



## **Should You Upgrade to Office 2007??**

When Microsoft releases a new version of Office, an upgrade isn't usually necessary. The changes are often minor. Microsoft Office 2007 is a major update to the office suite. First, the look is completely different. But more importantly, the file formats are different than in previous versions of Office. For many, this will necessitate an upgrade.

Many people are asking -- what's new with Microsoft Office 2007 System? Should we upgrade to this new version? How will it improve our work? Questions that I think can be answered by simply providing you with a summary of Microsoft Office 2007 System's new features. So the question isn't if you should upgrade, but when. Check out the new features.

First of all, Microsoft Office 2007 System has evolved beyond a productivity suite into a unified solutions platform that makes enterprise data and processes more accessible and relevant to users. Composed of clients, servers, services and tools, it provides a single infrastructure for communication and collaboration, business intelligence, and content management solutions. For this reason, Microsoft Office is now called a system rather than just an office suite.

While Word, Excel and PowerPoint are the three most popular components of Microsoft Office, Office is not just about word processing, spreadsheet and presentation -- it's more than that. Microsoft Office 2007 System is composed of Access, Accounting, Communicator, Excel, FrontPage, Groove, InfoPath, OneNote, Outlook, PowerPoint, Project, Publisher, SharePoint Designer, Visio and Word.

Here are the new Features of Microsoft Office 2007.

Microsoft Office Word 2007 helps you produce professional-looking documents by providing a comprehensive set of tools for creating and formatting your document in the new Microsoft Office Fluent user interface. Rich review, commenting and comparison capabilities help you quickly gather and manage feedback from colleagues. Advanced data integration ensures that documents stay connected to important sources of business information. It's about spending more time writing and less time formatting.

Microsoft Office Excel 2007's new interface overhaul is designed to place more features at your fingertips, bringing commands that were buried three levels down in dialog boxes and menus up front to the ribbon interface. Like its siblings, drop-down galleries and quick preview help you see your formatting changes immediately, and a wide variety of designer-quality formatting options give your charts and tables a very professional look. The new features provide powerful tools and features that users can use to analyze, share and manage their data with ease.

Microsoft Office PowerPoint 2007 provides a comprehensive set of features you can use to create and format your information. You can create and add designer-quality SmartArt graphics with only a few clicks of the mouse. It offers new and improved effects, themes and enhanced formatting options you can use to create great-looking, dynamic presentations at a fraction of the time that you used to spend.

With the 2007 Microsoft Office system, you can save valuable time, organize your workload, manage your information, stay connected and collaborate better with colleagues, family and friends.

