

Microsoft Office Ultimate 2007 - Upgrade



Model : MSOFF-UU07

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Manufacturer : Microsoft

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Microsoft Office Ultimate 2007 provides people at home or work with a comprehensive set of tools to collect and consolidate virtually any type of information, find what they are looking for quickly, and easily share information with others across geographical or organizational boundaries, so they can deliver better results faster. Microsoft Office Groove 2007 helps you and your team members to work together dynamically and effectively inside collaborative workspaces. Microsoft Office OneNote 2007 is a digital notebook that helps you manage the increasing amount of information you face every day by enabling you to gather, organize, and find your notes and information in one place, quickly and easily, so you can stay on top of everything and work more efficiently.

What's included in Office Professional 2007

- Access 2007
- Accounting Express 2007
- Excel 2007
- InfoPath 2007
- Groove 2007
- OneNote 2007
- Outlook 2007 with Business Contact Manager
- PowerPoint 2007
- Publisher 2007
- Word 2007

Work More Efficiently with the New Task-Based User Interface

People often do not use software as efficiently as possible, simply because they do not have the time to invest in learning all the tools and shortcuts available. Office Professional 2007 can take the time out of learning new tools and performing routine tasks.

The new task-based user interface available across the Microsoft Office system helps you to work more efficiently by automatically displaying the appropriate tools for your current task. You no longer have to navigate complex menus or open multiple toolbars to make a small format change or change a drawing. Microsoft Office system programs recognize the features you currently use and tailor the interface accordingly.

Figure 1: The Office Word 2007 task-based user interface makes the right tools available to you when you need them.

Reduce Junk E-Mail

If you are in the business of managing customers, making business decisions, or handling day-to-day operations, you

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cannot afford to waste time sorting through junk mail. An improved junk e-mail filter sorts out undesirable messages based on your preferences. Office Outlook 2007 also helps protect you against e-mail phishing scams by automatically disabling links within any suspicious messages and warning you of potentially threatening or malicious links.

Schedule Tasks on Your Outlook Calendar

Office Outlook 2007 integrates your To-Do Bar task list with your calendar, so you can better schedule your time. When you complete a task on a given day, the task “sticks” to that day, providing a visual record of the work you performed. Tasks you do not complete roll over to the next day and accumulate until you finish them.

Figure 2: View and work with your tasks and your Office Outlook 2007 calendar in an integrated manner.

Instant Search

With new and powerful integrated Instant Search, you can quickly find the information you need, whether it is in your e-mail, calendar, contacts, or tasks. Type in a keyword, and Instant Search quickly searches all your Outlook data. Results begin to appear in Instant Search as soon as you start typing your search terms. You also have the flexibility to create queries with different criteria, such as date, color categories, and importance.

Figure 3: Instant Search helps you quickly find the information you need in Office Outlook 2007.

Organize E-Mail by Using Color Categories

The new color categories feature in Office Outlook 2007 gives you a quick, visual way to distinguish types of mail items from one another, making it easier to sort and find information. For example, you could assign a color category to all items related to a certain project. Simply right-click each e-mail message, calendar item, or contact related to that project and select a color. Later, when you need to find information related to that project, you can sort by color category to quickly and visually identify what you are looking for.

Figure 4: Color categories can help you search and organize your Outlook information.

Organize Your Notes and Information in One Place

Office OneNote 2007, included in Office Home and Student 2007, is a digital notebook that helps you gather, organize, and search many types of information in one place. Gather many different kinds of information—typed text, images, audio and video recordings, digital handwritten notes, Web clippings, and more—on the same page. With Office OneNote 2007, you’ll easily complete tasks by getting quick access to the information you need.

New Organizational and Navigational Pane

Office OneNote 2007 comes with a new organizational and

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navigational pane that enables you to easily navigate your notebook. Quickly gather your information in multiple ways and then organize and search that information according to your needs. Features such as drag-and-drop functionality save you time by helping you work with your notes more productively.

Figure 5: Office OneNote 2007 with expanded Navigation pane

Create Professional-Quality Business Documents
Office Word 2007 includes many new and improved features to expedite the process of creating and formatting polished business documents. The new task-based menus, for example, automatically display the tools you need for whatever task you might be doing. With Quick Styles and Building Blocks you can spend more time writing and less time formatting documents. And with the new Live Preview feature, you can view your changes easily, so you no longer have to undo or redo them.

Figure 6: The new Quick Styles feature in Office Word 2007 makes formatting easy.

Save Time with Building Blocks

Most organizations use some of the same information—company address or profile, people’s bios, and legal disclaimers—in all their business documents. The new Building Blocks feature helps you save time and reduce errors by creating building blocks of frequently used information that everyone in your company can access. Simply select the content you want from the Building Blocks menu and insert it into your document.

Save as PDF or XPS

Sometimes you may need to save your Word document in a fixed file format so that other people who may not have Office Word 2007 can view it. Office Word 2007 now supports saving your document as a Portable Document Format (PDF) or XML Paper Specification (XPS) file.* Now you can post your documents on the Internet, or share them with others, knowing that users can view them regardless of the type of computer or programs they use.

Create Designer-Quality Marketing Materials

Your business collateral and marketing materials can enhance or damage your company’s image. Well-designed brochures, postcards, catalogs, and e-newsletters can help boost your professional image, support your creativity, and deliver your message with clarity. Office Publisher 2007 has the tools you need to project the right image for your business and make an impact with customers in person or online. With Office Publisher 2007 you can easily and confidently design and publish professional sales and marketing materials in-house.

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Figure 7: Store reusable layout elements such as logos, pictures, lists, and text in the new Content Library.

Get Started with Publisher Tasks

To help guide you through the most common procedures, new Publisher Tasks expose you to the features you will most likely need to use during creation, distribution, and follow-up of marketing materials. Publisher Tasks also include tips for personalizing your publication, preparing your mailing lists, preparing your publication for commercial printing, tracking its effectiveness, working with images, and more.

Use Designer-Quality Templates or Create Your Own

To get you started quickly, choose from an extensive library of designer-quality templates that you can customize, or begin with one of the many design templates for newsletters, brochures, flyers, postcards, Web sites, e-mail messages, and other publications. You can also create your own publication templates and categorize, preview, open, and save them within My Templates. You can also preview and open templates from the Microsoft Office Online Template Gallery within Publisher.

Figure 8: Save modified or created Office Publisher templates in My Templates.

Build Effective Presentations

When you give a presentation to your customers, partners, or investors, you want it to have impact. To communicate effectively, your slides need to be crisp, clear, and polished. You can get just the look you want with the new and enhanced features in Office PowerPoint 2007.

Use Slide Layout and Prebuilt Slides

Get started by choosing from the library of professionally designed slide layouts in Office PowerPoint 2007. You can customize slides to get exactly the layout you want, or use new prebuilt slide layouts for the most common topics. You can also create layouts with multiple charts, tables, and text, and then save them as templates.

Figure 9: Choose from a selection of prebuilt slides in Office PowerPoint 2007.

Graphics, Tables, and Charts

You can now build tables and charts in Office PowerPoint 2007 by using the same easily accessible tools you have come to depend on in Office Word 2007. Improved graphics capabilities help you add, edit, and modify images in your slides. With new AutoShape enhancements and improvements in the selection and manipulation of objects, you no longer have to worry about getting the picture you want on the page.

Task-Based User Interface

With the new user interface of the Microsoft Office system, Office Excel 2007 presents the appropriate tools at the right time so that you can produce your best work more quickly. When you work with a table, for example, and you need help

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choosing the right format, the intuitive table galleries in Office Excel 2007 help you preview how a table will look before you make your final selection.

Simple, Custom Charting Tools

Nothing communicates business data as clearly as a chart, and now it is easy to create professional charts and graphs in Office Excel 2007. With easy charting tools available from the newly redesigned interface of the Microsoft Office system, you can create more professional-looking charts with just a few clicks of your mouse. In your charts, you can use 3-D, soft shadowing, and antialiasing effects to identify key data trends or focus on future projections.

Figure 10: Charting tools in Office Excel 2007 make it easy to visualize your data.

Simplify Database Creation and Use

Many business professionals are reluctant to adopt a database solution because they do not believe that they have the technical skills and resources to set up and manage a database. With Office Professional 2007, database implementation is easy. Office Access 2007 simplifies the entire database experience, from creating the database to analyzing and reporting the data.

Office Access 2007 eliminates the initial hurdles to database development by providing an intuitive Getting Started experience that includes options for launching a new application, opening an existing application, or choosing a template to build a new application.

Import Your Data

After your database is set up, it is easy to populate it with data. Because Office Access 2007 is tightly integrated with all other Microsoft Office system programs, you have a variety of options for collecting and distributing data. You can import the data from programs such as Office Excel 2007, Office Outlook 2007, and Office Outlook 2007 with Business Contact Manager.

Navigate Your Database

Like other Microsoft Office system programs, Office Access 2007 has a new task-based user interface designed to help you work with maximum efficiency. While nearly 1,000 commands are available in Office Access 2007, the new interface displays only those tools and menus that are relevant to the task you are performing. These commands appear on a toolbar that is completely customizable to meet your needs. And new features such as the Add New Field column and improved selection capabilities make the Office Access 2007 experience similar to that of Office Excel 2007. Office Access 2007 also provides you with a comprehensive view of tables, forms, queries, and reports with a new Navigation Pane. You can even create custom groups to organize and see all the forms and reports related to a single table.

Quickly Create Tables

With Office Access 2007, it's easier to work directly

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within a datasheet to create and customize tables. Simply start entering information into a data cell—just as you do today in Excel. When you enter a new value, Office Access 2007 automatically adds a new field and detects the data type (such as date, number, and text). You can paste Excel tables into a new datasheet, and Office Access 2007 will build all the fields and recognize the data types automatically. You can also use the Field Template pane to insert fields that were predefined for you. You simply drag the fields to the table.

Figure 11: Get a clear view of your data by using the improved datasheet view in Office Access 2007.
2007 Microsoft Office System Suites

Minimum System Requirements

- Microsoft Windows XP Service Pack 2 or later or Microsoft Windows Server 2003 (or higher) required
- 500 MHz processor or higher; 256MB RAM or higher; DVD drive; 1 GHz and 512MB RAM or higher is required to run Microsoft Office Outlook 2007 with Business Contact Manager
- 2GB necessary for install; a portion of this disk space will be freed after installation if the original download package is removed from the hard drive
- Minimum 800x600; 1024 x 768 or higher recommended
- Broadband connection, 128 kilobits per second (Kbps) or greater, for download and activation of products
- Microsoft Internet Explorer 6.0 with service packs, Microsoft Exchange Server 2000 or later required for Outlook 2007 users

Price : 540.00€

Availability: This product was added to our catalog on Thursday 12 April, 2007