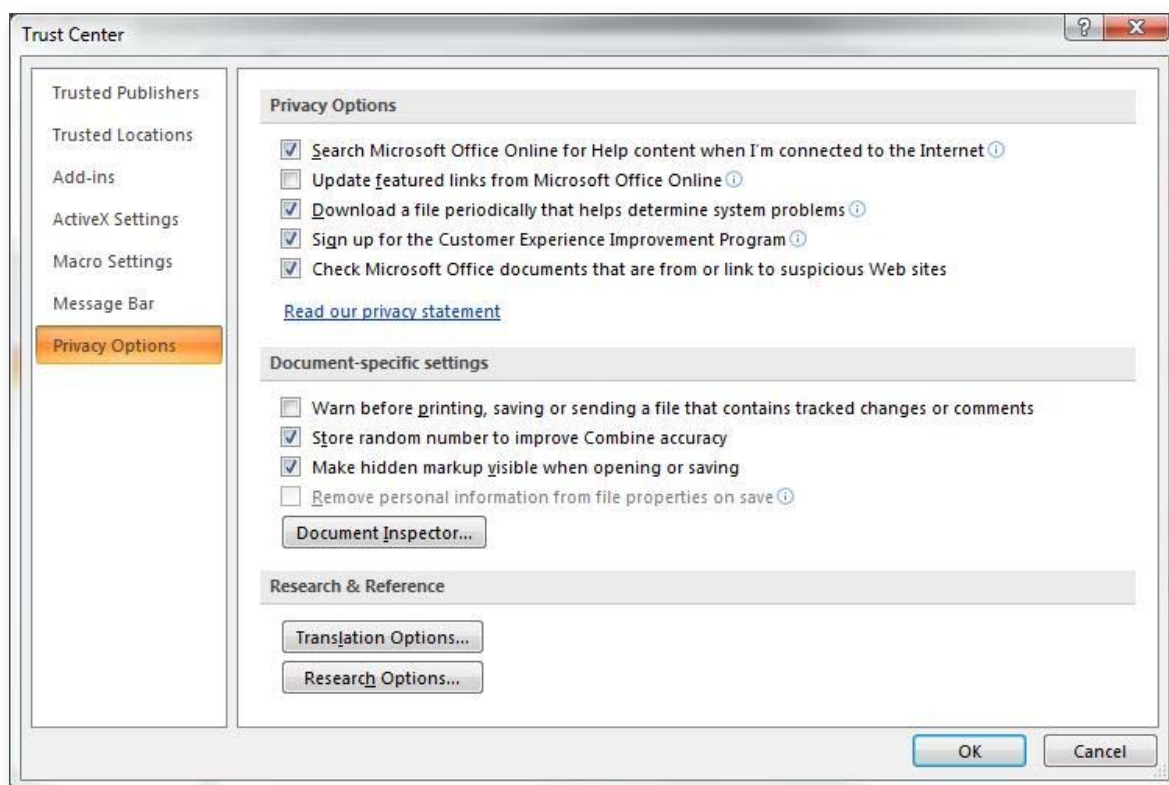


Figure Q

Summary

Microsoft Office 2007 programs have a number of built-in security and privacy features that make it easier for you to maintain confidentiality of information that needs to remain secure, while still getting the most out of the Office 2007 programs' advanced features. In this two-part series, we discussed how to use security features in Microsoft Word, Excel, PowerPoint, and Outlook 2007.

Outlook 2007's new features and how they work with Exchange Server 2007

Whenever Microsoft releases a new version of Office, you can be sure it includes a batch of new features. Microsoft Office 2007 is no exception, with Outlook receiving the most feature enhancements. Although many of the new features found in Outlook 2007 are available to everyone, some of the new features will only work when Outlook 2007 is used in conjunction with Exchange Server 2007. In this article, I will discuss the benefits of using Outlook 2007 in an Exchange 2007 environment.

Note: All of the features in this article (with the exception of automatic configuration) are also available in Outlook Web Access (OWA). In fact, all of the screen shots in this article were taken from OWA. Outlook 2007 implements these features in a nearly identical manner.

Configuring Outlook 2007

One of my biggest pet peeves with Outlook 2003 was the initial deployment process. Actually, installing Office 2003 (of which Outlook 2003 was a part) was no big deal; Microsoft made it easy to deploy the software using SMS Server, group policies, or any number of third-party applications. The cumbersome part was configuring Outlook 2003. When used in an Exchange Server 2003 environment, Outlook 2003 required you to enter the name of the user's mailbox and the name of the server the mailbox was stored on.

Entering these two simple pieces of information probably doesn't sound like a big deal at first. There are two reasons why this procedure has always bothered me. First, it only takes a second to enter the configuration information for a user. However, if you are deploying Outlook 2003 to a large number of users, then this simple process can become very time-consuming.

Second, the process seems unnecessary. Exchange 2003 is completely dependent upon Active Directory. If a user is using Outlook 2003 to connect to Exchange 2003, then it's a pretty safe bet that the user has an account in Active Directory. If this is the case, then the user's Exchange mailbox and the server hosting the mailbox should also be listed within Active Directory.

I am pleased to report that Microsoft has designed Outlook 2007 to support automatic configuration. The first time a user runs Outlook 2007, Outlook performs an Active Directory query to determine whether or not the user who's currently logged on has an Exchange Server mailbox. Assuming the user does have an Exchange mailbox, Outlook extracts the necessary configuration information from Active Directory, freeing the user (or the administrator) from having to manually configure Outlook.

Out-of-office messages

Another wonderful new feature: Outlook now supports multiple out-of-office messages. I have always found out-of-office messages to be particularly tricky: It is important to provide enough information that your friends, family, and co-workers know where to reach you in the event of an emergency; however, you don't want that information available to everyone.

A perfect example: I was planning on being out of the country for a few weeks and wanted my editors and a few friends to know I wouldn't have access to e-mail while I was gone. However, I didn't want to post a message telling the world I was leaving the country; that would basically be an open invitation for someone to break into my house. In the end, I sent out detailed individual e-mail messages to my editors and friends, while my out-of-office message read: "I will not have access to e-mail until December 18."

The solution got the job done, but it was a lot of work to send e-mails to so many different people. Outlook 2007 greatly improves this situation because it allows you to display different out-of-office messages to different people. For example, you can have a detailed out-of-office message that will be seen only by your coworkers, while the rest of the world sees a generic message that does not provide an excessive amount of information.

The new Out of Office Assistant is shown in **Figure A**. You are given the opportunity to create two different out-of-office messages: one of these messages will be sent to any user within your Exchange Server organization; the other message can be sent to either anyone outside of your organization, or to senders who are on your contact list.

There are also now start and end times associated with out-of-office auto-replies. This is one of Microsoft's new Set It And Forget It features. Suppose I found out I was going to have to be out of the office next week; I can set up my out-of-office message now, even though I'm not leaving until next week. This would help to prevent me from forgetting to turn on my out-of-office message, or from forgetting to turn it off when I get back into the office.

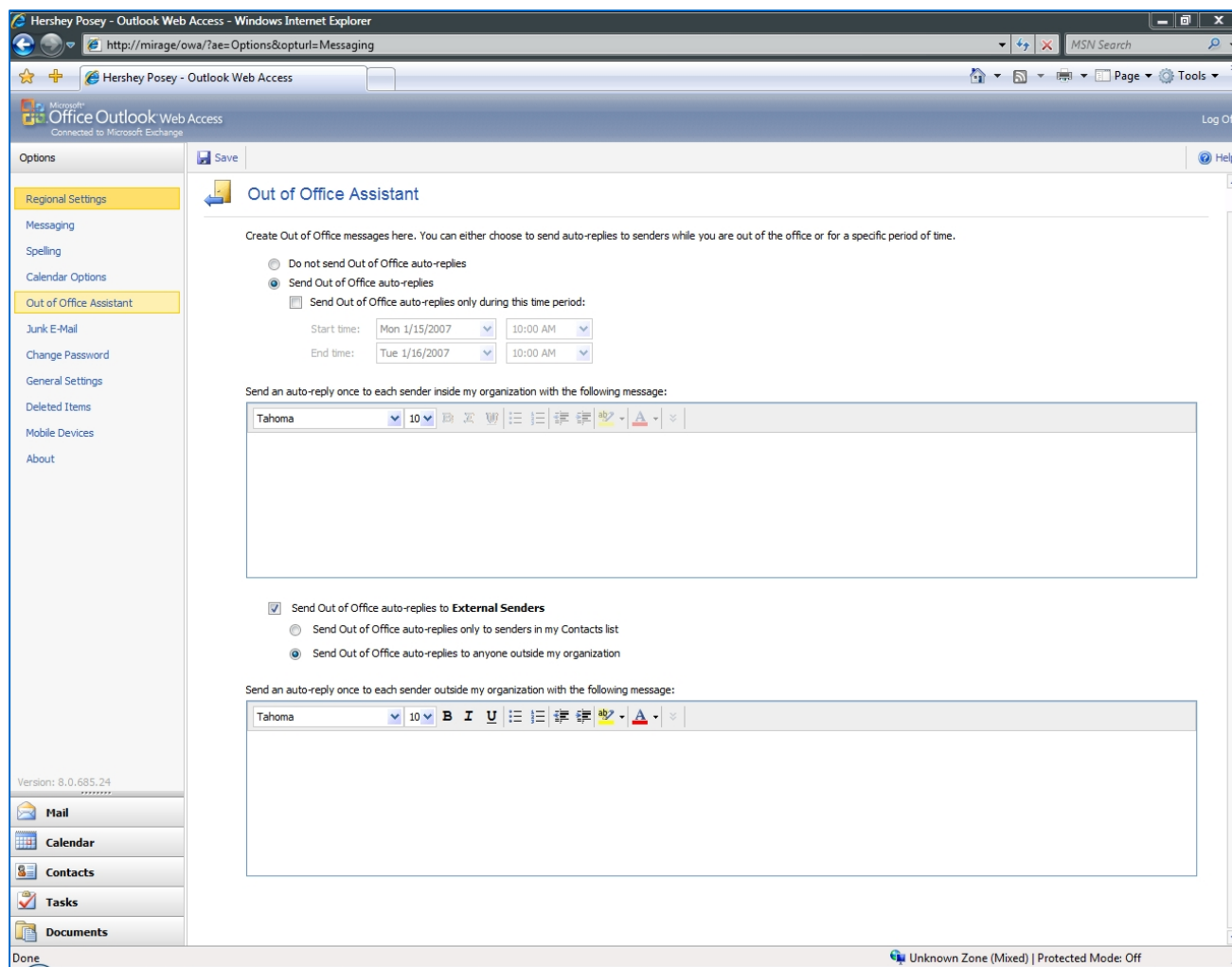


Figure A

The calendar

One of the features in Outlook 2007 that has received the most revision is without a doubt the calendar. Changes to the calendar range from the simple to the elaborate. I want to begin by showing you a relatively simple change to the calendar that could end up making your users' lives easier.

Microsoft has finally designed the calendar to allow you to drag and drop appointments. In **Figure B**, you will see an appointment on the calendar. The two small squares around the appointments border indicate that the appointment can be resized. By clicking on these squares and dragging them to the desired location, you can change the duration of an appointment. This might not seem like such a big deal, but keep in mind that this feature is also available in OWA. Just as you can adjust the duration of an appointment, you can also change the appointment's date and time by dragging the appointment to the desired location on the calendar.

Another improved area of the Outlook calendar is in the scheduling of appointments. It has long been possible to have Outlook search for the best time for an appointment, but this feature did not always work so well. It was not uncommon for Outlook to think that 3 a.m. on Saturday was a great time for a meeting, because everyone was available.

Before I give you a demonstration of how scheduling has been changed in Outlook 2007, I want to quickly mention that Exchange 2007 now supports multiple types of mailboxes. It is fairly common for companies to create mailboxes that correspond to various resources, such as conference rooms or pieces of equipment. The idea is that these mailboxes can be used in scheduling these resources. In Exchange 2007, Microsoft actually built in the ability to create resource mailboxes.

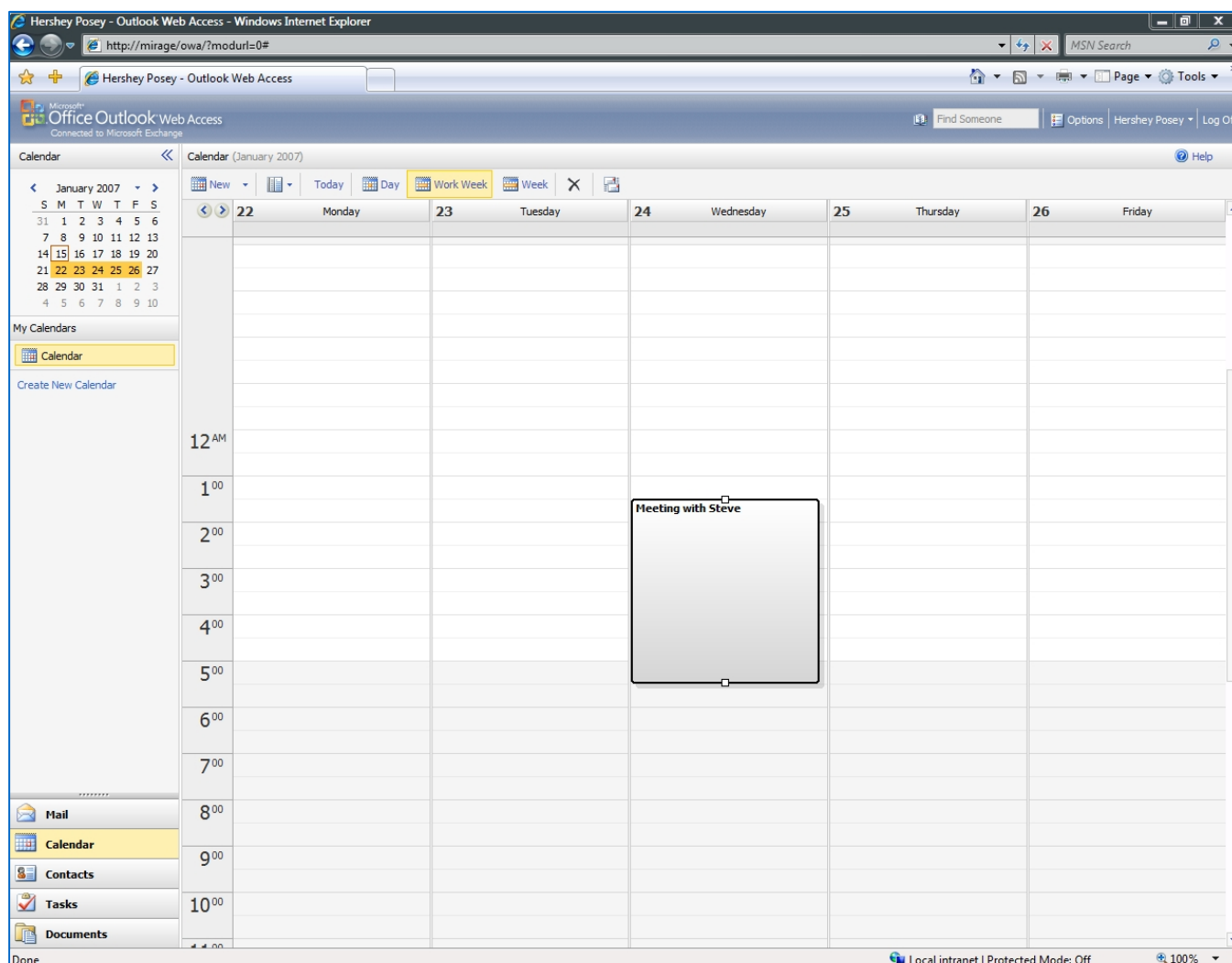


Figure B

If you look at **Figure C**, you will see four types of mailboxes: user mailboxes, the mailboxes that apply to individual users; legacy mailboxes, user mailboxes that exist on servers running older versions of Exchange; room mailboxes, resource mailboxes designed to correspond to conference rooms; and equipment mailboxes, which correspond to various pieces of equipment that might be used in meetings. When you create room and equipment mailboxes, you have to create a user account for those mailboxes; the user account is automatically disabled.

It's beyond the scope of this article, but it is possible to create custom attributes for a resource mailboxes. There is already a Resource Capacity attribute built in. This attribute is especially handy for room mailboxes, since you can specify how many occupants a conference room can accommodate. An example of a custom attribute you might create for a conference room would be network availability. People scheduling meetings will be able to tell whether network access is available in the conference room.

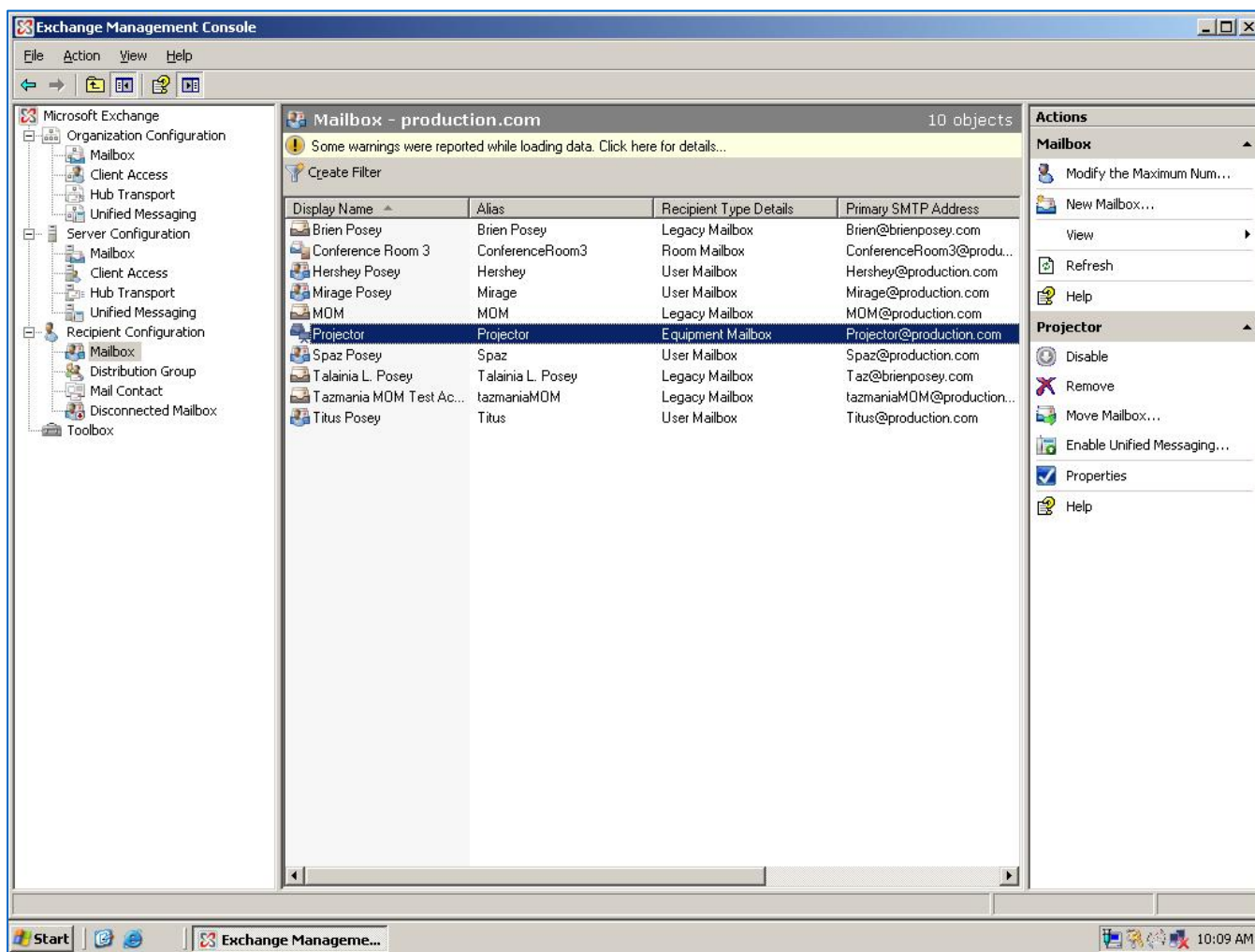


Figure C

Let's look at how Outlook 2007 makes scheduling meetings easier. Outlook 2007 allows users to specify their working hours, as shown in **Figure D**. This information is stored in Active Directory. Then, when a user attempts to schedule a meeting, the meeting will be scheduled within a time that is considered to be working hours for each invitee.

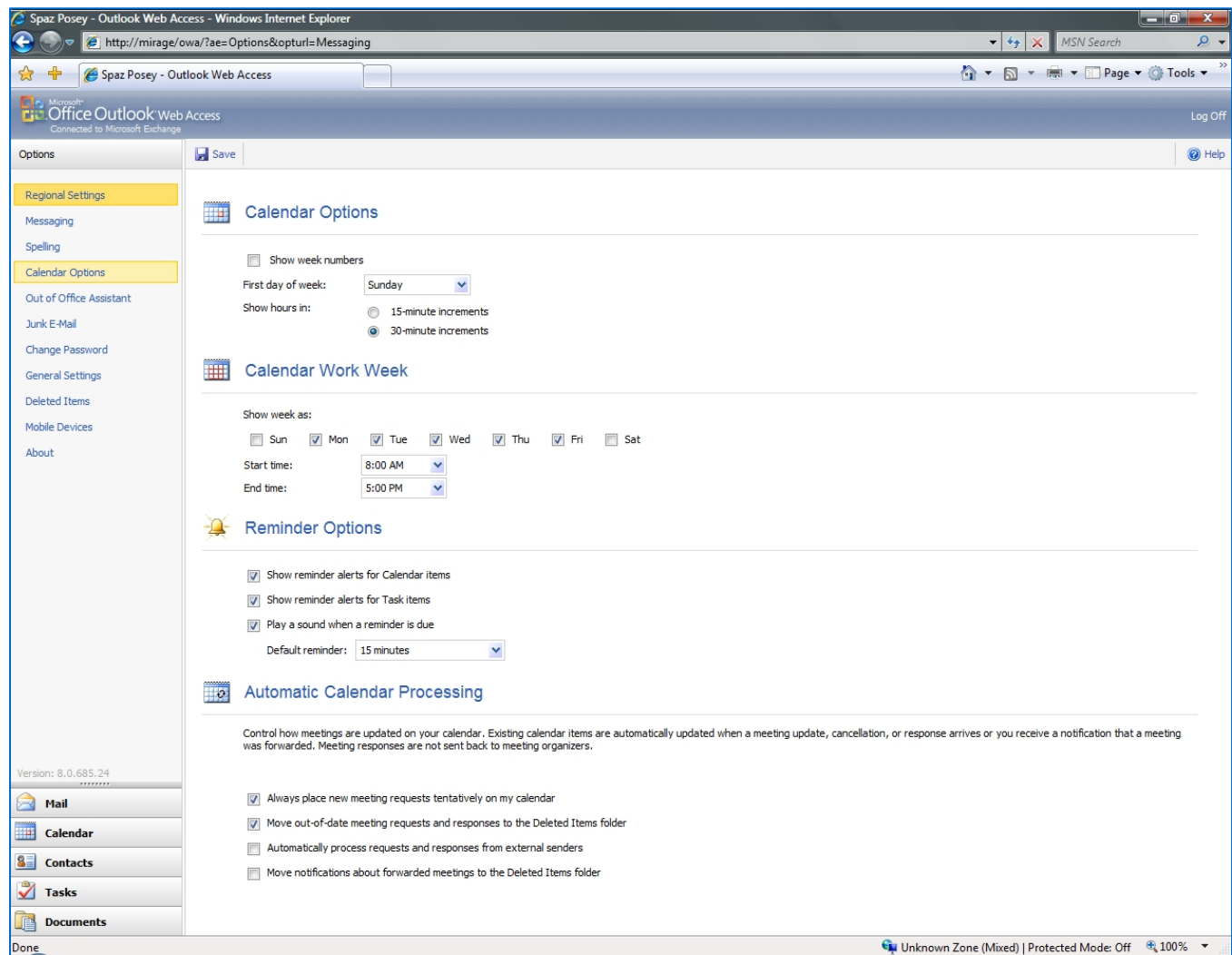


Figure D

To see how Outlook's scheduling capabilities have been improved, select Calendar and then press New to create a new appointment. Enter a name for the appointment, and then select Scheduling Assistant. The Scheduling Assistant tab allows you to enter the meeting attendees, necessary equipment, and desired conference room. As you can see in **Figure E**, meeting attendees are color-coded. Required attendees are shown in red, optional attendees are shown in blue, and equipment is shown in green. Although I only have a single conference room defined, you have the option of displaying multiple conference rooms so you can search for availability during the desired meeting time.

If you look closely at the screen, you'll notice a Show Only Working Hours checkbox. Selecting this checkbox prevents you from accidentally scheduling a meeting after hours.

You can also select a date and duration for the meeting. After doing so, the date that you have chosen will be displayed on the screen's largest pane. The vertical green and red lines show the meeting duration. You can drag the proposed meeting line back and forth to select different time slots for the proposed meeting.

In a real-life situation, the various timeslots would be color-coded for each attendee to show whether the attendee was busy, out of the office, as a tentative appointment, etc. Based on this information, Outlook would display a list of suggested meeting times just below the meeting duration drop-down list. These suggested times would be color-coded to reflect whether the time was good, fair, or poor, based on attendee availability.

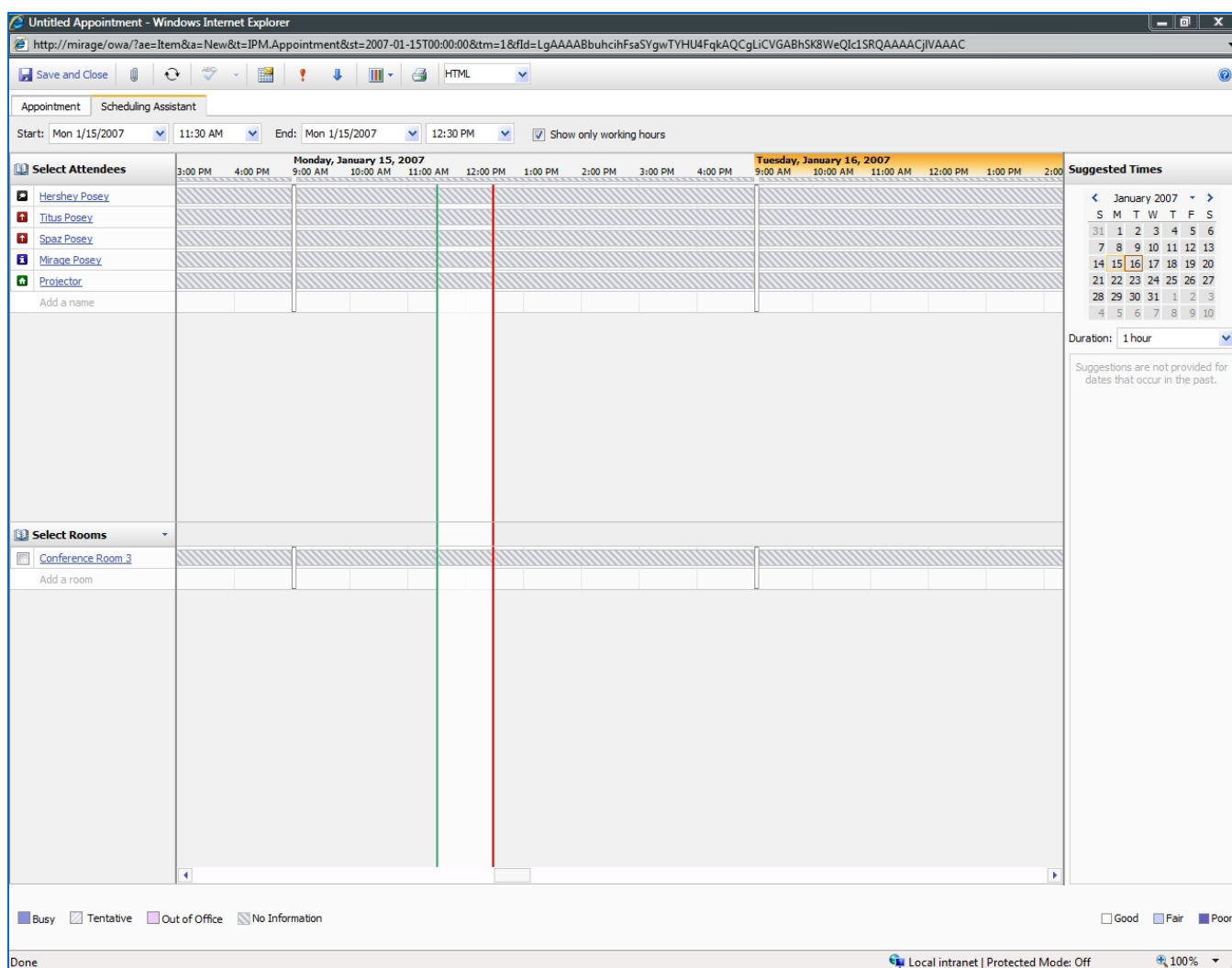


Figure E

Introduction to Outlook Web Access 2007

At the first casual glance, Outlook Web Access 2007 appears to be nothing more than Outlook Web Access 2003 with an updated skin. However, while Exchange 2007 itself has gone through a radical transformation, changes to OWA 2007 have been more evolutionary in scope. This is not a negative against the service at all. To the contrary, I personally find OWA to be one of the best Web-based mail products out there.

I'll start with security. You probably know that Microsoft's security record isn't exactly considered the benchmark by which folks should build products, but the company, in all of its new development, does seem to be making strides in this department. Outlook Web Access 2007 isn't an exception. First off, OWA 2007 now supports two factor authentications. Second, an Exchange administrator can force users into viewing only HTML documents so that information is not left behind on public kiosk-type computers.

Microsoft has also added the ability to view certain document types from within OWA itself. In the past, you often had to download documents to view them, which can be a hassle. Now, messages with attachments ask if you would like to open the document as a Web page, which allows you to view the contents in HTML form.

Besides the ability to view attachments, OWA 2007 provides remote document access to... well, everything. Have you ever been at a conference when you realized you needed to download and print a document, but you'd left your laptop in your hotel room? Hence, no VPN. No problem. Using OWA 2007, you can open any network share back at HQ, download your document, print it, and be ready for your meeting. Of course, this new feature could be considered a security problem for some companies, so take care.

Outlook Web Access 2007 "Light"

For those using browsers other than Internet Explorer, Microsoft has significantly enhanced the "light" OWA 2007 experience. Personally, I have not generally enjoyed OWA on non-Microsoft browsers. However, OWA 2007 will probably change this. The interface is much cleaner and more intuitive. No longer do you have your folder list taking up message space, and the interface just makes more sense.

OWA 2007 adds significantly useful and powerful features to an already great product. Make sure to learn about OWA 2007's new security features and accessibility (as in document accessibility) features to see how they can help your organization.

Mini-glossary: Office 2007 terms you should know

This list of new file extensions, features, interface elements, and tools will give you the quick definitions you're likely to need as you begin getting up to speed with Office 2007 and fielding end-user support issues.

.docm

New XML-based file format used by Word 2007 for macro-enabled documents, so you can tell immediately that a file is capable of running embedded macros.

.docx

New XML-based default file format used by Word 2007 for documents, which uses compression technology to make file sizes smaller, structures files modularly so different components are kept separate for better recovery, and integrates easily with other programs that support XML standards.

.dotm

New XML-based file format used by Word 2007 for macro-enabled templates.

.dotx

New XML-based file format used by Word 2007 for document templates.

.potm

New XML-based file format used by PowerPoint 2007 for macro-enabled templates.

.potx

New XML-based file format used by PowerPoint 2007 for presentation templates.

.pptm

New XML-based file format used by PowerPoint 2007 for macro-enabled presentations, so you can tell immediately that a file is capable of running embedded macros.

.pptx

New XML-based default file format used by PowerPoint 2007 for presentations, which uses compression technology to make file sizes smaller, structures files modularly so different components are kept separate for better recovery, and integrates easily with other programs that support XML standards.

.thmx

New XML-based file format used for Office 2007 themes.

.xlsm

New XML-based file format used by Excel 2007 for macro-enabled workbooks, so you can tell immediately that a file is capable of running embedded macros.

.xlsx

New XML-based default file format used by Excel 2007 for workbooks, which uses compression technology to make file sizes smaller, structures files modularly so different components are kept separate for better recovery, and integrates easily with other programs that support XML standards.

.xltx

New XML-based file format used by Excel 2007 for workbook templates.

Attachment previewer

A new feature in Outlook 2007 that allows you to preview e-mail attachments inside the reading pane with a single click.

Blog

Web log; a frequently updated journal-style Web site where entries are displayed in reverse chronological order. Word 2007 supports publishing to a blog hosted by one of several blog service providers, including Windows Live Spaces, SharePoint Services, WordPress, Blogger, and Typepad. You can publish a Word 2007 document as a blog post via the Microsoft Office button | Publish | Blog.

Building blocks

Reusable bits of text, graphics, or other document content, or other components of documents, such as headers/footers, watermarks, and tables, which are stored in galleries and can be used in any document or distributed with templates.

Business Contact Manager

A new feature in Outlook 2007 that lets you keep track of business data stored as accounts, business contacts, opportunities, and business project records.

Calendar snapshot

A new Outlook 2007 feature that enables you to send your calendar in an e-mail message to be opened in Outlook or in a Web browser.

Color categories

A new feature in Outlook 2007 that gives you a quick, visually distinctive way to customize e-mail, calendar, and task items and to search or sort by color.

Compatibility Checker

A feature in Office 2007 that lists elements in a document that aren't supported or may not behave the same way in previous versions of Office. These elements are shown before you save a document in a previous version file format.

Compatibility Mode

A feature that allows you to create documents in Office 2007 that do not contain new or enhanced features unique to Office 2007, so others using previous versions of Office will have full editing capabilities.

Content controls

Individual controls that can be added and customized to be used in templates, forms, and documents, which are added to documents via the Developer tab on the Ribbon.

Contextual spelling

An option in the spell checker that detects and corrects the types of errors that previously got through spell checkers because the word was spelled correctly but was the incorrect word for the context (for example, misuse of the word "there" in place of "their").

Contextual Tabs

The tabs that appear on the Ribbon according to the type of object you've entered or selected in a document.

Dialog box launchers

Small icons that appear in some groups on the Ribbon, which can be clicked to open a dialog box or task pane and provide more options related to the group.

Document Information Panel

A new feature in Office 2007 that allows you to easily view and edit document properties while working on the document. The document panel is displayed at the top of the document.

Document Inspector

A new feature in Office 2007 programs that helps you locate and delete hidden data and personal information in Office documents, spreadsheets, and presentations, such as comments and revision information, metadata, header and footer information, hidden text, and custom XML data.

Editing restrictions

A feature in Office 2007 that allows you to control what types of editing others can perform on the document (for example, you can allow only comments).

Electronic business cards

An Outlook 2007 feature that lets you share customized contact information with logos and photos that can be saved to the Contacts folder.

E-mail postmark

A new feature in Outlook 2007 that helps prevent spam by challenging the sender's computer to perform a computation or puzzle to validate it.

Enhanced ScreenTips

Sort of a mini-help system that appears when you hover the mouse over an element of the Ribbon, the new ScreenTips provide the feature name and a description, along with details about feature usage and links to related articles.

Fluent user interface

The overall interface in Office 2007, which includes the Ribbon, formatting galleries, pop-up formatting menus for highlighted text, contextual tools that appear only when you need them, and so forth.

Formatting galleries

Collections of preformatted content you can choose from when working on a document belonging to a particular template type.

Formatting restrictions

A feature in Office 2007 that allows you to restrict other users from changing the formatting or styles for a part of a document or the entire document, while still allowing them to change the content itself.

Full screen reading view

New name for what was previously called Reading Layout mode in Office 2003.

Information Rights Management

Document protection technology included in Microsoft Office 2007 that works with Microsoft's Windows Rights Management Services (RMS). It lets you control what recipients of documents, workbooks, presentations, and e-mail messages can do with the files. You can restrict recipients from forwarding, copying, saving, or changing the content and set expiration dates after which they can no longer view the content. You can create protected files in Office 2007 Professional Plus, Enterprise, and Ultimate editions. You can view protected files in all versions of Office 2007.

Instant search

A new feature in Outlook 2007 that lets you organize and instantly find information in Outlook, regardless of what folder it's in.

Invisible digital signature

A cryptographic method for authenticating the creator or sender of a document or e-mail message and ensuring the integrity of the content (that it has not been changed or tampered with after the signature was added); uses a digital certificate with a public/private key pair. An invisible digital signature does not show up in the content of the document but can be viewed by the recipient in the Office program.

KeyTips

An Office 2007 implementation of the previous ALT menu accelerator shortcuts (e.g., ALT+F, to open the File menu). By pressing ALT in Office 2007, users can display the KeyTips on the Ribbon elements, which indicate which key to press to access a particular feature.

Legal blackline option

A feature in Word 2007 that allows you to compare two documents and display only what is different between them, accessed via the Review tab | Compare Group | Compare item on the Ribbon.

Live Preview

A sneak peek at how a Gallery selection will affect your document. You can move the mouse over a Gallery option to "try it on" and see how it will look before committing to selecting the option.

Mark As Final

A new option in Office 2007 that allows you to mark a document as final to make it read-only and prevent others from making changes to it.

Metadata

Data that describes other data; the properties of an Office document, such as word count, author, subject, date of creation, and so forth. Some metadata is automatically maintained by the Office programs, and you can add other metadata, such as comments, keywords, and categories, manually.

Microsoft Office 2007 Compatibility Pack

Free program that can be downloaded and used to view and edit files created in Office 2007 programs with Office 2000, XP, or 2003 (with appropriate service packs installed).

Microsoft Office button

The button displaying the Office logo in the upper-left corner of Office 2007 programs, which contains the main menus for the Office program, along with a list of recent documents.

Microsoft Office Diagnostics

A series of diagnostic tests included in Office 2007 that can identify computer problems causing crashes. It replaces the Detect And Repair and Office Application Recovery features in Office 2003.

Mini Toolbar

A ghost image of tools that appears when you select text in an Office 2007 document. When you move the mouse over the ghost toolbar, it becomes a functioning toolbar with text formatting options.

Overlay mode

An Outlook 2007 feature that lets you navigate multiple calendars stacked on top of one another.

Portable Document Format (PDF)

A file format that preserves document formatting in a fixed layout and ensures that when the document is viewed or printed, it will retain the exact original format. You can save documents in PDF format in Office programs after installing the Microsoft Save As PDF Or XPS add-in for 2007 Microsoft Office programs, which you can download [here](#).

Quick Access Toolbar

A small toolbar located by default at the top of the Office window to the right of the Microsoft Office button, which provides quick access to tools you need frequently (by default, Save, Undo, and Repeat Typing). It can be customized to add other tools to which you want quick access.

Quick Style sets

A feature in Office 2007 that allows you to select from a gallery of styles to preview and apply a set of styles to a document.

Research options

Reference books and research Web sites that can be accessed through Office 2007 programs via the Review tab | Proofing group | Research selection on the Ribbon.

Ribbon

The new tabbed interface that groups Office tools by tasks so that the ones that are used most frequently are easy to find. It replaces the traditional Office menus and toolbars.

RSS

Really Simple Syndication; a method of distributing standardized content that is updated frequently through "feeds". RSS is supported by Outlook 2007.

Signature line

An element that can be inserted into an Office document that can be clicked to add a visual representation of the signature (typed, handwritten via the ink feature on Tablet PC, or as a graphic of the signature). It simultaneously adds a digital signature to authenticate the sender's identity. The document becomes read-only after being signed.

To-Do Bar

A new feature in Outlook 2007 that integrates tasks, upcoming appointments, calendar information, and e-mail messages you've flagged for follow-up; it gives you a consolidated view of priorities for the day.

Trust Center

A centralized location for security and privacy settings in Office 2007 programs. Accessed via the Microsoft Office button | <Program Name> Options.

Version Extraction Tool

A tool included in the Office Migration Planning Manager (OMPM) that allows you to save versions of documents created in previous versions of Office as multiple files. (Office 2007 doesn't support the versioning feature.)

XML formats

New default file formats for Office 2007 programs that are based on the Extensible Markup Language (XML) and are generally differentiated from their counterparts in previous versions of Office by an "x" appended to the end of the file extension (e.g., .docx, .xlsx, .pptx).

XML Paper Specification (XPS)

A file format that preserves document formatting in a fixed layout and ensures that when the document is viewed or printed, it will retain the exact original format; similar to PDF. You can save documents in XPS format in Office programs after installing the Microsoft Save AS PDF OR XPS add-in for 2007 Microsoft Office programs, which you can download [here](#).