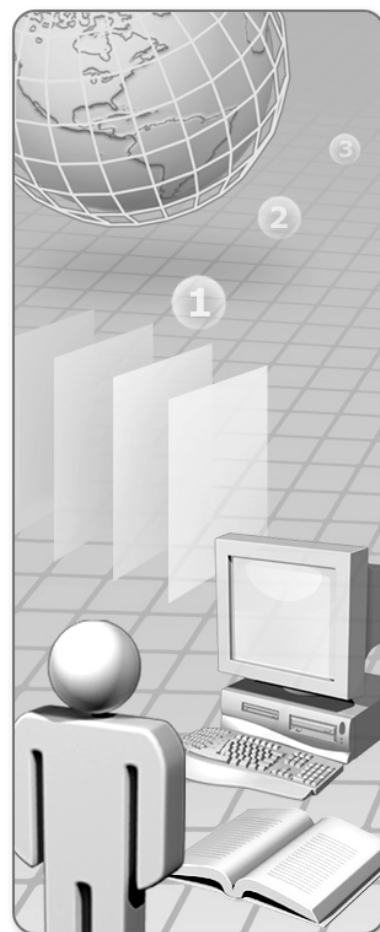*Microsoft*®

Session 2: Overview of the 2007 Microsoft Office System Components

Contents

Session 2: Overview of the 2007 Office System Components

- Introduction to the 2007 Office System
- 2007 Office Client Program Innovations
- 2007 Office Server Components
- 2007 Office Server Architecture

Overview

The 2007 Microsoft® Office system is an integrated set of programs, servers, and services that can help people work better to get results faster. Powerful new information worker solutions help customers control content and streamline business processes, collaborate across organizational boundaries, and make better-informed decisions. This session provides information about the client-based and server-based components that make up the 2007 Microsoft Office system.

After completing this session, you will be able to:

- Describe the programs, servers, and services that comprise the 2007 Microsoft Office system.

- Describe the key improvements and innovations in the 2007 Microsoft Office client programs.

- Describe the features and functions of the 2007 Microsoft Office server components.

- Describe the general architecture of the 2007 Microsoft Office system.

Introduction to the 2007 Office System

- Key Benefits of the 2007 Microsoft Office System
- 2007 Office Productivity Improvements
- The 2007 Office Client Programs
- The 2007 Office Server and Service Components

The vast increase in the amount of digital information and data flowing through organizations has resulted in the need to implement effective data management and to control processes. Many organizations require solutions that can centrally store their information in a secure manner while providing the ability for team or inter-organizational collaboration and document management. The 2007 Microsoft Office system provides a number of client-based and server-based components to address these needs. This section introduces the applications and components that make up or integrate with the 2007 Microsoft Office system.

Specifically, this section will cover:

- The key benefits of the 2007 Microsoft Office system.
- Productivity improvements in the 2007 Microsoft Office system.
- An overview of the client programs that make up the 2007 Microsoft Office system.
- An overview of the servers and services that make up the 2007 Microsoft Office system.

Key Benefits of the 2007 Microsoft Office System

Key benefits of the 2007 Microsoft Office system include:

- Deliver better results faster
- Collaborate more effectively
- Get more out of business information
- Control content and streamline processes
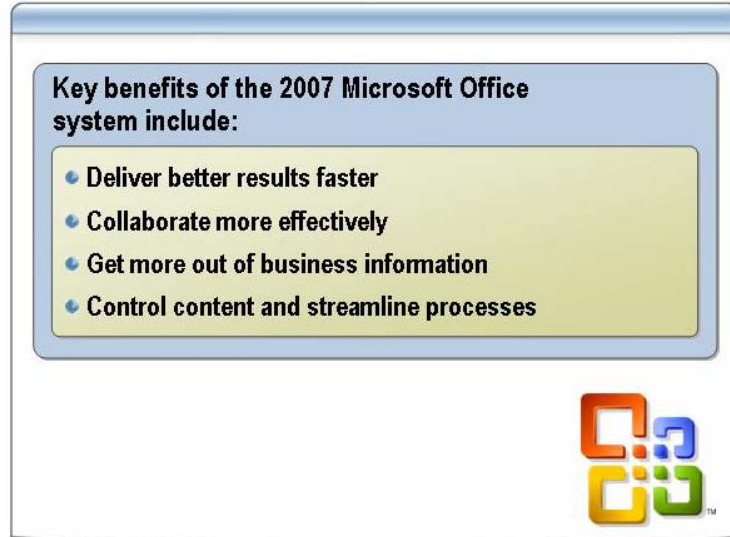
The integration of both client and server components within the 2007 Microsoft Office system has provided new opportunities for increasing efficiency, collaboration, and content management. With such a variety of applications and options, it is important to understand the key benefits that the 2007 Microsoft Office system can offer.

The following list outlines the key benefits of the 2007 Microsoft Office system:

- *Deliver better results faster*. A combination of advanced capabilities and a new user interface provides an increase in efficiency and effectiveness.

- *Collaborate more effectively*. Enhanced out-of-the-box integration with Microsoft Windows® SharePoint® Services makes teamwork and collaboration more efficient.

- *Get more out of business information*. Advancements in Microsoft Office Excel® and SharePoint products and technologies make the 2007 Microsoft Office system a valuable tool for accessing, searching, analyzing, and sharing business information.

- *Control content and streamline processes*. New and enhanced electronic forms capabilities and Office SharePoint Server integration provide an effective Enterprise Content Management (EMC) solution.

2007 Office Productivity Improvements

Productivity improvements include:

- A new, results-oriented UI
- Enhanced graphics and charting engine
- Enhanced data analysis and visualization
- A new To-Do bar
- Search advancements

Key productivity improvements in the 2007 Microsoft Office system—such as the new, results-oriented user interface (UI), powerful graphics and diagramming engines, and advanced task and information management tools—redefine the Microsoft Office experience.

The following list provides a sample of the many productivity improvements in the 2007 Microsoft Office system:

- *A new, results-oriented UI.* The results-oriented design will make it easier for people to produce their best work faster.

    - 80 percent of users believe that they will be able to learn the new UI within 2 days to 2 weeks.

    - People can complete documents with up to 60 percent fewer clicks and 65 percent less mouse travel than in earlier releases.

    - The new UI takes up 13 percent less screen space than earlier versions of Microsoft Office.

    - 79 percent of users believe that the new UI will improve their productivity.

- *Enhanced graphics and charting engine.* Provides a broad palette of design options and examples to help people add professional-quality illustrations, charts, and diagrams (for example, three-dimensional scene editing).

- *Enhanced data analysis and visualization.* Expanded capabilities in Microsoft Office Excel 2007 and Microsoft Office Access® 2007 provide customers with tools for quickly spotting trends and exceptions in larger data sets.

- *A new To-Do bar*. Microsoft Office Outlook® 2007 delivers a unified display of appointments, tasks, and e-mail messages flagged for follow-up. Office Outlook also integrates Really Simple Syndication (RSS) feeds and synchronized copies of Microsoft Windows SharePoint Services document libraries and lists.

- *Search advancements*. The Office Outlook Instant Search capability makes it easy to find important information across e-mail messages (including attachments), calendars, contacts, or tasks by using keywords or other criteria. Support for optical character recognition in Microsoft Office OneNote® 2007 enables searching for text within images or scanned documents, as well as for spoken words within audio recordings. Office OneNote files are also recognized by Office SharePoint search technology, so all the information gathered in Office OneNote can be incorporated into the organization's knowledge base.

The 2007 Office Client Programs

Client Programs	2007 Office System Function
Word	Document authoring
Excel	Spreadsheet authoring and analysis
PowerPoint	Presentation authoring and viewing
Outlook	E-mail and personal information management
Access	Database application authoring and use
InfoPath	Electronic forms design and use
Publisher	Business publishing

The 2007 Microsoft Office client programs provide a familiar and comprehensive set of desktop business productivity applications. These applications assist the information worker with standard document, spreadsheet, and presentation authoring as well as complex database design functions, electronic form creation, e-mail, and personal information management.

The client programs designed for use with the 2007 Microsoft Office system include:

- *Microsoft Office Word*. Used for document authoring.
- *Microsoft Office Excel*. Used for spreadsheet authoring and analysis.
- *Microsoft Office PowerPoint®*. Used for presentation authoring and viewing.
- *Microsoft Office Outlook*. Used for e-mail communication and personal information management tasks.
- *Microsoft Office Access*. Used for database application authoring and use.
- *Microsoft Office InfoPath®*. Used for electronic forms design and use.
- *Microsoft Office Publisher*. Used for business publishing.

The 2007 Office Server and Service Components
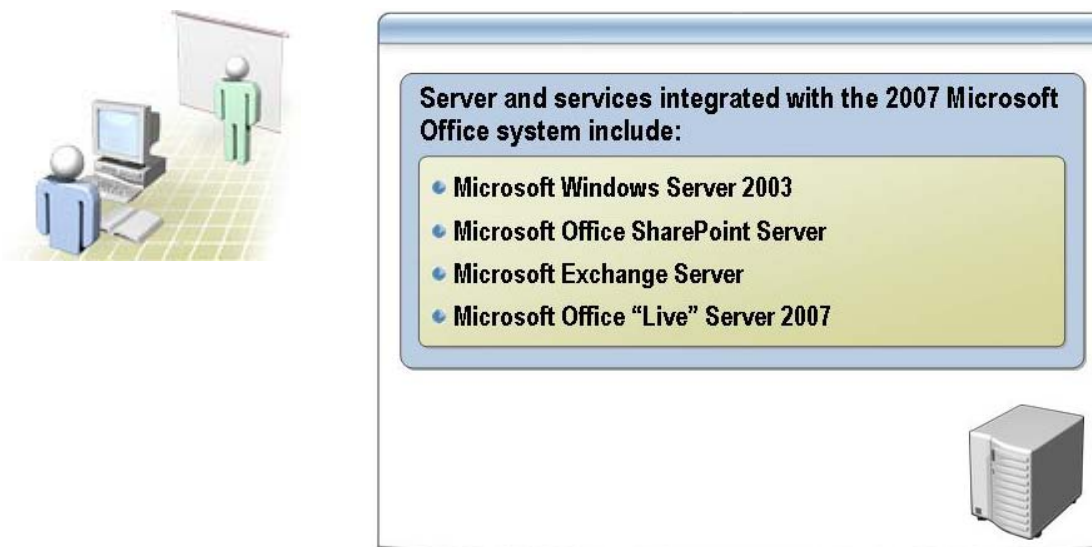
The collaboration, enhanced searching, and Business Intelligence features introduced in the 2007 Microsoft Office system are the result of the integration of a number of Microsoft servers and services. An understanding of these servers and services can help ensure the appropriate use and functionality that might be required within your organization.

The servers and services integrated with the 2007 Microsoft Office system include:

- *Microsoft Windows Server™ 2003*. In addition to the standard directory services required for authentication and authorization to resources, Windows Server 2003 also provides convenient collaboration and efficient information sharing with Windows SharePoint Services. Organizations can also safeguard digital information from unauthorized use with the Windows Rights Management Services add-on.

- *Microsoft Office SharePoint Server*. Microsoft Office SharePoint Server provides enhanced information management, distribution, collaboration, and workflow.

- *Microsoft Exchange Server*. Microsoft Exchange Server provides convenient e-mail and calendar functionality that is secure and reliable.

- *Microsoft Office "Live" Server*. Microsoft Office "Live" Server provides integrated instant messaging and presence.

2007 Office Client Program Innovations

- General Client Improvements
- Microsoft Office Word Innovations
- Microsoft Office Excel Innovations
- Microsoft Office PowerPoint Innovations
- Microsoft Office Outlook Innovations
- Microsoft Office Access Innovations
- Microsoft Office InfoPath Innovations
- Microsoft Office Publisher Innovations

The 2007 Microsoft Office client applications provide many new innovations and improvements to make work easier and more effective. These improvements include both application-specific enhancements and integration with other server services such as Microsoft Office SharePoint Server.

Specifically, this section will cover:

- General improvements to the 2007 Microsoft Office client features.
- Innovations related to Microsoft Office Word 2007.
- Innovations related to Microsoft Office Excel 2007.
- New features related to Microsoft Office PowerPoint 2007.
- New features related to Microsoft Office Outlook 2007.
- Key innovations in Microsoft Office Access 2007.
- Key innovations in Microsoft Office InfoPath 2007.
- New business features related to Microsoft Office Publisher 2007.

General Client Improvements

Client Programs	Improvements
Word	Improved document comparison and provides building blocks to streamline content reuse, and more
Excel	Powerful new conditional formatting, easier-to-use PivotTable capability, new charting, and more
PowerPoint	New intelligent diagramming, new graphics, streamlined slide reuse, and more
Outlook	Task management, task and calendar integration, and more
Access	Redesigned UI, WYSIWYG report design, out-of-the-box tracking application templates, and more
InfoPath	Send e-forms by using Office Outlook, predefined form components, extended reach with Form Services and more
Publisher	New Business Identity capability, professionally designed templates and more

Every client application integrated into the 2007 Microsoft Office system has undergone extensive changes. This topic provides a general outline of the client improvements.

General improvements to the 2007 Microsoft Office system clients include:

- *Microsoft Office Word*. Improved document comparison, provides building blocks to streamline content reuse, and more.

- *Microsoft Office Excel*. Powerful new conditional formatting, easier-to-use PivotTable capability, new charting, and more.

- *Microsoft Office PowerPoint*. New intelligent diagramming, new graphics, streamlined slide reuse, and more.

- *Microsoft Office Outlook*. Task management, task and calendar integration, and more.

- *Microsoft Office Access*. Redesigned user interface, WYSIWYG report design, out-of-the-box tracking application templates, and more.

- *Microsoft Office InfoPath*. Send e-forms by using Office Outlook, predefined form components, extended reach by using Form Services, and more.

- *Microsoft Office Publisher*. New Business Identity capability, professionally designed templates, and more.

The following topics provide additional innovations related to each client application.

Microsoft Office Word Innovations

Task	Features
Create professional-looking documents	• New! Quick Styles and Document Themes • New! Word building blocks • New! high-impact graphics
Share your documents confidently	• Improved! document comparison capabilities • New! Document Inspector • New! protect documents with a digital signature
Go beyond documents	• New! Microsoft Office Open XML format • New! connect documents to business information

Microsoft Office Word provides the ability to create and share professional-looking, dynamic documents by using familiar writing, reviewing, and data integration capabilities presented in a newly streamlined user interface.

Some of the new and improved features added to Office Word can be categorized as follows:

- Create professional-looking documents:
  - New! Quick Styles and Document Themes provide faster formatting.
  - New! Word building blocks streamline content reuse.
  - New! High-impact graphics are easier to use.
- Share your documents confidently:
  - Improved! Document comparison capabilities.
  - New! Document Inspector removes hidden information and revisions.
  - New! Protect your documents with a digital signature.
- Go beyond documents:
  - New! Reduce file sizes and improve corruption recovery with new Microsoft Office Open Extensible Markup Language (XML) format.
  - New! Connect your documents to business information.

Microsoft Office Excel Innovations

Task	Features
Gain insight with powerful analytical and visualization tools	• New! Bigger spreadsheets: 1,000,000 rows by 16,000 columns • New! Powerfully enhanced conditional formatting • Improved! Easier-to-use PivotTable and PivotChart tools • New! Easier access to corporate data
Produce professional-looking charts and reports	• New! Redesigned charting engine • New! Page Layout view • New! User interface simplifies chart design

Microsoft Office Excel can be used to analyze information to gain insight and make better-informed decisions. This is accomplished through the use of powerful organization and visualization tools presented in an easy-to-use interface.

Some of the new and improved features added to Office Excel can be categorized as follows:

- Gain insight with powerful analytical and visualization tools:
  - New! Office Excel now provides bigger spreadsheets: 1,000,000 rows by 16,000 columns.
  - New! Powerfully enhanced conditional formatting.
  - Improved! Easier-to-use PivotTable® and PivotChart® tools.
  - New! Easier access to corporate data.
- Produce professional-looking charts and reports:
  - New! Redesigned charting engine.
  - New! Page Layout view simplifies report design.
  - New! User interface simplifies chart design.

Demonstration 1: Key Innovations in Microsoft Office Word and Excel
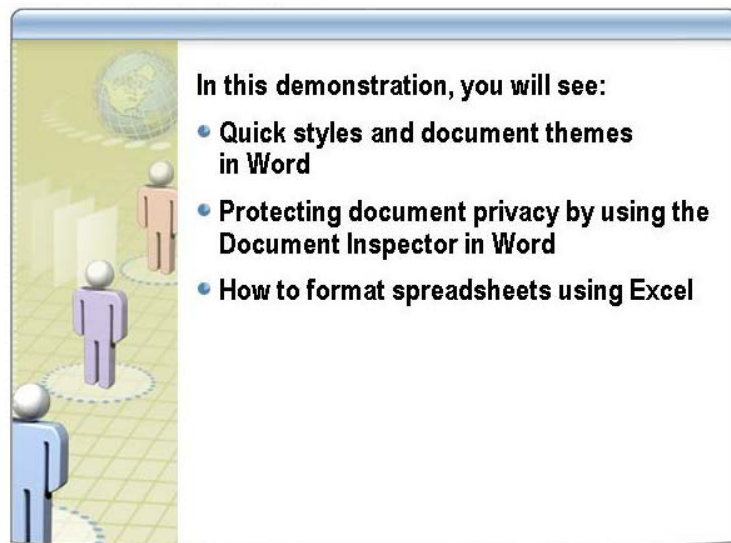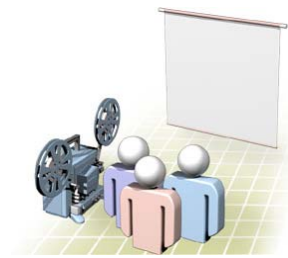
In this demonstration, you will see:

- Quick styles and document themes in Word
- Protecting document privacy by using the Document Inspector in Word
- How to format spreadsheets using Excel

This demonstration illustrates some of the new features and innovations included in Microsoft Office Word and Excel. In this demonstration, you will see:

- How to use Quick Styles and Document Themes in Word.
- How to protect document privacy by using the Document Inspector in Word.
- How to format spreadsheets by using Excel.

Microsoft Office PowerPoint Innovations

Task	Features
Create high-impact, dynamic presentations	• New! Results-oriented user interface • New! Graphics capabilities such as workflow and hierarchy models • New! Save custom slide layouts • New! Improved text and shape manipulation
Easily share presentations	• New! PowerPoint slide libraries • New! PowerPoint XML formats
Share your presentations confidently	• New! Document Inspector • New! Mark as final • New! Digital signatures

Microsoft Office PowerPoint includes a number of new features that enable the user to create high-impact, dynamic presentations. These presentations can be created by using new graphics capabilities, collaboration, and data integration technologies.

Some of the new and improved features added to PowerPoint can be categorized as follows:

- Create high-impact, dynamic presentations:
  - New! Results-oriented user interface.
  - New! Graphics capabilities such as workflow and hierarchy models.
  - New! Save your own custom slide layouts.
  - New! Improved text and shape manipulation.
- Easily share presentations:
  - New! PowerPoint slide libraries.
  - New! PowerPoint XML formats.
- Share your presentations confidently:
  - New! Document Inspector.
  - New! Mark as final.
  - New! Digital signatures.
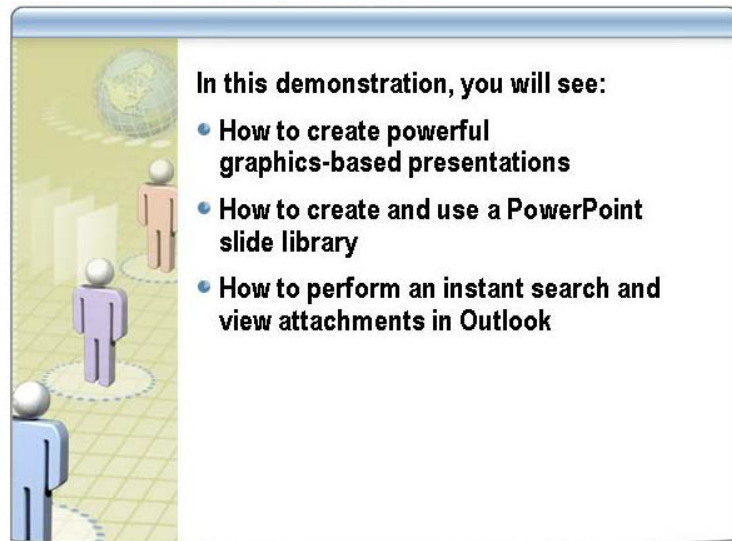
Microsoft Office Outlook Innovations

Task	Features
Better manage and track your information	• New! Instant search • New! To-Do Bar • New! Task integration on the calendar and across applications
Seamlessly connect across boundaries	• New! Integration of Windows SharePoint Services information • New! Easy-to-use calendar sharing and subscription models • New! Integrated support for RSS feeds
Bring safety and order to your Inbox	• New! Improved Junk e-mail filter and anti-phishing technology • New! E-mail postmarks

With Microsoft Office Outlook, you can focus on the things that matter most to prioritize, control, and instantly search for information.

Some of the new and improved features added to Outlook can be categorized as follows:

- Better manage and track your information:
  - New! Instant search across all Outlook information.
  - New! To-Do Bar: single view of tasks, appointments, and flagged e-mail messages.
  - New! Task integration across Project, OneNote, and Windows SharePoint Services.
  - New! Task integration on the calendar.
- Seamlessly connect across boundaries:
  - New! Integration of Windows SharePoint Services information.
  - New! Easy-to-use calendar sharing and subscription models.
  - New! Integrated support for RSS feeds.
- Bring safety and order to your Inbox:
  - New! Improved junk e-mail filter and anti-phishing technology.
  - New! E-mail postmarks ensure that the e-mail you receive is legitimate.

Demonstration 2: Key Innovations in Microsoft Office PowerPoint and Outlook
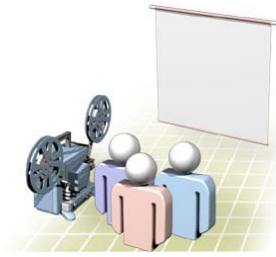
This demonstration illustrates some of the new features and innovations included in Microsoft Office PowerPoint and Outlook. In this demonstration, you will see:

- How to create powerful graphics-based presentations.
- How to create and use a PowerPoint slide library.
- How to perform an instant search and view attachments in Outlook.

Microsoft Office Access Innovations

Task	Features
Quickly get started	• New! Library of prebuilt applications • New! Redesigned user interface • New! Paste data from Excel or import contacts from Outlook
Collaborate with others	• New! Collect information by e-mail with forms • New! Share information on Windows SharePoint Services sites
Report in meaningful ways	• New! Easily create reports and interactive design editing • New! Dramatically improved grouping and filtering
Corporate regulations and compliance	• New! Audit data revision history • New! Recover deleted data and back up on server

With Microsoft Office Access, you can effectively track information and report it for better-informed business decisions.

Some of the new and improved features added to Office Access can be categorized as follows:

- Quickly get started:
  - New! Choose from a library of prebuilt applications.
  - New! Redesigned user interface.
  - New! Paste your data from Office Excel or import contacts from Office Outlook.
- Collaborate with others:
  - New! Collect information by e-mail with forms.
  - New! Share information with coworkers on Windows SharePoint Services sites.
- Report in meaningful ways:
  - New! One click to create reports and interactive design editing.
  - New! Dramatically improved grouping and filtering.
- Corporate regulations and compliance:
  - New! Audit data revision history.
  - New! Recover deleted data and back up on server.

Microsoft Office InfoPath Innovations

Task	Features
Extend the reach of your business processes	• New! Gather information by using Outlook e-mail messages • New! Complete InfoPath forms by using Web browsers and mobile devices
Build efficiency into your business forms	• Improved! Rich data validation, ScreenTips, and conditional formatting • New! Build forms using predefined parts • New! Convert documents to InfoPath form templates
Deploy effective form design and management tools	• New! Use the workflow management tools in Office SharePoint Server • New! Design a single form for Web browsers and InfoPath clients

Microsoft Office InfoPath enables organizations to efficiently structure and manage forms-driven business processes.

Some of the new and improved features added to Office InfoPath can be categorized as follows:

- Extend the reach of your business processes:
    - New! Gather information by using Office Outlook e-mail messages.
    - New! Complete Office InfoPath forms by using Web browsers and mobile devices.
- Build efficiency into your business forms:
    - Improved! Rich data validation, ScreenTips, and conditional formatting, without requiring code.
    - New! Build forms by using predefined parts.
    - New! Convert Office Word documents and Office Excel spreadsheets to Office InfoPath form templates.
- Deploy effective form design and management tools:
    - New! Use the workflow management tools in Office SharePoint Server to drive information gathering processes efficiently.
    - New! Design a single form for Web browsers and Office InfoPath clients.

Microsoft Office Publisher Innovations

Task	Features
Achieve professional results	• Improved! Library of professionally designed templates • New! Convert your publications to a commercial press-ready fixed format
Share your publications	• Improved! Convert to a Web publication • New! Create personalized e-mail marketing newsletters and communications by using improved Mail Merge

Microsoft Office Publisher provides a complete business and marketing materials solution for small business professionals.

Some of the new and improved features added to Publisher can be categorized as follows:

- Achieve professional results:
  - Improved! Library of professionally designed templates.
  - New! Convert your publications to a commercial press-ready fixed format.
- Share your publications:
  - Improved! Convert to a Web publication.
  - New! Create personalized e-mail marketing newsletters and communications by using improved Mail Merge.

Demonstration 3: Key Innovations in Microsoft Office Access and InfoPath
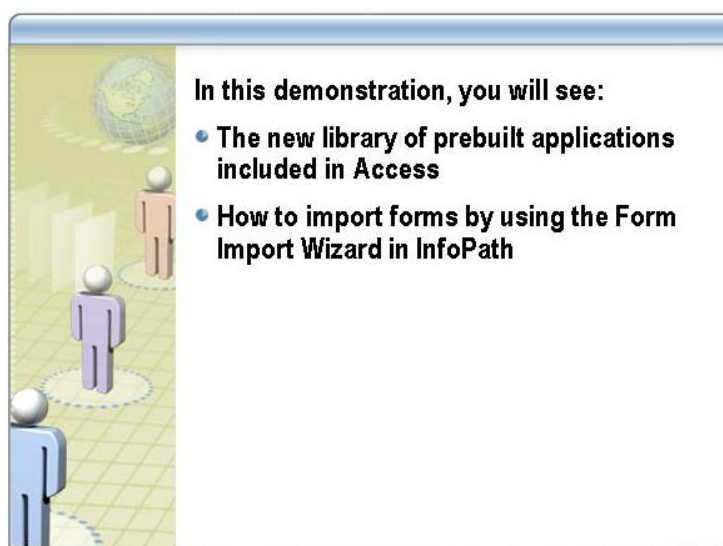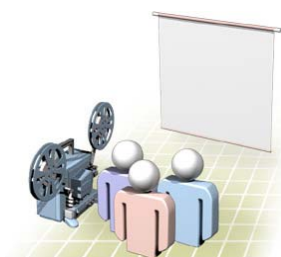
This demonstration illustrates some of the new features and innovations included with Microsoft Office Access and InfoPath. In this demonstration, you will see:

- The new library of prebuilt applications included in Access.
- How to import forms by using the Form Import Wizard in InfoPath.

2007 Office Server Components

- **Key Features of the 2007 Office Server Components**
- **Collaboration Using the 2007 Office System**
- **Overview of Portal Capabilities in the 2007 Office System**
- **Enterprise Content Management**
- **Search Capabilities in the 2007 Office System**
- **Enhancing Business Processes by Using Forms**
- **Business Intelligence Integrated into the 2007 Office System**

The 2007 Microsoft Office Server components provide the foundation for many of the server-based features of the 2007 Microsoft Office system. Through the use of applications such as Windows SharePoint Services 3.0 and Microsoft Office SharePoint Server, organizations are able to implement a secure and effective communication, collaboration, and Enterprise Content Management tool. This section provides information about the feature set incorporated into the 2007 Microsoft Office Server components.

Specifically, this section will cover:

- The key server-based features incorporated within the 2007 Microsoft Office system.
- Collaboration features integrated within the 2007 Microsoft Office system.
- An overview of the portal capabilities in the 2007 Microsoft Office system.
- Enterprise Content Management features in the 2007 Microsoft Office system.
- Search capabilities in the 2007 Microsoft Office system.
- How business processes are enhanced by using forms.
- How Business Intelligence features are integrated into the 2007 Microsoft Office system.

Key Features of the 2007 Office Server Components
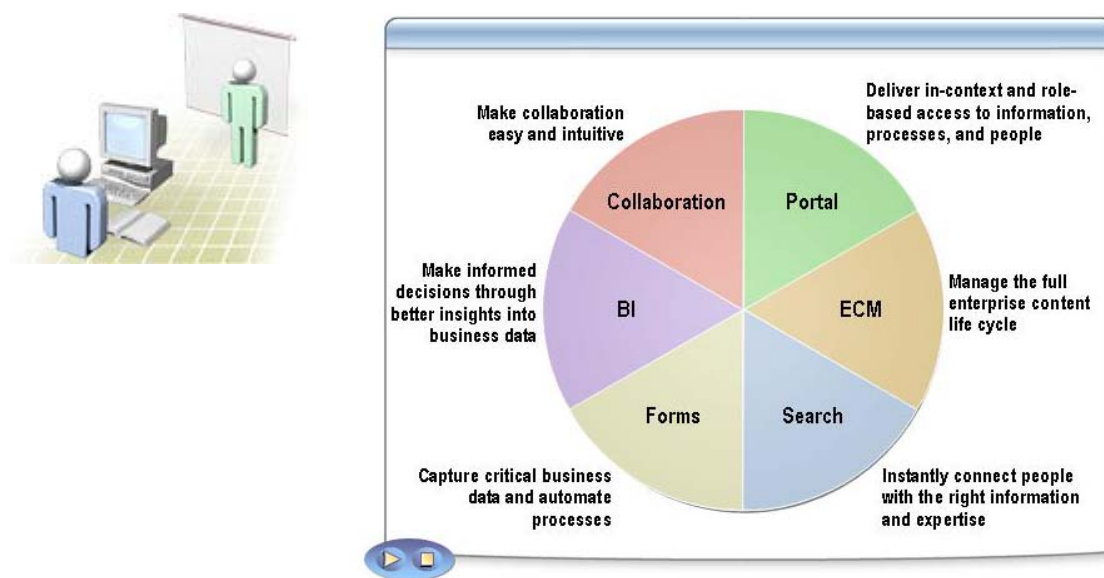
The 2007 Microsoft Office Server components provide the required functionality to support a number of key features the make up the entire 2007 Microsoft Office system environment. Windows Server 2003, Exchange Server 2003, and Windows SharePoint Services provide the foundation that the 2007 Microsoft Office system builds on. Other services such as Microsoft Office "Live" Server extend these capabilities to provide a fully collaborative and efficient work environment.

The 2007 Microsoft Office Server components provide the following feature benefits:

- *Collaboration*. Collaboration enables teams to work together on documents or projects. Server applications such as Windows SharePoint Services 3.0, Office SharePoint Server 2007, and Microsoft Office "Live" Server all contribute to make collaboration easy and intuitive within the 2007 Microsoft Office system.

- *Portal*. A portal is a central Web site that an organization can use to organize and distribute company information. The portal components provided in Office SharePoint Server 2007 make it easy to deliver in-context and role-based access to information, processes, and people.

- *Enterprise Content Management (ECM)*. The content management capabilities built into Office SharePoint Server 2007 are designed to perform document management, records management, and Web content Management. All types of content management can be controlled by workflow processes to manage the full enterprise content life cycle.

- *Search*. The search component in Office SharePoint Server 2007 is significantly enhanced from what was available in Windows SharePoint Portal Server 2003. Office SharePoint Server 2007 and Windows SharePoint Services 3.0 share a common search environment that features revised relevance algorithms and new content sources that can instantly connect people with the appropriate information and expertise.

- *Forms*. Office SharePoint Server 2007 automates forms-based business processes by using electronic forms and workflows. Microsoft Office InfoPath forms are XML-based forms that can be used by any XML-capable application or Web service. These forms can be used to capture critical business data and automate business processes.

- *Business Intelligence (BI)*. Business Intelligence is the process of gathering and analyzing data and then distributing the results to help organizations make informed decisions. Office SharePoint Server 2007 provides Business Intelligence capabilities to all employees, allowing them to share, control, and reuse business information to make better business decisions.

Collaboration Using the 2007 Office System

Collaboration features include:

- Discussion boards and surveys
- Online Calendars
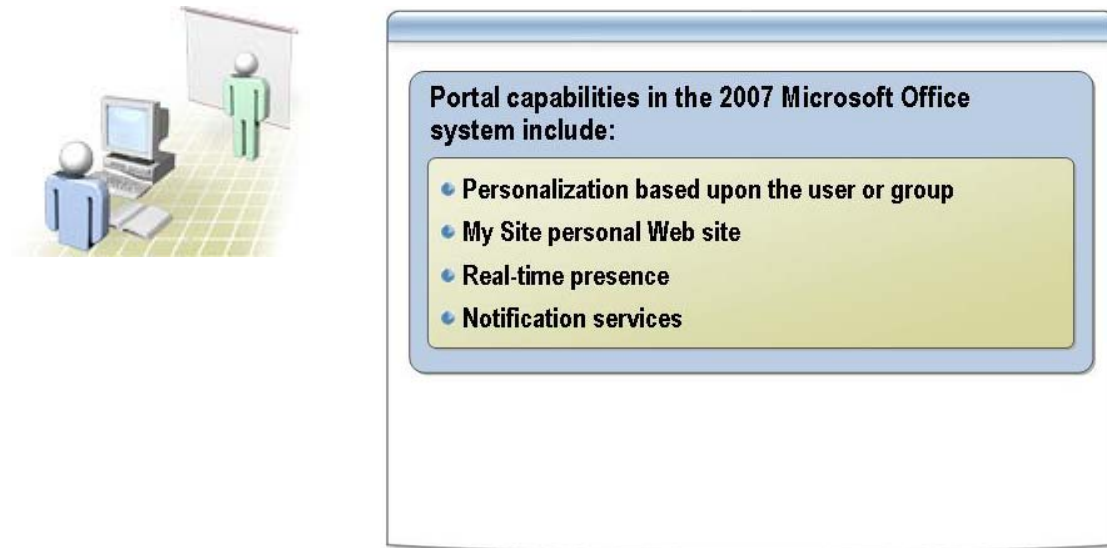- Document libraries
- Online contacts
- Blogs
- Wikis

The 2007 Microsoft Office system provides a number of ways for project teams to collaborate through a Web-based interface, extended applications, or integration with the 2007 Microsoft Office client programs.

The combination of Windows SharePoint Services 3.0 and Microsoft Office SharePoint Server 2007 provides a foundation for a number of collaboration features within the 2007 Microsoft Office System. Some of these features are:

- *Discussion boards and surveys*. A discussion board provides a forum for teams to discuss current projects. Discussion boards can contain millions of items that include rich text formatting, tables, links, and graphics. Surveys can be conducted online and can include support for question branching and page breaks for longer surveys.

- *Online calendars*. A calendar provides a centralized location for team members to determine when team events will occur.

- *Document libraries*. A document library provides a central repository for team documents. This is an alternative to storing files in shared folders.

- *Online contacts*. Teams can centrally store contacts in an Office SharePoint Server 2007 site. These contacts are available through Office Outlook.

- *Blogs*. A blog is a Web site used to help share information with other individuals. Blogs can be used as a source for news, journals, diaries, and collaborative team discussion sites.

- *Wikis*. In business environments, a Wiki Web site provides a low-maintenance way to record knowledge. Information that is usually traded in e-mail messages, gleaned from hallway conversations, or written on paper can instead be recorded in a Wiki site. Other example uses of Wiki sites include brainstorming ideas, collaborating on designs, gathering data from the field, tracking call center knowledge, and building an encyclopedia of knowledge.

Overview of Portal Capabilities in the 2007 Office System

Portal capabilities in the 2007 Microsoft Office system include:

- Personalization based upon the user or group
- My Site personal Web site
- Real-time presence
- Notification services

The portal components included in the 2007 Microsoft Office system make it easy for organizations to share information, collaborate, and control business processes.

Office SharePoint Server 2007 provides the following features related to portal technologies:

- *Personalization based on the user or group*. The portal content displayed is customized depending on the group membership or SharePoint audience of the person accessing the portal. This increases productivity by ensuring that everyone gets information that is relevant to them.

- *My Site personal Web site*. Each user can have his own personal site named My Site. This site allows users to store their own content and can serve as a central starting point when they are looking for information. The content in My Site can be designated as private or public to control whether other users have access to the content.

- *Real-time presence*. The Real-Time Presence Smart Tag icon tells you in real-time whether a person is online and available for a telephone or audio conference call, instant messaging, or two-way video conversation. This increases productivity by enabling faster communication.

- *Notification services*. Notifications can be sent by e-mail to inform users about changed items in lists or document libraries. Users participating in a workflow process automatically receive e-mail notifications related to the workflow.

Demonstration 4: Overview of Collaboration and Portal Technologies

In this demonstration, you will see:
- **How to create a blog**
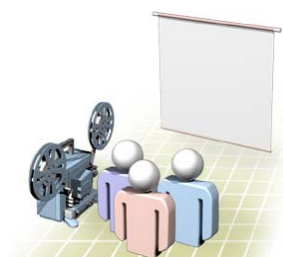
This demonstration illustrates some of the specific features related to collaboration and portal technologies within the 2007 Microsoft Office system. In this demonstration, you will see:

- How to create a blog.

Enterprise Content Management

Content management features fall within three areas:

- Document management
- Records management
- Web content management

Windows SharePoint Services 3.0 provides core document management functionality such as major and minor versioning, check-in/check-out document locking, rich descriptive metadata, workflow, content type–based policies, auditing, and role-based access controls at the document library, folder, and individual document level.

Office SharePoint Server 2007 builds on these capabilities to deliver enhanced authoring, business document processing, Web content management and publishing, records management, policy management, and support for multilingual publishing.

Document Management

Document management provides the ability to control how documents are used within your organization. Document management capabilities include the following:

- Apply additional properties to documents for searching and categorization.
- Version management that can be integrated with workflow.
- Check-in and check-out of documents.
- Offline access to files and synchronization to an Outlook personal folder file (PST).

Records Management

Records management is the process of collecting, managing, and disposing of corporate records in a consistent and uniform manner based on the company's policies. Records management capabilities include the following:

- Policies for document retention and expiration.
- Integration with Windows Rights Management Services (RMS).
- E-mail content as records.

Web Content Management

The Web content management features in Office SharePoint Server 2007 provides a standardized way to create and manage Web sites and their content. These features allow content to be reused and content owners to incorporate advanced features without the intervention of technical workers. All of the features found in Content Management Server 2002 have been incorporated into Office SharePoint Server 2007, and many of the features have been enhanced.

Web content management features include:

- Site templates.
- Integration with workflows.
- WYSIWYG Web content editor.

Search Capabilities in the 2007 Office System

Search features integrated into the 2007 Microsoft Office system include:

- A common search environment between Windows SharePoint Services 3.0 and Office SharePoint Server 2007
- Revised relevance algorithms
- Additional content sources
- Enhanced people searching
- Variable content scopes
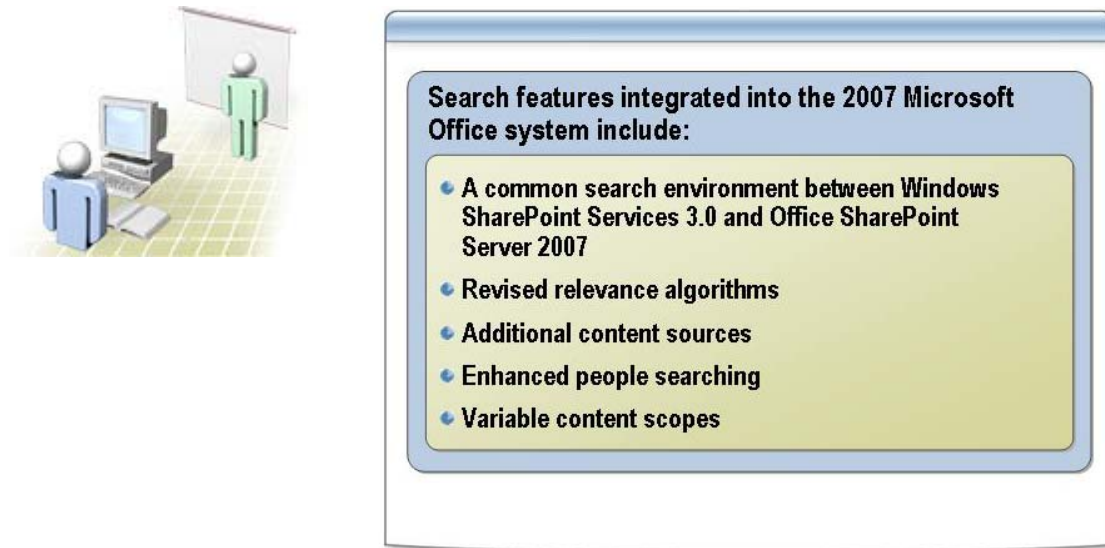
The search component in the 2007 Microsoft Office system is significantly enhanced from what was available in Windows SharePoint Portal Server 2003. It is now faster and easier to find both the information and the people you need.

Some of the search features provided in the 2007 Microsoft Office system are:

- *A common search environment between Windows SharePoint Services 3.0 and Office SharePoint Server 2007* In earlier versions, it was awkward for users and administrators to move between versions because the search experience was different. The shared search environment makes it easy for users to move from using Windows SharePoint Services 3.0 to Office SharePoint Server 2007.

- *Revised relevance algorithms.* The relevance algorithms used in search have been optimized for searching corporate data. When users perform a search, they receive only results that they have permission to access.

- *Additional content sources.* In addition to documents, other content sources can be searched, including: line-of-business application data, databases, and threaded discussion groups.

- *Enhanced people searching.* You can search for the people you need, not just data. Any Lightweight Directory Access Protocol (LDAP) directory can be searched, as well as user profiles within a site.

- *Variable content scopes.* Users can broaden or narrow the scope of their searches by using content scopes. Content scopes can be based on content sources, but they can also be based on arbitrary content properties such as document type and author.
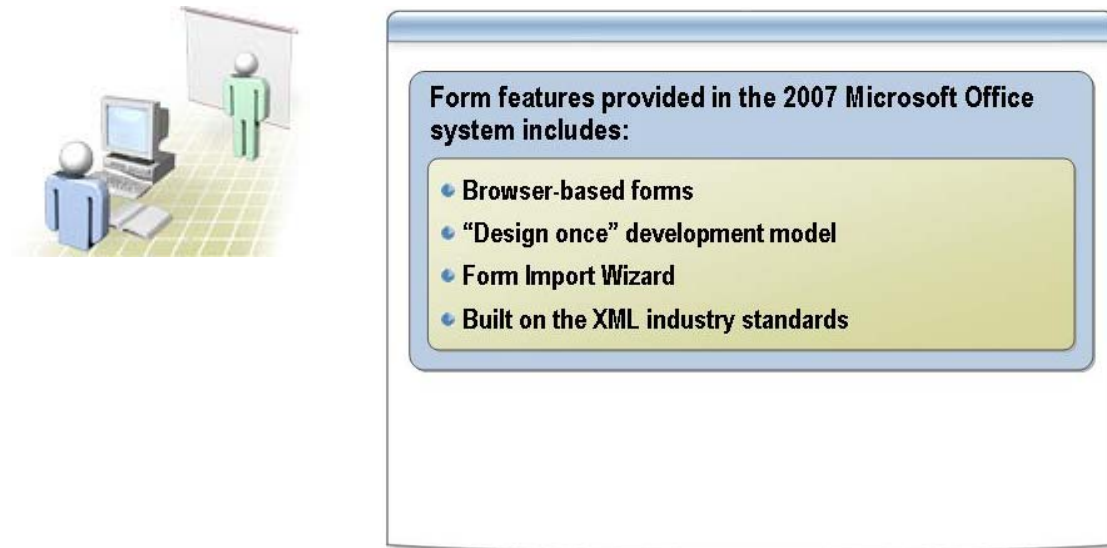
Demonstration 5: Searching for Information Using the 2007 Office System
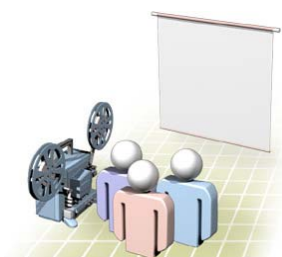
This demonstration provides information about the new search capabilities in the 2007 Microsoft Office system. In this demonstration, you will see:

- How to configure and search a content source.

Enhancing Business Processes by Using Forms

Form features provided in the 2007 Microsoft Office system includes:

- Browser-based forms
- "Design once" development model
- Form Import Wizard
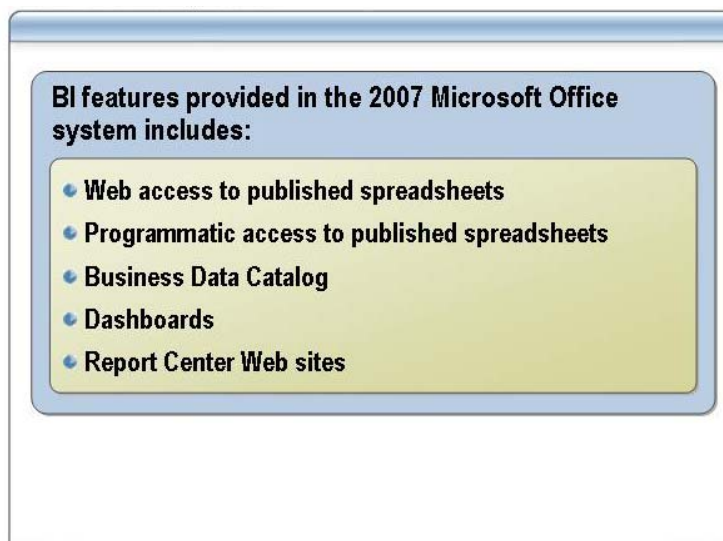- Built on the XML industry standards

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The Microsoft 2007 Office InfoPath Forms Services technologies enable organizations to streamline forms-driven business processes by means of easy-to-use electronic forms that integrate smoothly with existing systems. This secure, client/server platform provides rapid solution creation and deployment, centralizes form management and maintenance, and helps to extend business processes to customers, partners, and suppliers.

Some of the specific form features provided in the 2007 Microsoft Office system are:

- *Browser-based forms*. Microsoft 2007 Office Server InfoPath Forms Services make it possible to design Web-capable forms in InfoPath and distribute them on corporate intranets, extranets, or the Internet. Users can fill out forms in a browser, with no download or client components needed.

- *"Design once" development model*. Forms designers can design their forms once and deploy them for use both within the rich InfoPath client program and through a Web browser. Microsoft 2007 Office Server InfoPath Forms Services automatically converts the form to Microsoft ASP.NET Web forms, with no additional work from the designer.

- *Form Import Wizard*. InfoPath Designer provides an easy way to convert forms designed in Excel and Word to rich InfoPath forms. The Form Import Wizard handles the conversion of form fields, repeating tables, rich text boxes, and other elements, dynamically generating the underlying XML structure for the new form.

- *Built on the XML industry standards*. Office InfoPath forms are based on XML schemas that you define to control the structure of the data captured by the form. A completed form is an XML file that can be used by any XML-capable application or Web service.

Business Intelligence Integrated into the 2007 Office System

BI features provided in the 2007 Microsoft Office system includes:

- Web access to published spreadsheets
- Programmatic access to published spreadsheets
- Business Data Catalog
- Dashboards
- Report Center Web sites

The Microsoft Office Server Business Intelligence (BI) platform provides Web and programmatic access to published Excel spreadsheets, programmatic reuse of critical line-of-business data, and easy development of Web-based BI dashboards that can incorporate rich, data-bound key performance indicators (KPIs), Web parts, and published spreadsheets.

Some of the specific BI features provided in the 2007 Microsoft Office system are:

- *Web access to published spreadsheets*. 2007 Office Excel Services enable you to publish spreadsheets to SharePoint sites. These spreadsheets can include rich information such as graphs, PivotTables, and PivotCharts. All of the calculations are performed on the server to keep any proprietary algorithms secure. Users wanting to view the online spreadsheets require no additional software other than a Web browser.

- *Programmatic access to published spreadsheets*. Custom applications can access a published spreadsheet as a Web service. This allows you to embed business logic in a central, easily accessible location rather than in the application.

- *Business Data Catalog*. You can include data from back-end systems in SharePoint lists, Web parts, and search results by using the Business Data Catalog. The Business Data Catalog also allows access to data by using Microsoft ADO.NET.

- *Dashboards*. Office SharePoint Server 2007 makes it easy to create Business Intelligence dashboards that include key performance indicators, Excel workbooks, and SQL-based reports. Dashboards are an intuitive way to convey complex information.

- *Report Center Web sites*. Out-of-the-box Web sites optimized for report access and management are included in Office SharePoint Server 2007. These sites provide a consistent way to manage reports, spreadsheets, and data connections.

2007 Office Server Architecture

- Operating System and Database Services
- Windows SharePoint Services 3.0
- Office SharePoint Server 2007: Applications and Services

The 2007 Microsoft Office system architecture consists of three main concept pillars: Windows Server 2003, Windows SharePoint Services, and Office SharePoint Server. This section describes the key components of Office SharePoint Server 2007 and how they relate to each other and to the Core Workspace and Collaboration services provided by Windows SharePoint Services 3.0.

Specifically, this section will cover:

- The operating system and database services layer of the 2007 Microsoft Office system.
- The Windows SharePoint Services 3.0 layer of the 2007 Microsoft Office system.
- The Office SharePoint Server 2007 layer of the 2007 Microsoft Office system.
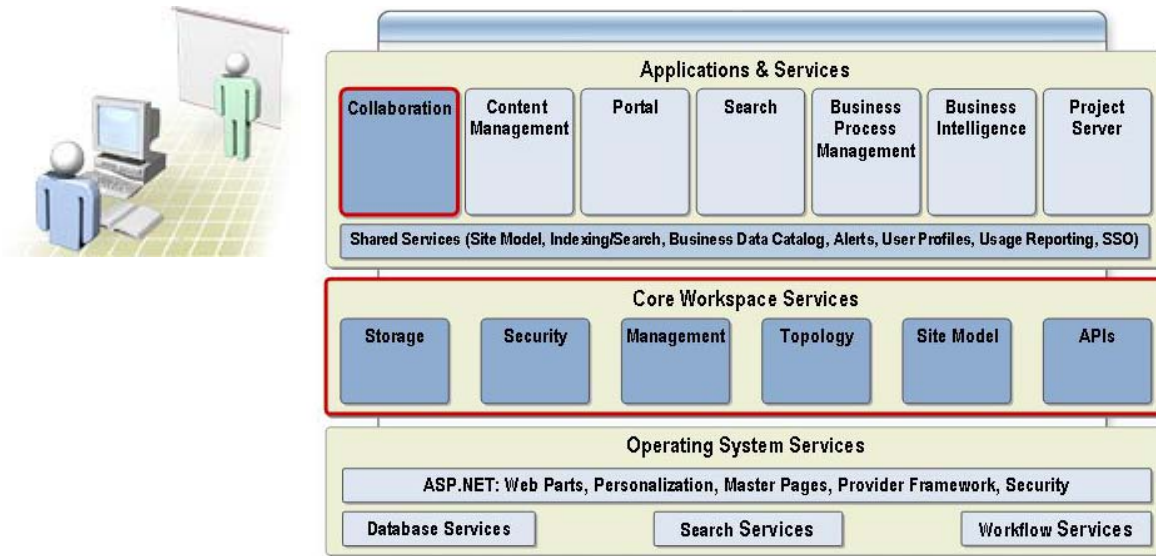
Operating System and Database Services
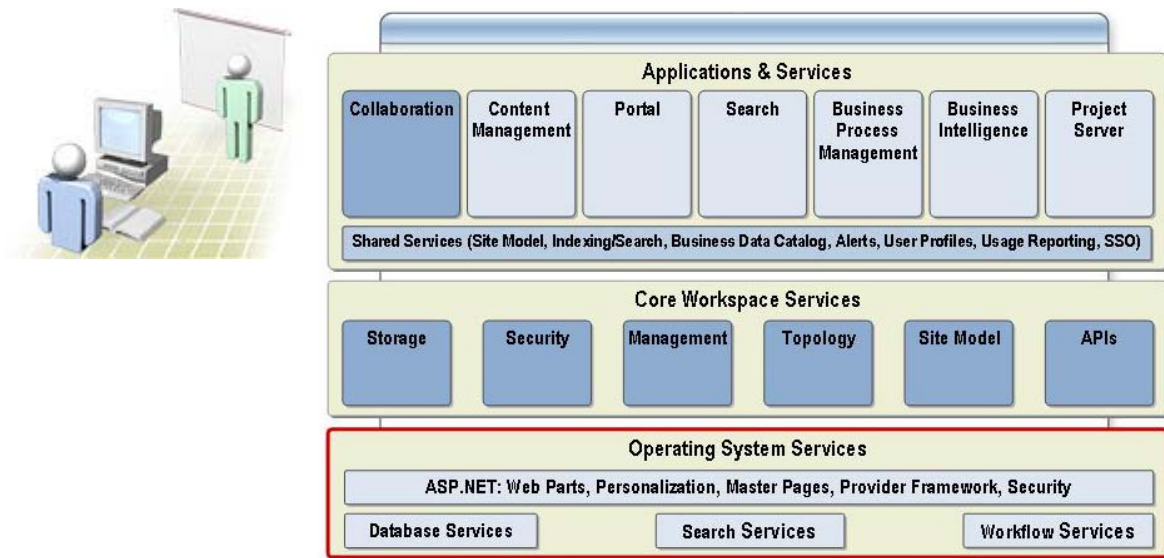
Office SharePoint Server 2007 is built on the technologies and services provided in Windows Server 2003 Service Pack 1 (SP1) and Microsoft SQL Server™ (2000 and 2005).

The core and development-platform operating system services include:

- Microsoft .NET 2.0 Framework, which consists of:
  - ASP.NET 2.0 master pages, content pages, and Web parts.
  - Pluggable service-provider models for personalization, membership, navigation, and security.
  - Database access services.
- Internet Information Services (IIS).
- Windows Workflow Foundation (WF).
- Windows desktop indexing and search services.

SQL Server is the relational database used for storing all content, data, and configuration information used by Office SharePoint Server 2007. SQL Server 2005 is recommended; SQL Server 2005 Express is included as a default part of the installation. SQL Server 2000 can be used as an alternative.

Windows SharePoint Services 3.0

Windows SharePoint Services 3.0 builds on the operating system and database services to support requirements ranging from a team site for a workgroup, to large enterprise portal solutions (such as Office SharePoint Server 2007) serving over 100,000 employees and staff, to a corporate Internet portal supporting millions of users.

Windows SharePoint Services 3.0 Core Workspace Services provides the following secure, scalable, reliable, high-performance capabilities:

- Storage
- Security
- Management
- Topology
- Site model
- Application programming interfaces (APIs)

In addition, Windows SharePoint Services 3.0, a feature of Windows Server 2003, implements the collaboration features of the Office SharePoint Server 2007 products and technologies:

- Document collaboration
- Wikis and blogs
- Really Simple Syndication (RSS) support
- Discussions
- Project task management
- Contacts, calendars, and tasks
- E-mail integration
- 2007 Microsoft Office client application integration
- Offline support for SharePoint lists and document libraries, using Microsoft Office Outlook 2007 as the offline client application

Office SharePoint Server 2007: Applications and Services
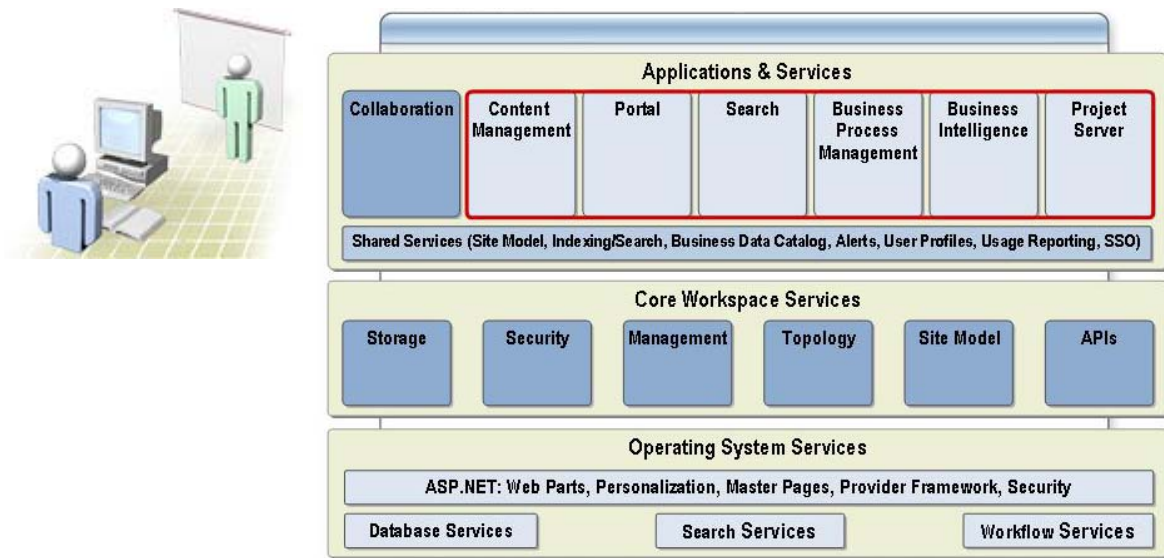
Architecturally, Office SharePoint Server 2007 consists of a common set of Shared Services that support six server application components.

Server Applications

Office SharePoint Server 2007 consists of six application components:

- Content management
- Portal
- Search
- Business process management
- Business Intelligence
- Project Server

Each of these is built on the Core Workspace Services and Collaboration components of Windows SharePoint Services 3.0 and the Shared Services component of Office SharePoint Server 2007.

Shared Services

Conceptually similar to Shared Services in SharePoint Portal Server 2003, the Shared Services component has been completely re-architected and redesigned in Office SharePoint Server 2007 using a new services provider model.

Shared Services include virtually all of the services that are used by multiple applications in Office SharePoint Server 2007:

- Full-text and property indexing and search services
- Business Data Catalog
- Notification service for generating alerts

- User profile store
- Audiences
- Usage reporting
- Single sign-on (SSO) services

Session Summary

- Introduction to the 2007 Office System
- 2007 Office Client Program Innovations
- 2007 Office Server Components
- 2007 Office Server Architecture

This session provided information about the features and innovations in both the 2007 Microsoft Office client programs and the 2007 Microsoft Office Server components. This session also provided a general overview of the server architecture that makes up the 2007 Microsoft Office system.

In this session, the following topics were discussed:

- *Introduction to the 2007 Office System*. The 2007 Microsoft Office system consists of a number of server-based and client-based services and applications that work together to provide effective authoring, collaboration, sharing, and storage within an organization. This topic described the key benefits of the 2007 Microsoft Office system and discussed how 2007 Microsoft Office improves productivity. This topic also introduced the client programs and server components that make up the 2007 Microsoft Office system.

- *2007 Office Client Program Innovations*. The 2007 Microsoft Office client components consist of the original applications that have made the Microsoft Office system as popular as it is today. These client components include applications such as Office Word, Excel, PowerPoint, Access, and Publisher. This topic provided information about the features and innovations in each of the main 2007 Microsoft Office client programs.

- *2007 Office Server Components*. The 2007 Microsoft Office Server components are new innovations that combine features previously associated with Windows SharePoint Services and Microsoft Office. The server components provide storage, collaboration, workflow, and communication aspects to the Microsoft Office system. This topic introduced the key features of the 2007 Microsoft Office Server components and then described each of these features in detail.

- *2007 Office Server Architecture*. It is important to understand how Windows SharePoint Services and Office SharePoint Server 2007 work together to provide the server-based components of the 2007 Microsoft Office system concept. This topic described the makeup and architecture of the 2007 Microsoft Office system.

Questions and Answers

Clinic Evaluation
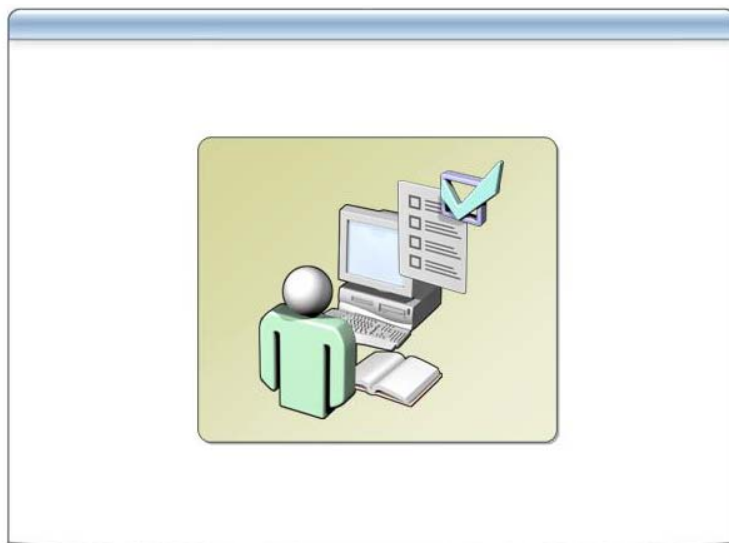
Your evaluation of this clinic will help Microsoft understand the quality of your learning experience.

Please work with your training provider to access the clinic evaluation form.

Microsoft will keep your answers to this survey private and confidential and will use your responses to improve your future learning experience. Your open and honest feedback is very valuable.