

## Vista and Office 2007

### General Changes

- Move visual
  - Need increased system resources
- Easier navigation – but very different from 2003
- Better integration between applications
- Incorporation of older 3rd party application functions
- Graphics and templates

Past Version	New Version
<b>Windows XP</b>	<b>Vista</b>
<b>Office 2003</b>	<b>Office 2007</b>

### Vista Changes

- New Start button
- New Desktop
- Sidebar – Gadgets
- New folder views



### General Office Changes

- Navigation
- Ribbon
  - Tabs and Groups
  - Contextual tabs
  - Dialog Box/task pane Launcher
  - Galleries
- Office Button – like the old File menu
- Quick Access Toolbar
- Document Information Panel
- Mini toolbars
- Status bar
- Live previews to preview formatting before committing.
- Prepare options - Metadata inspector and scrubber
- Compatibility checker - Saving files into older versions



### Word

- Redlining/Comparing documents
- Inserting Charts with Excel
- Themes
- Tables now can include formulas



### PowerPoint

- SmartArt turn text into a diagram
- Themes
- Integration with Excel for charts





## Excel

### *Increased spreadsheet sizes:*

<b>Office 2003</b>	<b>Office 2007</b>
256 Columns	16,000 Columns
65,000 Rows	1,000,000 Rows
16 Million Cells	16 Billion Cells

- Charts – quicker speed & formatting
- New table formatting features
  - Table AutoExpansion (autocorrect to add new cells to a table)
- Structured Referencing – using named labels in formulas rather than cell references
- Trace Precedents or Dependents – display arrows that show what cells a selected cell is referencing in its formula or what cell is referencing it.
- Automatic coping of formulas in a column for a table
- More visual Pivot Table creation

### XML – What is it?

- Smaller files (because they are compressed)
- Files saved in sections and linked when opened – more recoverable files if corrupted
- Document inspector can remove metadata
- Files that contain macros are saved in a .docm format to protect you from unsafe files
- Can open older versions of Office documents

### Overall

<b>Benefits</b>	<b>Challenges</b>
Smaller file sizes	Older version users can't easily open XML doc (need Converter). 07 templates can't be opened in 03 – even with Converter.
Now does what you used to have to buy 3 <sup>rd</sup> party programs to do: Document Inspector – Meta Data removal, compare redlining	Loose some formatting btwn old vs new version sharing – but compatibility checker feature can identify them
Enhanced formatting, themes and style gallery	Need increased system resources
Increased integration between programs	Some 3 <sup>rd</sup> party software may not yet have written code to enable it to integrate with new Microsoft versions
Static documents – read only, anyone can access with free viewer. XPS (IE viewable) or PDF	

### Vista minimum operating requirements:

- An 800 MHz processor
- 512 MB of RAM
- A 20 GB hard drive with 15 GB of free space