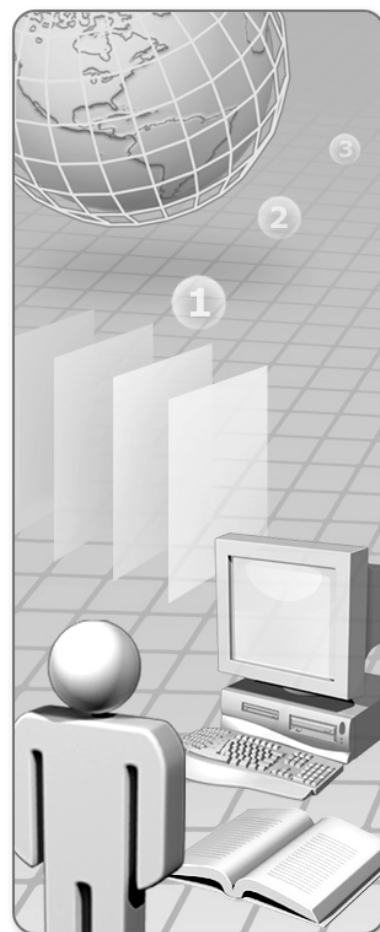


Session 1: Benefits of Deploying the 2007 Office System

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Session 1: Benefits of Deploying the 2007 Office System



- **2007 Office System Processes and Business Benefits**
- **Increasing Personal Productivity by Using the 2007 Office System**
- **Enterprise and Content Management Using the 2007 Office System**
- **Collaboration Using the 2007 Office System**
- **Knowledge Discovery and Insight Using the 2007 Office System**
- **Information Worker Solutions and Fundamentals**

Overview

As the world becomes more interconnected through systems and networks, organizations are discovering many new and exciting methods for collaboration and information management between employees, customers, and business partners. Although these methods are intended to provide efficiency, many organizations are nearing the point of “information overload,” where the sheer volume of data and the complexity of the applications necessary to work with it threaten to overwhelm the information worker. The Microsoft® 2007 Office system provides the ability to easily author, publish, organize, and find business data while at the same time broadening availability by making data available over a Web-based infrastructure. This session provides information about how the 2007 Office system can address the challenges of information management within an organization.

After completing this session, you will be able to:

- Describe the business benefits of the 2007 Office system.
- Describe how the 2007 Office system can increase personal productivity.
- Describe how the 2007 Office system enhances enterprise content management processes.
- Describe how the 2007 Office system can be used for collaboration throughout an organization.
- Explain how the 2007 Office system enhances knowledge discovery and insight.
- Explain how the 2007 Office system meets the productivity goals of the standard information worker.

2007 Office System Processes and Business Benefits



- **Trends for a New Working Environment**
- **Business Benefits of the 2007 Office System**

As technologically advanced information workers enter the workforce, earlier challenges involved in creating, analyzing, and manipulating information are being replaced by newer challenges surrounding the use, understanding, and management of organizational information. This section provides information about trends related to a new working environment for the information worker and how the 2007 Office system provides the capability to address these trends.

Specifically, this section will cover:

- The trends related to a new working environment.
- The business benefits of deploying the 2007 Office system.

Trends for a New Working Environment



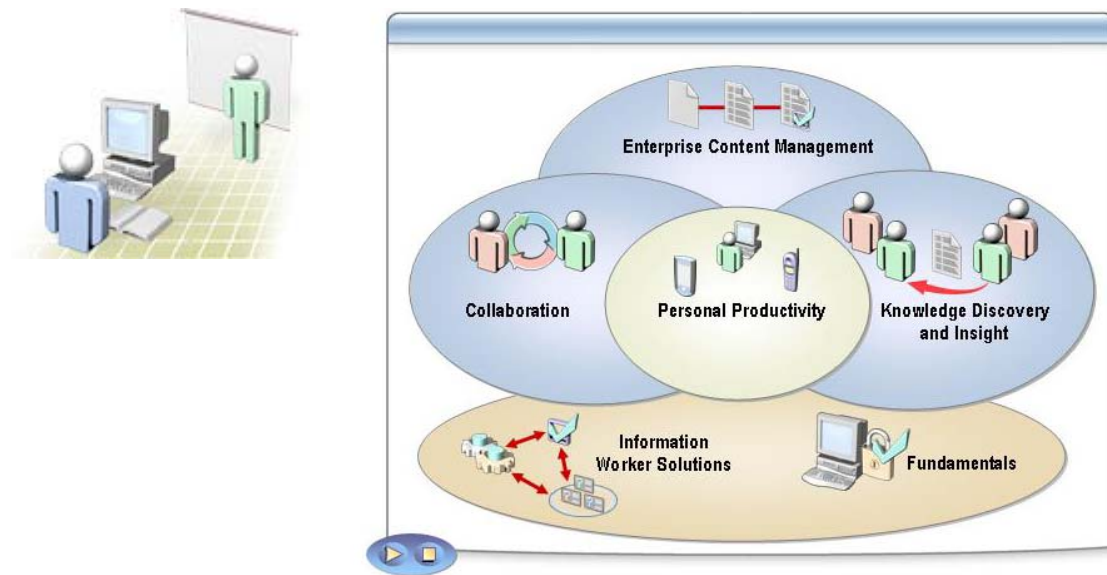
Trends	Needs	Microsoft 2007 Office System
One world of business	Connect with customers, partners, and coworkers	Collaboration
Always on, always connected	Find people and information	Knowledge Discovery and Insight
Regulatory compliance	Improved compliance and business processes	Enterprise Content Management
Internet generation	Greater individual impact to get better results faster	Personal Productivity

Within the past several years, the working environment has changed dramatically for the information worker. There has been a major increase in the amount of information made available as well as the need for multiple organizations or teams to work together to achieve results. This has resulted in the need for new processes and technology to assist in content control, collaboration techniques, searching, and security.

The following list describes the trends, the corresponding business needs, and how the 2007 Office system can address these needs:

- **One World of Business.** This trend encompasses the need to find better ways to connect productively with customers, partners, and coworkers across boundaries of all sorts—including time, geography, and organization boundaries. The 2007 Office system can help by making it easier to work across those boundaries through collaboration technologies.
- **Always On, Always Connected.** Five years ago, the challenge was to get connected to stay in touch with the information flow on which business depends. The challenge now that organizations are always connected is to sift through that immense flow of e-mail, reports, instant messages, and raw data to prioritize work and get the information needed to make smart business decisions. The 2007 Office system can help through Knowledge Discovery and Insight technologies, by making it easier and more efficient to find who and what is required to finish a job.
- **Regulatory Compliance.** Organizations are under increasing pressure to focus on accountability and governance, both from a legal and fiduciary responsibility perspective and from a regulation perspective. The 2007 Office system can help by giving organizations Enterprise Content Management technology to control content and business processes.
- **Internet Generation.** As young workers enter the workforce, they are already accustomed to working with technology. They are rapid adopters of new information technology and are not only comfortable but also expect to work collaboratively with others. The Internet generation expects modern work tools, and they are already used to working with such tools as instant messaging, e-mail, and cell phones and are naturally inclined to multitasking. The 2007 Office system can help by providing state-of-the-art Personal Productivity technologies for helping workers get better work done faster.

Business Benefits of the 2007 Office System



As information workers enter the new working environment, it makes sense that the tools used in their jobs should evolve to meet new needs and provide new capabilities. The traditional authoring, analysis, and communications tools remain relevant, but they cannot on their own enable information workers to fully maximize their contributions or provide the increased levels of collaboration and security needed in today's organizations. Information work solutions are required to become more deeply integrated with network infrastructure, to become better able to support critical capabilities like information rights management, and to expand to provide richer communication and collaboration channels for teams and organizations.

The 2007 Office system provides five major business benefits designed to provide a complete solution—from the individuals working in familiar Office programs to enterprise servers providing capabilities to address organizational content management needs. These five business benefits are:

- **Personal Productivity.** Increases employee self-sufficiency and effectiveness. The 2007 Office system continues to provide tools for individuals to be productive and effective. The 2007 Office system will make individuals more self-sufficient by performing more sophisticated tasks themselves and having more individual and community-based help options.
- **Enterprise Content Management (ECM).** Makes it simple to author, publish, organize, and find content in a managed environment. The 2007 Office system expands on what was introduced with Microsoft Office 2003 for document management to allow better policy management of content across the organization. This includes keeping the overhead of document management to a minimum and making it simple for end users to participate in document management processes.
- **Collaboration.** Enables better communication and more efficient information sharing to keep coworkers, customers, and partners synchronized. Microsoft will continue to invest in team effectiveness and will be expanding this effectiveness to include integrated communications and the ability to work easily with partners and customers.

- *Knowledge Discovery and Insight.* Makes existing expertise, information, and business data available to more people within an organization. The 2007 Office system makes it easy to find and use the expertise and data hidden within an organization and its business systems to make better-informed decisions.
- *Information Worker Solutions and Fundamentals.* Makes it easier to provide self-service and electronic form applications with workflow that integrates with familiar Office programs. For corporate developers, the 2007 Office system provides a platform on which they can easily build and deliver rich solutions that incorporate workflow, business system integration, and Office client familiarity. Fundamental goals are to make the 2007 Office system more secure, reliable, and easier to deploy.

Increasing Personal Productivity by Using the 2007 Office System



- **Personal Productivity Trends**
- **How the 2007 Office System Addresses Personal Productivity**
- **Making Work Easier**
- **Creating High-Impact Documents**
- **Working Mobile Using the 2007 Office System**
- **Information and Time Management**

Microsoft Office 2003 delivered major advances in the area of personal productivity, especially around e-mail management and note taking. The 2007 Office system continues this trend by promoting employee self-sufficiency and effectiveness through a redesigned user interface and an extensive Web-based server infrastructure. This section describes how the 2007 Office system provides an increase in personal productivity for the information worker.

Specifically, this section will cover:

- Personal productivity trends.
- How the 2007 Office system addresses personal productivity.
- How the 2007 Office system makes work easier.
- How the 2007 Office system helps to create high-impact documents.
- How the 2007 Office system simplifies tasks for mobile users.
- Improvements for information and time management by using the 2007 Office system.

Personal Productivity Trends



Moving business processes to digital form has resulted in the following:

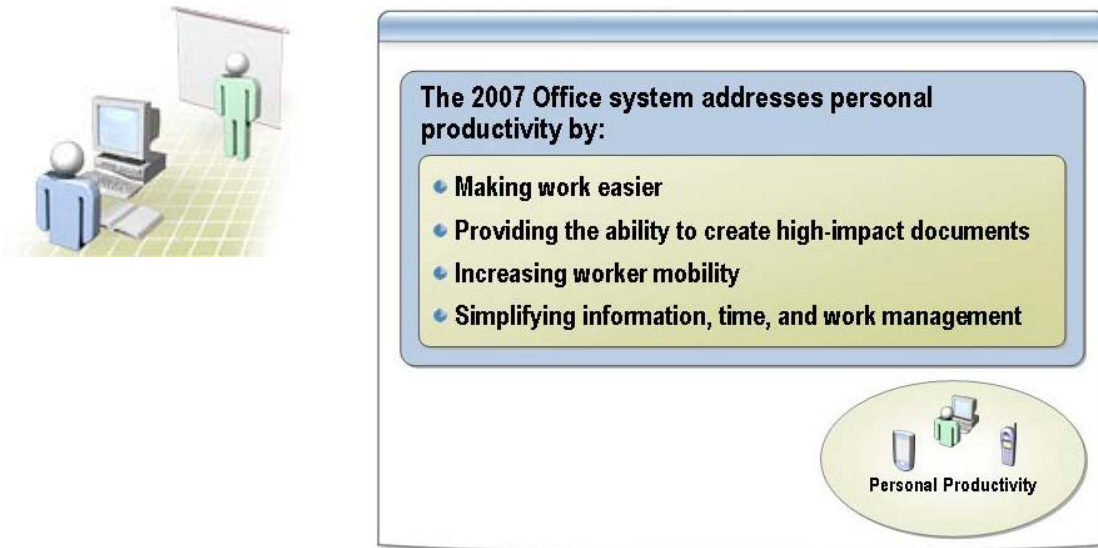
- Training and support issues
- Tools being used for incorrect functions
- Latest versions of relevant information hard to manage
- Redundant data causing an increase in storage costs
- Many users not taking full advantage of IT infrastructure or software investments

Moving standard analog processes to computerized and digital forms has provided great benefits to organizations, such as faster access to data and a more efficient foundation for business intelligence. However, this trend has also resulted in a greater demand on employee's personal productivity.

The increasing pace of migrating business processes to a digital form has resulted in the following personal productivity trends:

- A proliferation of new programs, user interfaces, and processes that employees need to face every day, which causes training and support issues.
- Tools being used for tasks that they were not originally designed for. For example, a standard e-mail client such as Microsoft Office Outlook® has become the default document and work management tool for many people.
- A proliferation of documents, e-mail messages, and data sources, as well as multiple places to store them, making it difficult to find and manage the latest versions of relevant information.
- A large amount of redundant data, resulting in an increase in storage costs.
- Many users cannot or do not take full advantage of IT infrastructure or software investments because they believe that the features are too time-consuming or difficult to learn.

How the 2007 Office System Addresses Personal Productivity



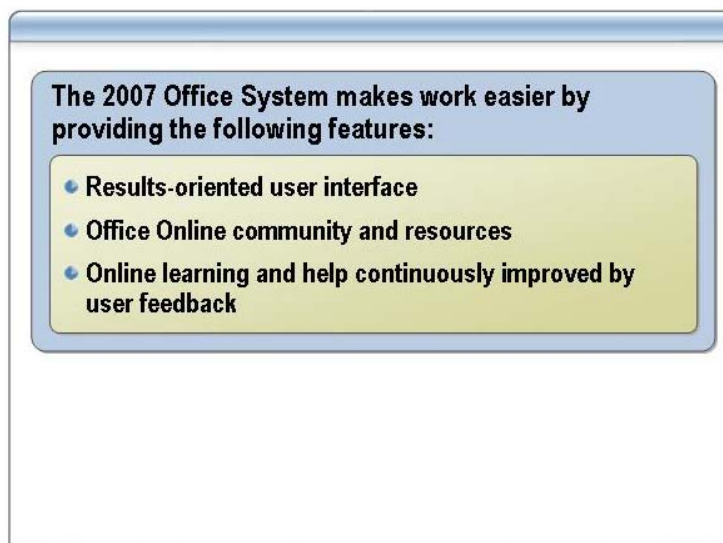
For individuals to become more effective information workers, they need to have tools and processes that are easy to learn and follow. The 2007 Office system has incorporated many new features that address these productivity needs.

The 2007 Office system addresses personal productivity by:

- Making work easier.
- Providing the ability to create high-impact documents.
- Increasing worker mobility.
- Simplifying information, time, and work management.

The following topics discuss these points in more detail.

Making Work Easier



The 2007 Office system makes work easier by providing a number of new user interface features as well as extended online Web functionality. The following sections discuss these features in more detail.

The 2007 Office system makes work easier by providing the following features:

- *Results-oriented user interface.* The 2007 Office system includes a new, results-oriented user interface that will enable users to complete projects and common tasks more quickly. By simplifying the authoring experience, the 2007 Office system makes it easier for less experienced users to quickly learn and more fully take advantage of productivity tools. Usability investments in this area should help decrease training and support desk costs.
- *Office Online community and resources.* The Office Online user resource is an online extension of Office and has been improved with the 2007 Office system by adding better support for user communities and expert assistance to answer user questions. For example, a lawyer creating a legal document can get a start by using templates submitted by the huge legal user community that uses Office or can get help from other users integrated with the Microsoft Office online community.
- *Online learning and help continuously improved by user feedback.* Office Online provides the ability to deliver responsive training and self-help that is constantly improved in response to user feedback. This includes short instructional content that tells the user how to complete a certain task.

Creating High-Impact Documents



Features that empower users to create high impact documents include:

- Faster document authoring by using custom and prebuilt layouts and slide libraries
- Fast, professional charting and diagramming

2007 Office system documents have higher impact due to both the quality of output and new capabilities that enable rapid authoring. Users will have the ability to create attractive, dynamic documents that include professional-looking graphics and diagrams.

The 2007 Office system provides a number of features that enable users to create high-impact documents, including:

- *Faster document authoring by using custom and prebuilt layouts and slide libraries.* Microsoft Office PowerPoint® users are already accustomed to the slide layout and design capabilities for creating PowerPoint slides. This capability has been extended to the other Office applications such as Microsoft Office Word, which now includes libraries of prebuilt design templates. These templates can be applied to documents to reduce formatting and layout time and allow authors to enforce a standard look for all similar documents, ensuring consistency and emphasizing overall branding.
- *Fast, professional charting and diagramming.* This improved feature allows users to quickly and easily create professional-quality charts and diagrams of the type that would typically appear only in executive-level presentations. To coincide with the Microsoft Windows Vista™ graphics capabilities, the 2007 Office system includes an overhaul of graphics, templates, fonts, and so on across the Office suite of applications to improve document output quality.

Working Mobile Using the 2007 Office System



Mobility features provided with the 2007 Office System include:

- SharePoint site information available offline
- Easier extranet access to team collaboration sites

The 2007 Office system introduces a network infrastructure component built on Microsoft Windows® SharePoint® Services. This Web-based service provides a number of advantages for increased accessibility and collaboration both in and out of the office.

Some of the mobility features provided in The 2007 Office system include:

- *SharePoint site information available offline.* Mobile and offline users can take information in Office SharePoint Server 2007 document libraries, shared contacts, calendars, tasks, and tracking applications offline and access this information through Office Outlook 2007 or Office Groove. Outlook can be used for taking documents offline for personal access while mobile. Groove is used for facilitating mobile, offline, cross-organizational collaboration that can be shared with a larger community.



Note The ability to access SharePoint sites offline with Outlook requires Windows SharePoint Services 3.0, which is available as a free download to all Microsoft Windows Server™ 2003 users.

- *Easier extranet access to team collaboration sites.* The 2007 Office system integration with Windows SharePoint Services makes it easier to access extranet team sites from external locations such as home and public terminals.

Information and Time Management



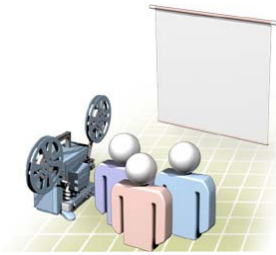
Information and time management features provided with the 2007 Office System include:

- An improved task management system
- Rapid search across e-mail and documents in Outlook
- Calendar sharing and integration

Information and time management features provided in the 2007 Office system include:

- *An improved task management system.* The 2007 Office system delivers an out-of-the box, lightweight time management system and enables customers to better manage their work through a single view of time and tasks.
- *Rapid search across e-mail and documents in Outlook.* The 2007 Office system provides dramatically faster searching and filtering of locally stored e-mail messages and attachments.
- *Calendar sharing and integration.* Users will be able to merge calendars, share calendars with others, and subscribe to calendars. For example, a user might subscribe to a corporate calendar and then merge key events into his or her own calendar.

Demonstration 1: Increasing Productivity by Using the 2007 Office System



This demonstration illustrates how the improvements to the 2007 Office system can increase personal productivity. In this demonstration, you will see:

- An overview of the new user interface.
- Changes to the tooltips and keyboard shortcuts.
- Task management improvements included in the 2007 Office system.

Enterprise Content Management Using the 2007 Office System



- **About Enterprise Content Management**
- **ECM in the 2007 Office System**
- **Creating and Managing Content**
- **Streamlining Document Process and Approval**
- **Document Policy and Access Control**

The sheer volume of electronic content in organizations has created a need for better ways of creating, managing, and auditing information. Microsoft Office 2003 delivers some key capabilities that begin addressing these issues, especially through document libraries and integration with Information Rights Management (IRM). The 2007 Office system builds on Office 2003 by delivering richer functionality and tighter integration that supports new ways of managing and controlling content across organizations. This section provides information about how Enterprise Content Management is improved by using the 2007 Office system.

Specifically, this section will cover:

- The goals and trends of Enterprise Content Management.
- How the 2007 Office system enhances Enterprise Content Management tasks.
- Creating and managing content by using the 2007 Office system.
- Streamlining document process and approval tasks.
- Document policy and access control within the 2007 Office system.

About Enterprise Content Management



Trends related to ECM include the following:

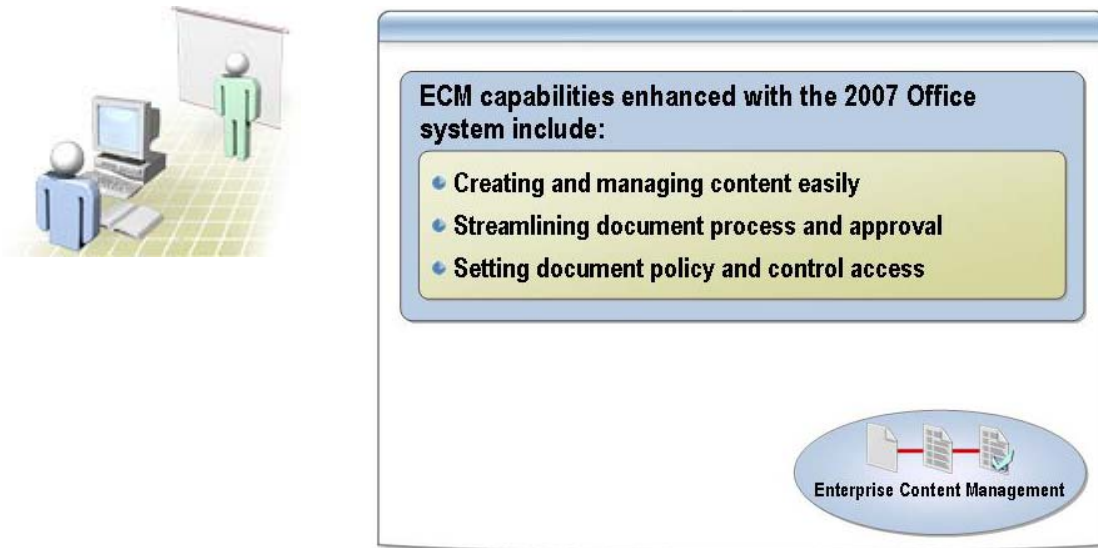
- Exponential growth in electronic content
- Corporate compliance, regulation, and governance
- Protection of information and intellectual property
- Existing solutions that are expensive and difficult to use

Enterprise Content Management (ECM) makes it simple to author, publish, manage, and find content across an organization. The following topics discuss the trends that have resulted in a stronger focus on ECM in the 2007 Office system.

Trends related to ECM include the following:

- *Exponential growth in electronic content.* With more systems capturing information electronically, the pool of business information and content available is larger and more distributed than ever.
- *Corporate compliance, regulation, and governance.* This trend presents challenges for organizations that are increasingly under regulatory and process-compliance requirements.
- *Protection of information and intellectual property.* Research has revealed that more than 80 percent of an enterprise's digitized information resides on individual hard drives and in personal files (from *The Knowledge Worker Investment Paradox*, Gartner Research). It is important to find ways to appropriately secure and protect valuable intellectual property assets without making them entirely inaccessible.
- *Existing solutions that are expensive and difficult to use.* Content management solutions in the market have often created their own barriers to successful deployment and adoption with high cost and complexity.

ECM in the 2007 Office System



The 2007 Office system combines content and document management into a single integrated architecture to allow the management of Web content and documents in the same place and the same way.

The ECM capabilities enhanced with the 2007 Office system include the following:

- Creating and managing content easily.
- Streamlining document process and approval.
- Setting document policy and control access.

The following topics discuss these points in more detail.

Creating and Managing Content



The 2007 Office System helps to create and manage content by incorporating the following features:

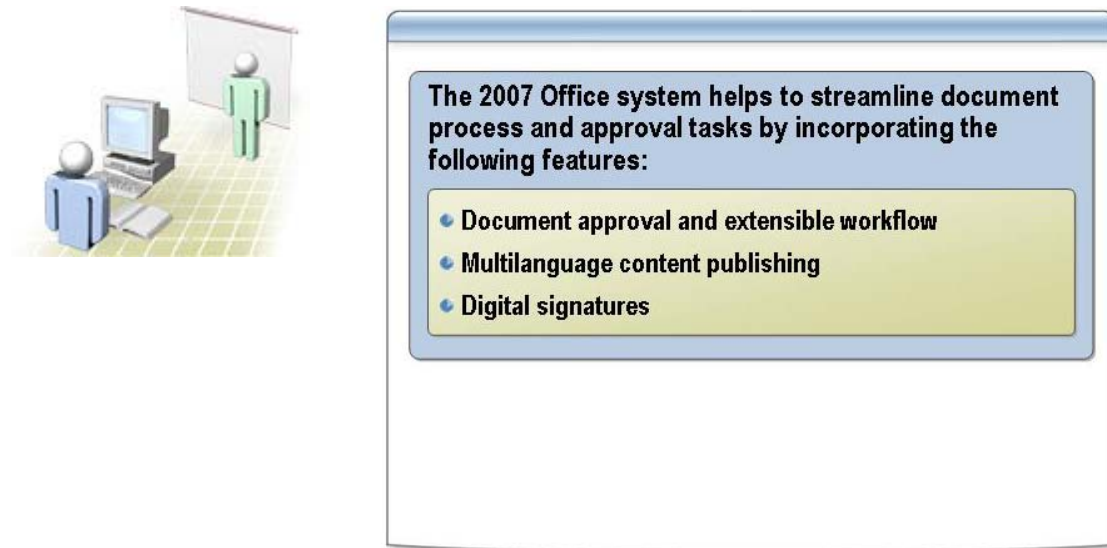
- Document and Web content integration
- Content types with rich metadata
- Comprehensive versioning
- Office client integration

The 2007 Office system provides a single place to author and manage both document and Web content to make coordination and reuse easier for both individuals and team collaboration. The following section outlines how the 2007 Office system helps users create and manage documents easier and more efficiently.

The 2007 Office system helps to create and manage content by incorporating the following features:

- *Document and Web content integration.* Multiple repositories and tools for creating different types of content make managing Web and document content an ongoing concern. The 2007 Office system makes it easy to author, manage, and reuse Web and document content by providing a single repository where content is easy to find.
- *Content types with rich metadata.* Today it is difficult to determine what type a document is or to find a specific type of document in the mass of electronic content scattered around most organizations. The 2007 Office system makes it easy to classify documents as a specific type of content with a specific business purpose and will make capturing important metadata about the document simple. Document types and metadata will make it easier to find only the type of documents that you are interested in.
- *Comprehensive versioning.* Working with a large group of people on an important public presentation can be a challenge. The 2007 Office system makes it easy for the team to see the status and progress of the presentation. Using multiple draft versions, the sales and consulting departments can make additions and updates to the presentation and clearly see what changes were made in what draft version. With major versions, the group can publish a version of the presentation for broader consumption while continuing to make revisions to draft minor versions.
- *Office client integration.* Organizations want to use familiar and consistent tools for creating and managing documents to help reduce training costs and increase user adoption. The 2007 Office system makes it simple to create and manage documents by using standard Office programs that most users are familiar with. 2007 Office system client components provide full integration into the new Office SharePoint Server 2007 infrastructure.

Streamlining Document Process and Approval



Many organizations find it a challenge to coordinate the building of large complex documents with integrated content from many people. It can also be difficult to keep track of who is responsible for what piece. The 2007 Office system provides an easier way to coordinate the creation of these documents.

The 2007 Office system helps to streamline document process and approval tasks by incorporating the following features:

- *Document approval and extensible workflow.* Documents and Web content pass through many hands, making it a challenge to determine a document's status or who is currently working on it or waiting to approve it. The 2007 Office system simplifies this process by providing integrated document and Web content review and approval that is a natural extension of how people work with Office programs today.
- *Multilanguage content publishing.* Today the methods for creating content in different languages are complicated, disjointed, and difficult to track. The 2007 Office system makes authoring content in multiple languages simpler to manage with built-in workflow and approval processes and the ability to monitor the progress of all language versions.
- *Digital signatures.* It is important to know when a document is signed and approved and that processes and the information in documents are secure. The 2007 Office system helps by showing clear approval with a visual signature and verifies the identity of the approver by using digital signatures.

Document Policy and Access Control



Document policy and access control has been integrated into the 2007 Office system by means of:

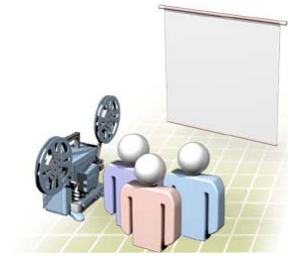
- **Auditing user actions and document history**
- **Centrally controlled rights, expiration, and retention**
- **Information Rights Management applied to content types automatically**

Today it is difficult to determine whether information is being managed, archived, and retained in accordance with corporate policy and industry and government regulation. With the 2007 Office system, documents can be controlled and audited by using centralized policy and management.

Document policy and access control has been integrated into the 2007 Office system by means of the following features:

- *Auditing of user actions and document history.* Typically, it is difficult to determine when a vital paragraph has changed or a whole document has been deleted. The 2007 Office system makes it easy to audit all actions on documents and record the identity of the person who made the changes.
- *Centrally controlled rights, expiration, and retention.* With so many documents in an organization, it is difficult to ensure that you are meeting your commitments to regulatory and government-legislated compliance. The 2007 Office system makes it easy to define types of documents and to assign policies to those types that can be enforced across the organization.
- *Information Rights Management (IRM) applied to content types automatically.* It is difficult to secure information so that it is protected no matter where it is stored. With the 2007 Office system, you are able to apply IRM policy and security on document content as part of policy enforcement based on the document types you define within your organization.

Demonstration 2: ECM Using the 2007 Office System



This demonstration illustrates Enterprise Content Management within the 2007 Office system.

In this demonstration, you will see:

- How to store and access documents by using an enterprise document repository Web site.

Collaboration Using the 2007 Office System



- **About Collaboration**
- **2007 Office System Collaboration Features**
- **Integrating Communication**
- **Extending Collaborative Workspaces**
- **Finding Relevant People and Information**
- **Enhancing People-Driven Processes**

Ongoing business trends and technology challenges demand better communication and collaboration tools that are easier to use and manage. The 2007 Office system delivers rich functionality and tight integration that supports new collaboration and communication scenarios. This section provides information about how the 2007 Office system incorporates easier communication and collaboration between teams and across organizations.

Specifically, this section will cover:

- Collaboration trends and goals.
- Collaboration features incorporated within the 2007 Office system.
- Integrating communication by using the 2007 Office system.
- Extending collaborative workspaces with the 2007 Office system.
- Finding people and information by using the 2007 Office system.
- Enhancing people-driven processes by using the 2007 Office system.

About Collaboration



Common trends related to collaboration issues include the following:

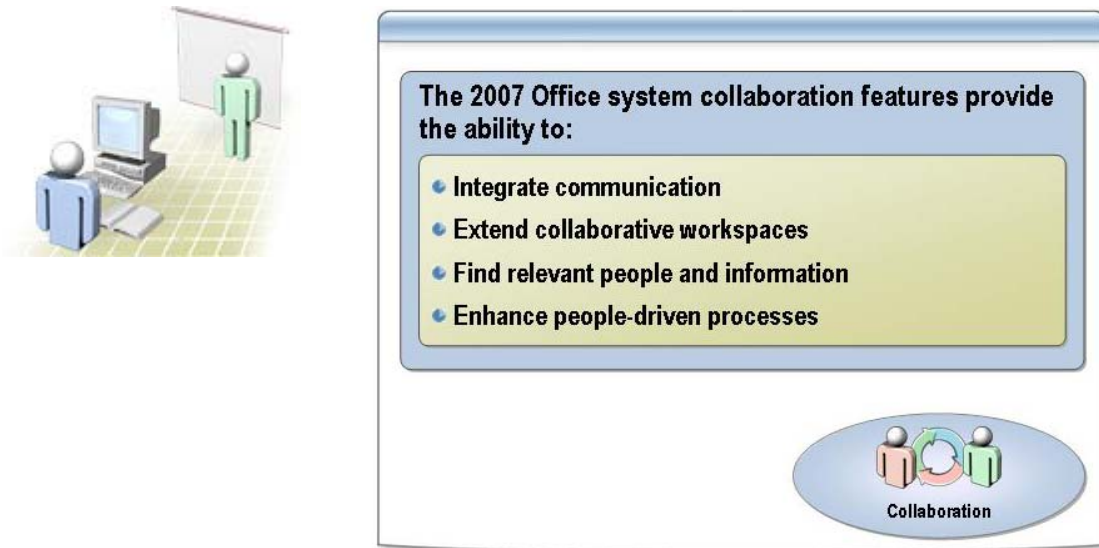
- **Heterogeneous communications**
- **Geographically dispersed teams**
- **Multiple information repositories**

The main goal of collaboration is to enable rich communication and efficient information sharing and tracking to keep coworkers, customers, and partners synchronized. This has typically been a challenge for most organizations, which has driven the need to invest in tools to enhance collaboration processes.

Common trends related to collaboration issues include the following:

- *Heterogeneous communications.* With e-mail, instant messaging, and multiple phone numbers, it is often difficult to determine the best way to reach someone, and it can be difficult to manage all of your incoming communications. This creates delays in receiving critical information and inefficiencies in initiating contact.
- *Geographically dispersed teams.* Communication and collaboration challenges result from the fact that today's teams do not just cross organizational boundaries, but they also work across time zones and national borders.
- *Multiple information repositories.* Separate groups of disconnected information requires too many different and complex user interfaces.

2007 Office System Collaboration Features



The 2007 Office system addresses current collaboration challenges by providing integrated collaboration methods and features to allow employees, customers, and partners to collaborate more easily.

The 2007 Office system collaboration features provide the ability to:

- Integrate communication.
- Extend collaborative workspaces.
- Find relevant people and information.
- Enhance people-driven processes.

The following topics discuss these points in more detail.

Integrating Communication

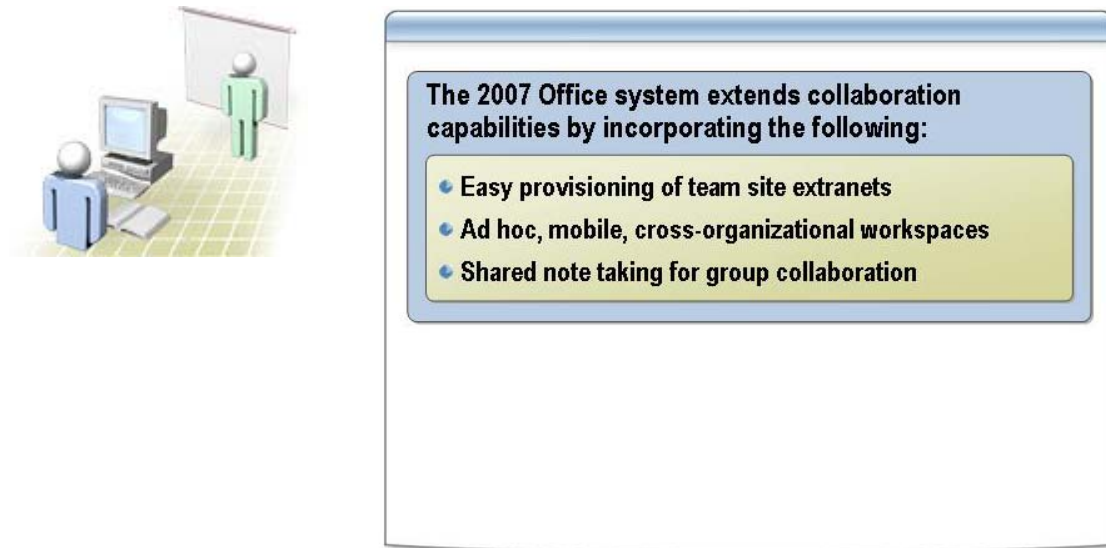


The 2007 Office system attempts to address communication challenges by integrating many common communication methods into a single tool.

Some of the integrated communication capabilities of the 2007 Office system include:

- *Integrated experience for telephony, Web conferencing, and instant messaging.* Multiple channels mean that it is too difficult to find and connect with people efficiently, and multiple tools are too difficult to use. The 2007 Office system makes it easy to connect with people quickly by intelligent integration of instant messaging, telephone, video, and audio communication. The 2007 Office system extends presence information beyond the basic “online” and “away” status so that while trying to initiate contact with another team member, the user knows whether that person is working on his or her computer, on the telephone, or in a meeting and the correct communication channel to contact that person is selected.
- *Single inbox for e-mail and voice mail.* Multiple locations for messages add complexity to the workday. The 2007 Office system enables you to go to one place for all your messages.

Extending Collaborative Workspaces

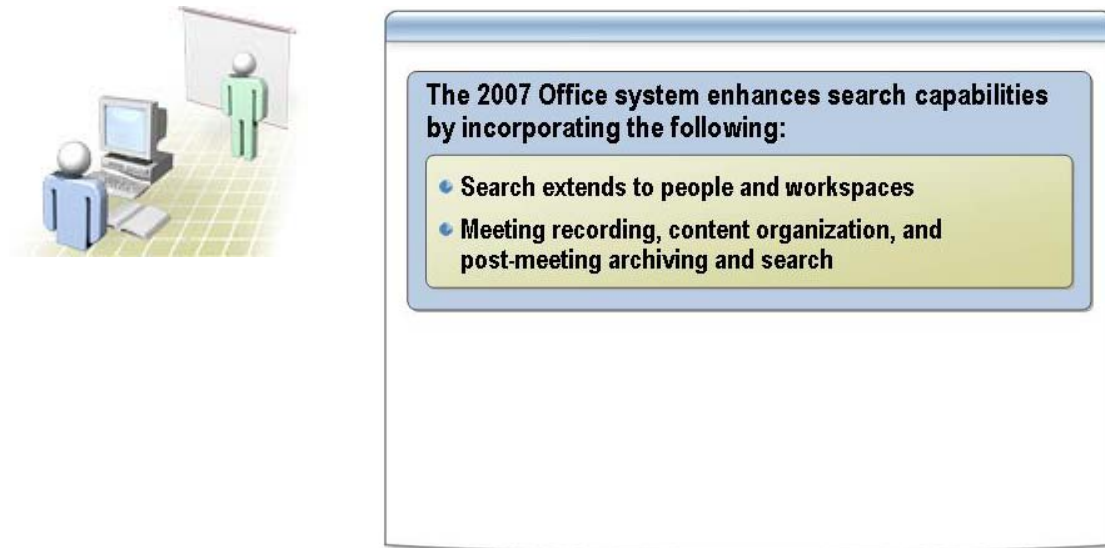


Based on Windows SharePoint Services technology, the 2007 Office system provides extensive collaboration capabilities to help organizations communicate between teams or with customers and partners.

The 2007 Office system extends collaboration capabilities by incorporating the following features:

- *Easy provisioning of team site extranets.* Typically, it is difficult for organizations to set up and manage extranet collaboration sites. The 2007 Office system makes it easier to create and manage extranet-based team sites that can be used by multiple organizations.
- *Ad hoc, mobile, cross-organizational workspaces.* Workspace solutions need to facilitate collaboration under the widest range of circumstances. The 2007 Office system includes a new application named Office Groove. The power of Groove is in its decentralized architecture, which allows teams to quickly form (and break down) to get work done cross-organizationally and in a highly mobile manner. Groove is desktop collaboration software, which means that users do not need to rely on a network connection to get work done—so for example, a consulting case team member can continue to work in the team workspace while on an airplane, in completely disconnected fashion.
- *Shared note taking for group collaboration.* Today it is difficult to record brainstorming and idea development in a way that clearly captures everyone's ideas and the process. With the 2007 Office system, you can create shared workspaces in Microsoft Office OneNote® for these kinds of group brainstorming and collaboration activities. Imagine a virtual meeting information binder and whiteboard where people can use a set of real-time shared editing surfaces and where drawings, photo images, text, and handwriting can be easily combined to make a powerful point or capture an inspiration. These workspaces can exist for the duration of a meeting or for the length of a full project over weeks, months, or years.

Finding Relevant People and Information



The 2007 Office system makes it easier than ever to locate the people, expertise, and information needed to get work done.

The 2007 Office system enhances search capabilities by incorporating the following:

- *Search extends to people and workspaces.* A lot of important content, such as documents and PowerPoint presentations, is stored throughout an enterprise. Also, in an organization with hundreds of people, it is not always easy to locate an expert on a specific topic. With the 2007 Office system, you can locate information throughout your enterprise by searching for key words. Search results will return content as well as people, at which point you can send an instant message or an e-mail message. Out of the box, you will be able to search SharePoint sites, Web sites, file shares, Microsoft Exchange public folders and Lotus databases, as well as line-of-business systems, like SAP. This feature will also be extensible, allowing you to search custom repositories.
- *Meeting recording, content organization, and post-meeting archiving and search.* Today digital meeting and virtual meeting tools are typically difficult to use, and vital information is not captured in a way that can be easily consumed by others at a later date. The 2007 Office system makes it easier to schedule and organize digitally enhanced meetings. Meeting content can be saved for later use, and it will be easier to find relevant information from the archive quickly. Advances in the ability to process audio and video will enhance the broadcasting and replay experience. Users will be able to identify which meeting participant is speaking, making it possible to index the video to focus on the current speaker or replay the portions of the video only where a specific participant was speaking, and thus making it easy for people to find and replay desired segments of a broadcast.

Enhancing People-Driven Processes



The 2007 Office system enhances people-driven processes by incorporating the following:

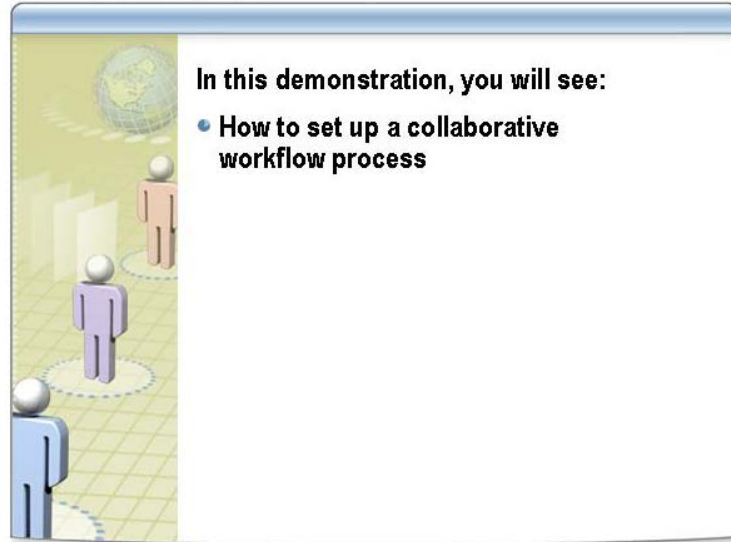
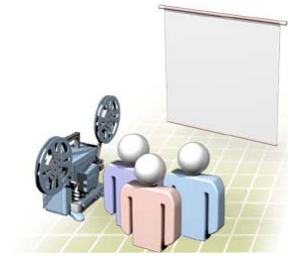
- Configurable workflows to coordinate workgroup processes
- Streamlined gathering of semi-structured data from collaboration partners
- Simple project workspaces with the ability to upgrade and connect with Project Server

Today gathering feedback and reviewing team work products is done with e-mail and is highly inefficient and prone to error. With the 2007 Office system, it will be easier to gather feedback in a structured manner.

The 2007 Office system enhances people-driven processes by incorporating the following:

- *Configurable workflows to coordinate workgroup processes.* Impromptu collaborative business processes are inherently inefficient and are constantly being re-created. The 2007 Office system makes it easier to configure and implement collaborative business process through a point-and-click workflow configuration capability that enables the creation of collaborative workflows.
- *Streamlined gathering of semi-structured data from collaboration partners.* Gathering semi-structured data from colleagues across organizational boundaries is largely done by phone and e-mail, which is time-consuming and error-prone. The use of Microsoft InfoPath® forms provides the capability to make it easier to distribute and fill out forms without requiring specialized client software.
- *Simple project workspaces with the ability to upgrade and connect with Microsoft Office Project Server.* Many organizations use SharePoint to manage simple projects, which it was not originally designed to do. The 2007 Office system incorporates building tools to help you manage simple projects by using SharePoint products and technologies. In the event that the size or scope of the project increases, you will be able to upgrade the project and manage it within Microsoft Office Project 2007 products.

Demonstration 3: Collaboration Using the 2007 Office System



This demonstration illustrates how the 2007 Office system can be used as a foundation to easily collaborate on document creation and editing within a team environment.

In this demonstration, you will see:

- How to set up a collaborative workflow process.

Knowledge Discovery and Insight Using the 2007 Office System



- **About Knowledge Discovery and Insight**
- **2007 Office Knowledge Discovery and Insight Features**
- **Central Management of Business Information**
- **Deeper Insight from Data**
- **Finding Experts and Critical Information**

Making the most of information, people, and line-of-business applications is critical to finding insight for better decision making. This section provides information about the trends and specific knowledge discovery and insight features of the 2007 Office system.

Specifically, this section will cover:

- Knowledge Discovery and Insight challenges and trends.
- How the 2007 Office system enhances knowledge discovery and insight.
- Central management of business information by using the 2007 Office system.
- Using the 2007 Office system to obtain a deeper insight from data.
- Using the 2007 Office system to find experts and critical information.

About Knowledge Discovery and Insight



Common challenges and trends related to Knowledge Discovery and Insight include the following:

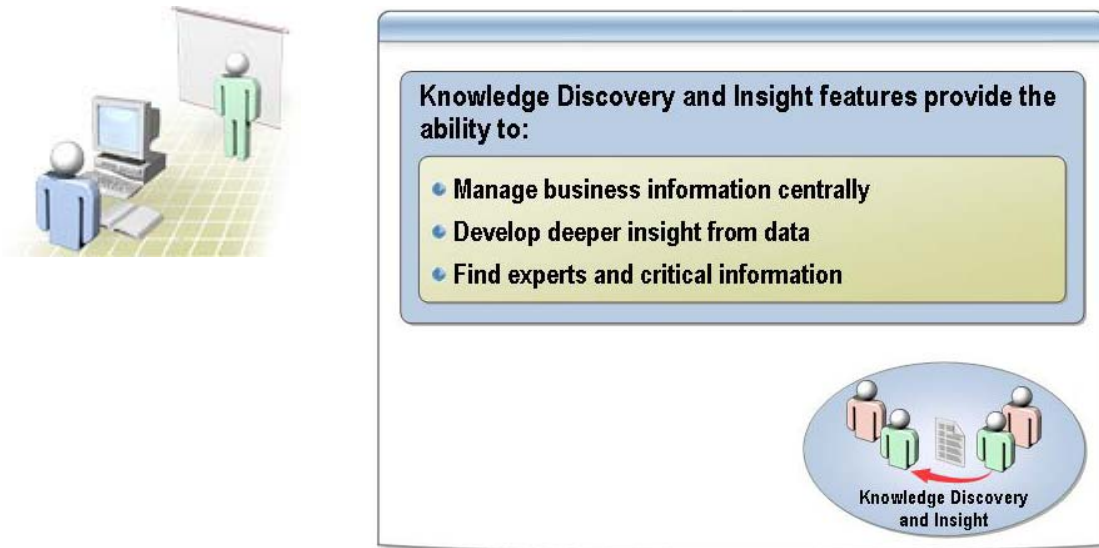
- **Difficult to find and access corporate information and experts**
- **Key performance indicators used to help align business executions**
- **Disconnect between Business Intelligence tools and how people actually work**
- **Desire to get more out of data warehouse investments**

Knowledge Discovery and Insight is about making information expertise and business data available to more people within organizations.

Common challenges and trends related to Knowledge Discovery and Insight include the following:

- *Difficult to find and access corporate information and experts.* It is a challenge to find information when there are multiple sources and information that is not formally captured.
- *Key performance indicators used to help align business executions.* It is more important than ever for businesses to focus on their key success metrics to monitor and drive their decision making.
- *Disconnect between Business Intelligence tools and how people actually work.* Today Business Intelligence tools have unfamiliar and specialized client applications that do not always take into account how people work or the tools that they already use.
- *Desire to get more out of data warehouse investments.* Businesses are looking to increase the value they gain from investing in a data warehousing solution.

2007 Office Knowledge Discovery and Insight Features



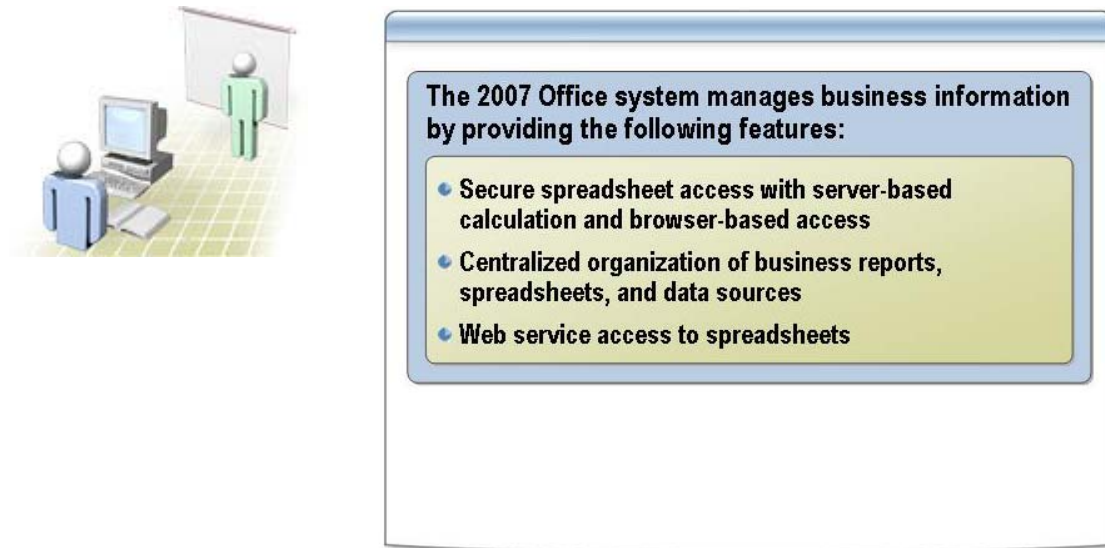
Knowledge Discovery and Insight is about making information expertise and business data available to more people within organizations.

Knowledge Discovery and Insight features provide the ability to:

- Manage business information centrally.
- Develop deeper insight from data.
- Find experts and critical information.

The following topics discuss these points in more detail.

Central Management of Business Information



The 2007 Office system provides capabilities to make business intelligence data more broadly available and more accessible and easier to work with by using familiar tools.

The 2007 Office system manages business information by providing the following features:

- *Secure spreadsheet access with server-based calculation and browser-based access.* Dealing with the multitude of spreadsheets and reports that help you understand and run your business is difficult. Determining which spreadsheet has the information that you can depend on is a challenge. The 2007 Office system makes it easier to manage these spreadsheets by providing the ability to version and publish these Microsoft Office Excel® models and make it easy to have and locate a single, accurate version. The 2007 Office system will help manage and use the data sources that these spreadsheets depend on by making these published data sources simple to select from an Excel menu.
- *Centralized organization of business reports, spreadsheets, and data sources.* It is difficult to discover and be notified of the creation and distribution of new or updated Business Intelligence (BI) reports. Additionally, locating data sources from which a BI report can be generated and understanding what kinds of reports are possible from that source is difficult. The 2007 Office system centralizes BI report publication, scheduling, and management and provides notifications to users when a new scheduled report is available. In addition, the 2007 Office system makes it easier to discover and understand the information available in a data source by cataloging data sources in a data connection library. Last, the use of the data connection library will make it possible for Excel BI reports to automatically connect to new data sources when the data connection is updated.
- *Web service access to spreadsheets.* Distributing complex spreadsheet models puts the valuable logic that drives the calculations in the model at risk. The 2007 Office system enables you to expose the complex spreadsheet models as Web services so that the models can be used but not copied or altered.

Deeper Insight from Data



The 2007 Office system helps to develop deeper insight from data by integrating the following features:

- **Enhanced data exploration, analysis, and visualization tools in Excel and Visio**
- **Dashboard key performance indicators and business intelligence Web parts**
- **Project portfolio and program tracking and indicators**

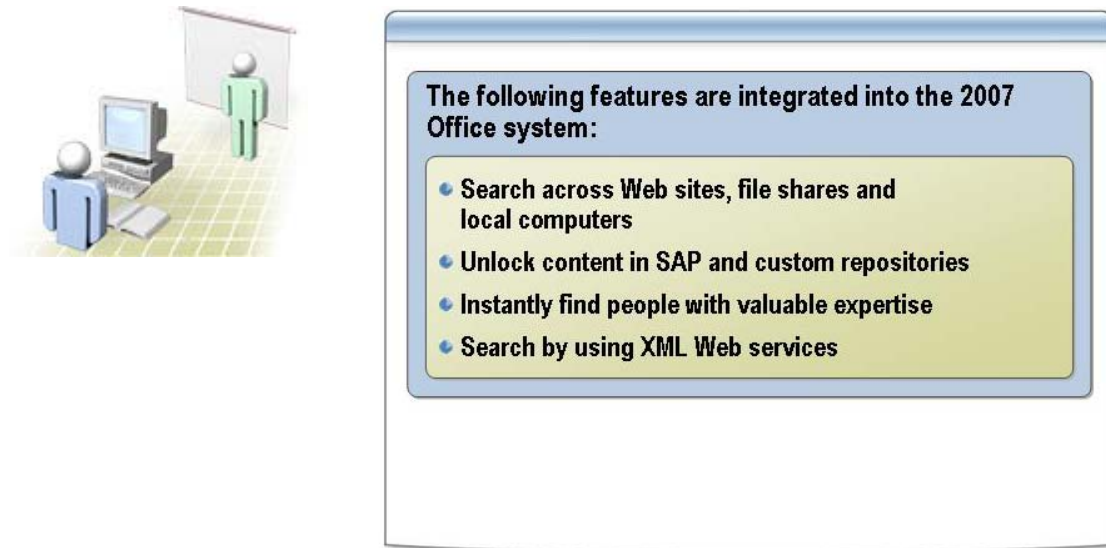
The 2007 Office system provides capabilities that will allow strategic thinkers to produce uncommon insight from common data.

The 2007 Office system helps to develop deeper insight from data by integrating the following features:

- *Enhanced data exploration, analysis, and visualization tools in Microsoft Office Excel and Visio®.* It is difficult to work with Business Intelligence analysis tools that all have a different way of connecting to and working with Business Intelligence data. The 2007 Office system helps you quickly analyze, model, and display business data. The 2007 Office system makes it easier to focus on key data by supporting new conditional formatting that can color-map a range of cells so that top and bottom values are immediately visible:
 - With improved conditional formatting and data graphics, Office Visio 2007 lets you turn static diagrams into dynamic reports in which the data is displayed in the context of the network diagram, business process, or workflow.
 - To develop deeper insights from data, Office Visio 2007 is introducing PivotDiagrams. Simply by pointing to a data source from Visio, users can visually explore the data through all of its dimensions. For example, finance professionals can drill into revenue data by sales location, license type, fiscal quarter, or any other dimension available by using the rich visualization capabilities of Visio.
- *Dashboard key performance indicators and business intelligence Web parts.* Pulling together a business dashboard today often means expensive custom development and ongoing maintenance for both data connection services and presentation elements. The 2007 Office system makes building these kinds of solutions easier by delivering a range of services that will allow any Excel file to be connected with live back-end business data, stored and managed in SharePoint Products and Technologies, and allow access to Excel data from a browser. The 2007 Office system will also provide a set of Web parts that expose common business intelligence functions and views for business dashboards with prebuilt Web parts.

- *Project portfolio and program tracking and indicators.* Monitoring the progress of multiple projects can be complex and time-consuming. The 2007 Office system makes it simple to track the progress of projects by exposing project status and health indicators that can be understood at a glance. These are aggregated into a portfolio analyzer by using Office Project Server, enabling executives to see helpful business metrics such as earned value calculations.

Finding Experts and Critical Information

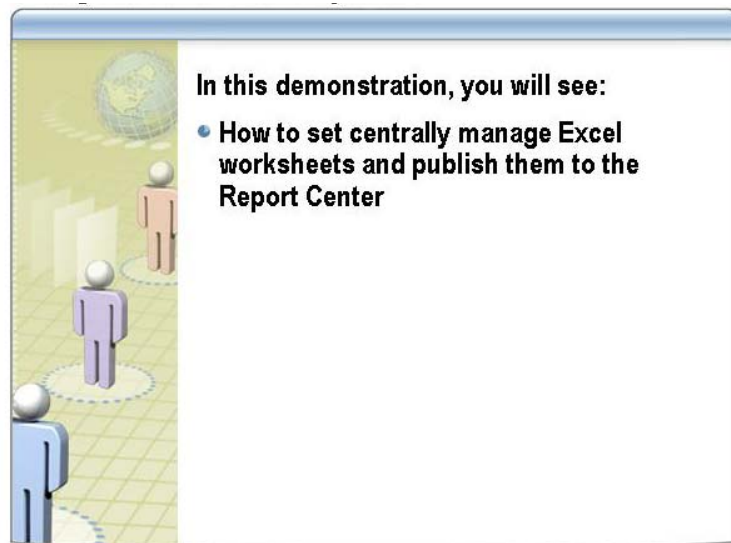
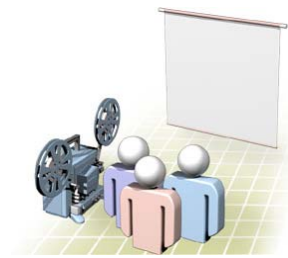


Today it is difficult to find authoritative sources of business knowledge, expertise, and information. The 2007 Office system adds new dimensions to finding people by adding expertise location and by making business information, data sources, and reports more discoverable by adding them to search results.

The following features are integrated into the 2007 Office system:

- *Search across Web sites, file shares, and local computers.* It is difficult and time-consuming to search several locations for an important document or e-mail message. The 2007 Office system makes finding documents and e-mail messages faster and easier by letting users search across Web sites, files shares, and local computers.
- *Unlock content in SAP and custom repositories.* Information workers want to search for information whether it resides in a workspace, file share, or SAP system. The 2007 Office system makes it easy to find orders, customers, and products from SAP. The 2007 Office system will also provide a framework to extend this to other technologies as well.
- *Instantly find people with valuable expertise.* Locating the right people or set of expertise for a specific project is too random and consumes too much project planning time. The 2007 Office system makes it easier to find the right resources by allowing users to profile their own skills and expertise and understand connections between users, documents, and workspaces to maintain a network of working relationships.
- *Search by using XML Web services.* Enterprises want to have a search feature available in custom applications such as Win32® or Web-based applications and want to take advantage of their search investments. With the 2007 Office system, you will be able to consume the out-of-the-box Extensible Markup Language (XML) Web service for searching from a Win32 or Web-based application.

Demonstration 4: Knowledge Discovery and Insight Using the 2007 Office System



This demonstration illustrates how the 2007 Office system enhances knowledge discovery and insight through the use of Excel services.

In this demonstration, you will see:

- How to centrally manage Excel worksheets and publish them to the Report Center.

Information Worker Solutions and Fundamentals



- **Challenges and Trends for the Information Worker**
- **Information Worker Solutions Using the 2007 Office System**
- **Fundamental Security, Privacy, and Reliability Challenges**
- **Addressing Security and Reliability in the 2007 Office System**

There is an increased demand on IT professionals by business units for Web-based and process-integrated applications for their users. In an attempt to minimize this demand, the 2007 Office system simplifies the creation and management of business solutions such as Web-based team sites and intranets to provide end users with the capability to self-manage their own solutions. This section discusses how the 2007 Office system provides information worker solutions and also provides an overview of the fundamental management aspects of the 2007 Office system, such as security and reliability.

Specifically, this section will cover:

- Information worker challenges and trends.
- Information worker solutions by using the 2007 Office system.
- Fundamental challenges related to security, privacy, and reliability.
- How the 2007 Office system provides fundamental security, privacy, and reliability.

Challenges and Trends for the Information Worker



Challenges and trends that face the information worker include the following:

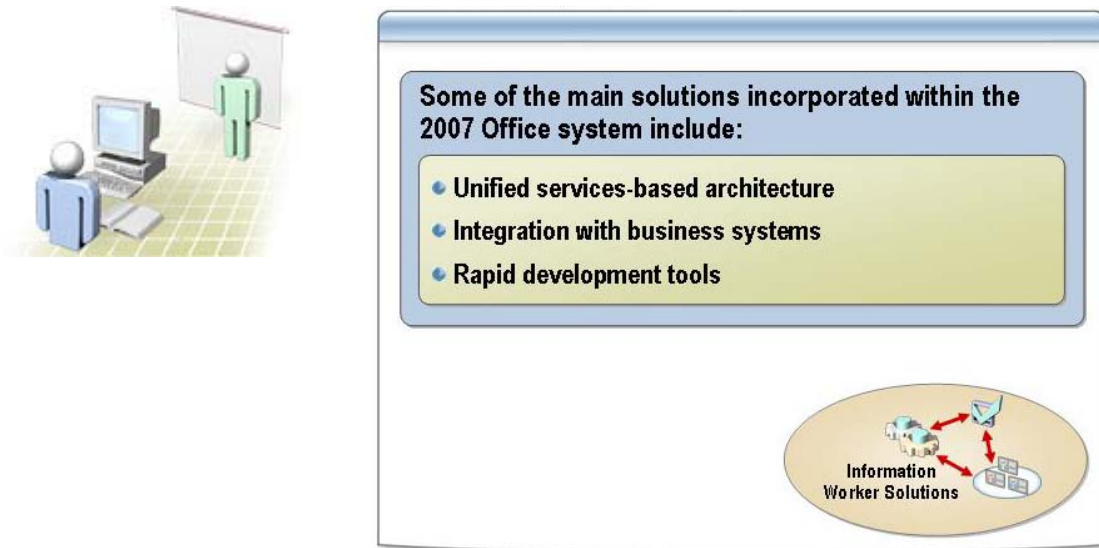
- Consolidation of server investments
- Reengineering of paper-based processes
- Increased business unit demands on IT for applications
- Demand for a standards-based platform

Advanced information workers face a number of challenges and trends in making their work more efficient and streamlined. This topic describes some of the trends that information workers and IT professionals face.

Challenges and trends that face the information worker include the following:

- *Consolidation of server investments.* IT is looking for ways to reduce costs of the proliferation of Web servers, intranet servers, Web application servers, and so on.
- *Reengineering of paper-based processes.* There is an ongoing trend to move from paper-based processes to more automated ones.
- *Increased business unit demands on IT for applications.* With increased pressure on business units for performance, there is increased pressure on IT to rapidly respond to solution needs and integration needs.
- *Demand for a standards-based platform.* Companies are looking for XML-based and Web services-based architectures to help drive the ease of integration and keep open their options for applications that can be easily integrated with the rest of their enterprise infrastructure.

Information Worker Solutions Using the 2007 Office System



The 2007 Office system delivers an integrated and open platform for using Web services through the evolution of Windows SharePoint technologies, the introduction of new server capabilities, and the continued evolution of Office programmability.

Some of the main solutions incorporated within the 2007 Office system include:

- *Unified services-based architecture.* The 2007 Office system is based on standards-based protocols to provide integrated portal, collaboration, and content management services built on Microsoft ASP.NET 2.0.
- *Integration with business systems.* The 2007 Office system allows easier integration between line-of-business applications and data in the Office suite of programs and servers. This is accomplished through support for open XML file formats and prebuilt SAP Web parts.
- *Rapid development tools.* The 2007 Office system delivers a spectrum of tools and ready-to-use components that makes it easy to develop Web-based and Office-integrated solutions.
 - *Extensible tracking applications out of the box.* The 2007 Office system delivers simple tracking applications out of the box in Microsoft Office Access that can be customized for more specific needs and extended to the Web by targeting a SharePoint site.
 - *Stable of templates, forms, and Web parts.* The 2007 Office system provides a set of templates, forms, and Web parts that will provide prescriptive guidance, templates, and starting code and components to make it easier to build information worker solutions.
 - *Rapid development environment for both rich client and Web-based forms solutions.* InfoPath provides the best XML-based forms solution on the market and the easiest development environment. The 2007 Office system enables the publishing of these electronic forms for run-time use in a Web-only environment, leveraging the powerful development environment and built-in rule building and integration. You can develop a solution that targets both Web sites and rich Office-based applications.

- *Richer Microsoft Visual Studio® and FrontPage® development environments.* Visual Studio and FrontPage will become the two main tools to pull together Office programs and Web development. Using the business data catalog, it will be much easier to create compound applications that can combine the best of Web-based simplicity and reach with the power of richer Office components. The 2007 Office system also provides central services that will make it easier to deploy and manage the applications that are built.

Fundamental Security, Privacy, and Reliability Challenges



Challenges related to fundamental security and management include:

- Evolving security threats
- Concerns about privacy
- Inconsistent update experience
- Multilanguage deployment needs

With each new feature and system process, many organizations have valid concerns about the security of their software solutions.

Challenges related to the fundamental security and management of an organization's software solution include:

- Evolving security threats.
- Concerns about privacy.
- Inconsistent update experience.
- Multilanguage deployment needs.

Addressing Security and Reliability in the 2007 Office System



The 2007 Office system delivers security, reliability, and manageability to address today's challenges.

Some of the security, reliability, and manageability fundamentals incorporated within the 2007 Office system include:

- *Security by design, default, and deployment.* The new Microsoft development processes are aimed at making sure that software is more secure before it ships. This is accomplished by reducing the security threat surface of the applications. This includes providing the ability for administrators to manage and secure the 2007 Office system applications by policy administration and prescriptive guidance.
- *Simplified update and deployment.* The 2007 Office system provides a consistent experience for updating and customizing by using a new Office Customization tool. The Office Migration Tool will provide rich application compatibility diagnostics to help customers identify, track, test, and prepare their environments to accept newer versions. The Office Migration Tool will help find files and file properties and identify incompatibilities.
- *Improved reliability and quality.* The 2007 Office system delivers improved reporting features to provide feedback technologies in order to ensure timely response to program failures.

Session Summary



- **2007 Office System Processes and Business Benefits**
- **Increasing Personal Productivity by Using 2007 Office**
- **Enterprise and Content Management Using the 2007 Office System**
- **Collaboration Using the 2007 Office System**
- **Knowledge Discovery and Insight Using the 2007 Office System**
- **Information Worker Solutions and Fundamentals**

This session provided information about the benefits of deploying the 2007 Office system and how the 2007 Office system addresses the challenges of information management tasks within an organization.

In this session, the following topics were discussed:

- *2007 Office System Processes and Business Benefits.* This topic described the trends and needs associated with the new world of work and how the 2007 Office system addresses these needs.
- *Increasing Personal Productivity by Using the 2007 Office System.* This topic discussed personal productivity trends and how the 2007 Office system addresses personal productivity. This session also provided information about how the 2007 Office system makes work easier by providing new features to create high-impact documents, simplify mobility, and effectively manage time and information.
- *Enterprise Content Management Using the 2007 Office System.* This topic provided information about how the 2007 Office system helps to manage and control content as well as streamline document process and approval tasks.
- *Collaboration Using the 2007 Office System.* This topic provided information about how the 2007 Office system integrates communication for telephony, Web conferencing, presence, and instant messaging. This topic also discussed the concepts of provisioning team site extranets, workspaces, and how collaborative workflow processes can be configured.
- *Knowledge Discovery and Insight Using the 2007 Office System.* This topic described the challenges and trends related to knowledge discovery and insight and provided information about how the 2007 Office system addresses these challenges. Solutions included the central management of business information, deeper insight from data, and the ability to find experts and critical information quickly and effectively.
- *Information Worker Solutions and Fundamentals.* This topic discussed how the 2007 Office system addresses challenges related to the information worker. The solutions included a unified services-based architecture, integration with business systems, and rapid development tools. This topic also described fundamental security, privacy, and reliability challenges and explained how the 2007 Office system addresses these challenges through secure design and deployment.

Questions and Answers



Questions and Answers
