



Microsoft Office 2003

Discover the impact of Microsoft Office 2003

Solve the challenges you and your business face with Microsoft® Office 2003. Microsoft Office 2003 is designed to help you improve your productivity and achieve better results. Powerful new functionality behind familiar and easy-to-use applications will let you take on today's demanding business challenges.

The new Microsoft Office provides the building blocks for you to create solutions that will help your organization take more effective action. Discover new ways to communicate with others, create and share documents, and utilize information.

Communicating more effectively

People are spending an increasing amount of time dealing with their e-mail. Microsoft Office Outlook® 2003 has undergone a significant redesign to help users regain control of their mailbox. These improvements deliver new ways of making it easier for people to prioritize, read, and act on the ever-increasing volume of information.

- **Find important information quickly.** Users can now easily set up virtual folders with search-based criteria. Folder categories include: marked for follow-up, old or new mail from a particular contact, and large messages.
- **Control junk mail.** Users can take control of junk mail with adaptive technology in Outlook that effectively detects incoming junk messages.
- **Protect your messages.** Outlook provides a new technology that gives permission control to the author. The author can choose to prevent a recipient from forwarding, printing, editing, and extracting the message content. Also, an author can choose to set an expiration date.

- **Improved Reading Experience.** The new Reading Pane in Outlook 2003 displays more message text to reduce scrolling. Pop-up announcements in any document inform you immediately of new messages coming in.
- **Keep your inbox less crowded** Outlook combines multiple messages in one thread, making it easier to follow conversations. It also removes useless information when forwarding and replying, making longer threads easier to read.
- **Share information.** Outlook makes scheduling less time consuming by enabling users to share personal information contained in Outlook, specifically calendars and contact information.

Services

Office 2003 offers new and improved Office Web services. More powerful, better integrated, and with an improved online interface, these services are seamlessly available from within Office applications. Users can leverage the template gallery, which organizes templates not by application, but by the goal or task needed to be completed. The gallery contains all the templates on the site as well as links to content from the other locations wherever it is relevant to the user's task. In addition, the Office 2003 Web site includes a completely new Clip Art and Media Website designed to replace the current Design Gallery Live (DGL) Web site.

Users can also access the new Assistance Center that provides up-to-date help content and assistance articles. Information on the site is updated regularly and addresses specific requests and issues of other users.

Integrated collaboration

With Microsoft Office 2003 and its tight integration with Microsoft Windows® SharePoint™ Services, people can now use core Microsoft Office applications not simply as personal productivity applications but also as organizational productivity tools. Document collaboration has been simplified with many improvements, including version control. Conducting effective meetings is another huge challenge for worker efficiency. Office 2003 helps workers be more productive with Meeting Workspaces that give people the ability to share documents in real-time. Instant messaging provides rich communication anytime and anywhere.

Office 2003 also offers the owner of documents greater management and control. Office documents have been newly enhanced with user permissions in document sections including style-locking, protected ranges, and in-document reading and editing rights.

- **Easy Collaboration.** With Office 2003 and Windows SharePoint Services, users can create a workspace to synchronize shared documents and see each others changes.
- **Share thoughts instantly.** Often a quick exchange of thoughts is all that is needed to make a decision about a shared document. By integrating an unobtrusive Windows instant messaging interface that is automatically populated with other contributors to the document, Office 2003 expands users' communication and collaboration options.

- **Protect your document.** In corporate settings, users of Office 2003 can lock down the formatting or the content in company document templates. Document protection can also be applied in a collaborative environment in which users assign specific portions of a shared document to different people.
- **Meet anytime, anywhere.** Office 2003 and Windows SharePoint Services together offer the new Meeting Workspace, an easy solution for sharing meeting materials such as agendas, visuals, and minutes.

Business process improvement

The ability of knowledge workers to access the right information at the right time is vital to today's businesses. But with information available from multiple sources and in many forms, raw data is often overlooked. What's more, users often must spend valuable time searching for the right information and processing it into usable knowledge.

Office 2003 provides a solution to this problem by offering XML (Extensible Markup Language) enhanced applications. In Office 2003, XML—the universal standard for interchanging data across platforms—offers the possibility of rich solutions that help people find, process, and utilize critical business information.

With Office 2003, information can now flow directly to where it's needed—whether the source is new or old, internal or external, and regardless of what platform or application it is coming from or going to.

- **Intelligent applications.** XML will provide new solutions that allow users to quickly incorporate information from a variety of sources into Word, Excel and Access document. Office 2003 applications can automate virtually any task involved with creating documents such as reports, spreadsheets, and forms.
- **Connecting users to data.** Users now have a powerful tool for searching many types of data sources. The research library, available through a task pane in all Office 2003 applications, allows users to search the Internet, across SharePoint Portal sites, and even through corporate databases and services.
- **Capture and reuse information.** Because Office 2003 enables people to work with XML more easily (including creating their own schemas), they can generate and consume data in ways that are most useful to them. The enhanced XML support allows users within an organization or users in different organizations to easily share information in their database.

Product highlights

Users of Microsoft Office 2003 find expanded functionality throughout all applications. In Word 2003, the reading experience has been improved, and in Excel 2003, significant work has been done to leverage the advantages of XML. PowerPoint® 2003 offers expanded ease-of-use features as well as increased support for multimedia elements in a presentation, while Outlook 2003 brings innovations in numerous areas with a revitalized user experience in the front end and improved integration with Exchange in the back end. Access 2003 offers an expanded ability to work with XML data files, primarily in the form of improved XML export and import capabilities.

Below are a just a few highlighted improvements in each application:

Microsoft Office Word 2003

- Merge and markup enhancements. In response to customer feedback, the markup features in Word have been enhanced. Comments are more visible, and markup features now address the many ways that users track changes and manage comments in their organizations.
- Word XML Support: Word 2003 supports XML as a native file format and serves as a fully functional XML editor. In addition, users can save and open XML files to integrate with key business data in their organization.

Microsoft Office Excel 2003

- List ranges and integration with Windows SharePoint Services. Excel makes it easy to share information with others. Users can define a portion of a spreadsheet as a list and easily export this list to a SharePoint Web site.
- Enhanced SmartTags. SmartTags in Excel are now more flexible. Users can associate SmartTag actions with specific contents of a section of a spreadsheet and have the appropriate SmartTag action appear only when the user hovers the mouse over the associated range of cells.
- Enhanced statistical functions. The ability for power users to analyze statistics with Excel has been improved with a number of statistical function enhancements.

Microsoft Office PowerPoint 2003

- Save to CD. Users can easily package PowerPoint files and any linked information to be saved directly to a CD from within PowerPoint.
- Upgraded media playback. Integration with Windows Media Player allows users to play video full screen, play streaming audio and video, or show playback controls for video from within a slide show.
- Improved slideshow interface. Improvements to the interface enable users to more easily navigate the presentation.
- SmartTags. Users can now leverage SmartTags in PowerPoint.

Microsoft Office Access 2003

- AutoCorrect options in Access. Access users will now be able to take advantage of the AutoCorrect SmartTag when using Access.
- Error checking in forms and report design. Working in Access 2003 is easier because common errors are identified and flagged for the user, and the user is presented with options to correct them.
- Ability to identify object dependencies. A new feature helps database developers identify object dependencies for them.
- Easier database backups. Users can now save a copy of the database they are working on to another location from within the application.

Microsoft Office Outlook 2003

(See **Communicating more effectively**, above)

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