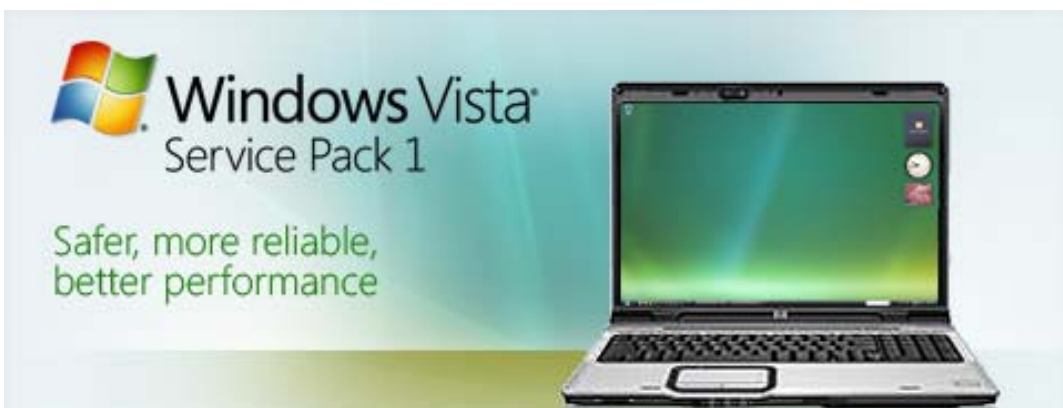


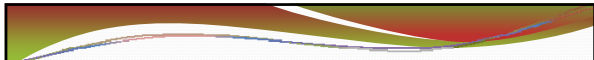
# Ms Office 2007 and Vista

*Prepared and Presented by:*

**Will Fleenor, CPA.CITP, Ph.D.**

Member, K2 Enterprises, LLC





# Vista

Is this the Right Operating System for You

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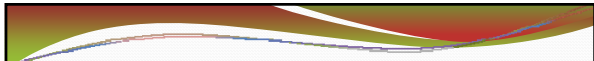
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## According to the USA Today

*April 30, 2008, pp. B1-B2.*

- Microsoft reported 24% decline in Windows sales in the third quarter, 2007.
- Microsoft has sold 140 million licenses of Vista
- 80% of Windows revenue comes from direct sales to PC manufacturers
- UPS WorldShip (used by 550,000 customers) and FedEx Ship Manager still doesn't run on Vista (both are expected to have Vista capable versions this year)
- Gartner poll of corporate users in late 2007 revealed that only 1% of desktops and 3% of laptops were using Vista

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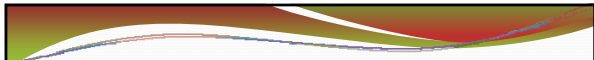
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## According to the USA Today

*April 30, 2008, pp. B1-B2.*

- Forrester Research found 6.3% of corporate PCs using Vista, although Forrester predicts that 25% of corporate PCs will be running Vista by the end of 2008
- Windows 7 is to be available in January 2010 (or fourth quarter 2009). Some of the corporate IT managers interviewed said they were planning on skipping Vista and upgrading to Windows 7
- Buyers of computers on which Vista Ultimate or Vista Business is installed can request a downgrade license from the PC manufacturer. The manufacturer will provide a Windows XP Professional disk, but the purchaser will have to install it.

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## Should the Slow Adoption of Vista be a Surprise?

- Not Really. Consider that:
  - Upgrading of OSs on old machines does not happen
  - Corporate can't move until all software works properly
  - Vista is not needed to take advantage of Office 2007
  - It usually takes business 4 to 6 years to replace all desktops
  - Hardware compatibility for many office peripherals is still a problem
  - Software compatibility continues to be a problem because people do not want to upgrade their software
  - People are slow to change

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## Should these issues prevent my business from buying Vista machines?

- Perhaps
  - Do you still have mission critical software that will not run with Vista?
  - Do you have large office printers and other important peripherals that do not have Vista drivers?
  - Do you have lots of people doing data entry and other low level tasks where the OS is mostly irrelevant?

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## Why Should I Consider Using Vista?

- Very significantly improved security, particularly for laptops.
  - Significant enhancements to functionality
  - Improvements to user interface and other ease of use features that will make users more productive.
  - Difficulty of acquiring and installing other earlier versions of Windows.
- Remember, its only an operating system. Most of the time all you are doing with the actual operating system is starting software and managing files.

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## Vista Improvements to Security

- User Account Control
- Safer Network Connections
- New Firewall
- Windows Service Hardening
- Complete PC Backup
- Scheduled Network Backup
- Internet Explorer 7 or Higher Only
- BitLocker Drive Encryption

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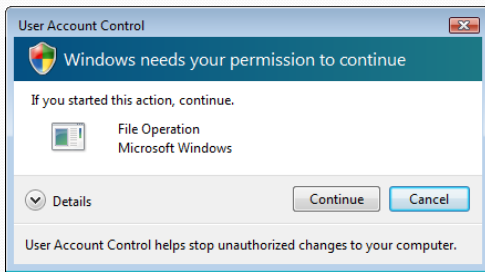
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## User Account Control



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## New Network Security Features

- Address Space Layout Randomizer (ASLR)
  - Microsoft estimates that 99% of remote attacks will fail due to this feature.
- Network Access Protection (NAP)
  - Windows Vista is the first Windows operating system to implement NAP, which reports health information to network NAP servers. Network Administrators can use NAP to establish minimum health restrictions to deny network access to machines that do not meet stated requirements.

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## Improved Functionality

- SuperFetch – Learns how you work and preloads stuff it thinks you may use.
- Automatic Disk Defragmentation
- Indexed Search of all Local data documents. If you do not like the Microsoft search you can “plug in” other search tools like Copernic.
- Significantly enhanced explorer features for working with files and directories.
- ReadyBoost – When you need more RAM quickly.

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## Windows Flip 3D



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## Gadgets and the Sidebar

- Gadgets are mini applications with a variety of possible uses. They can connect to:
  - web services to deliver business data,
  - weather information,
  - news updates,
  - traffic maps,
  - Internet radio streams,
  - and even slide shows of online photo albums.



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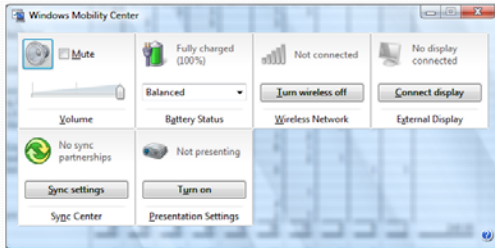
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## Windows Mobility Center



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## Easier to Use Connection Manager



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## Horsepower Required

- At least 3 GB of RAM (max the 32 bit version of Vista can use)
- Dual Core processor (not really an option)
- Larger faster hard drives (more bits and bites flying around). Faster, better quality hard drives have always been a good investment for PCs used by business professionals.
- Good Internet connection.

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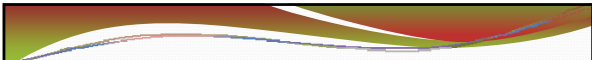
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## Conclusions About Vista

- Solid products that works well.
- Certain criteria (software compatibility, hardware compatibility, and adequate hardware) must be met.
- It would have been great if it were faster but it does perform well with adequate hardware.
- I would not consider going back to Windows XP for my desktop or my laptop.
- Don' even thing about upgrading older machines to Vista. Just wait until the are retired and replace them with Vista machines.

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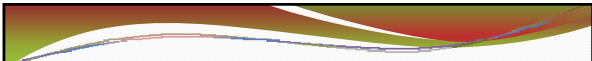
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## Office 2007

Opportunities for Greater Productivity

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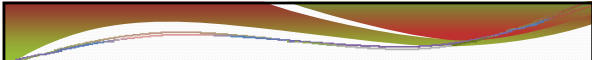
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## New Interface

- Tabbed Ribbon
  - Includes all functionality to create and modify documents
  - Tabs are task oriented
  - Home tab has most used functionality
  - Dialog launcher for detailed Office 2003 style dialog boxes
  - Contextual tabs for infrequently used functionality
  - All Office functionality is *not* available on ribbon

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## New Interface

- Office Button
  - Contains all functionality for working with documents *after* they have been created or modified
    - Save, Send, Secure, Print, Publish, etc.
- Quick Access Toolbar
  - User modifiable
  - Add most used functions from ribbon or tool well
- Mini-Toolbar
  - Available by moving mouse slightly up and to the right of a highlighted area or with a right-click on document face

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## New File Formats

- XML file formats
- New file extensions
  - .docx, .dotx, .pptx, .potx
- But reduced compatibility issues
  - Compatibility Mode
  - Office 2007 Compatibility Pack
  - Compatibility Checker
  - Save As Word or PowerPoint 97-2003

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## Word 2007

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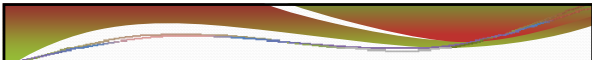
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## Consistent Formatting

- Styles
  - Colors, fonts, and effects within a document
- Style sets
  - Collections of styles
  - Applied to entire document
- Themes
  - Sets of colors, fonts, and effects
  - Applied to entire document and across applications
- Effects seen prior to application with Live Preview

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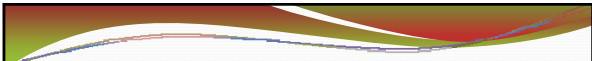
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## Building Blocks

- Referred to as QuickParts
- Re-usable text and objects
  - Title pages
  - Text boxes
  - Headers and footers
  - Boilerplate text
- Create, organize, and insert as needed

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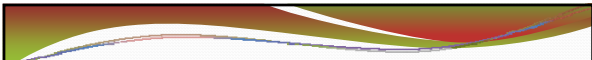
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## Spelling and Grammar

- Custom dictionaries across applications
- Contextual spell checking
- Grammar checking uses new Writing Style setting to determine what is checked
- Settings can be customized with very granular refinements

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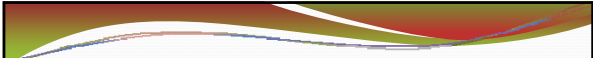
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## Change Tracking

- Allows users to edit and comment documents in a collaborative environment
- Changes are time stamped and tracked by user
- Master user can accept or reject changes
- Can be used in conjunction with document protection

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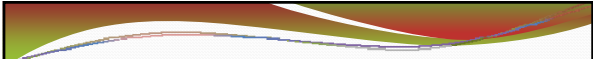
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## Save to PDF or XPS

- Free add-in from Microsoft
- Allows direct saving from Office Button
- PDF save process is much more efficient than Adobe Acrobat or PDF print driver
- XPS (XML Paper Specification)
  - Microsoft technology that competes against PDF
  - View, secure, sign in web browser

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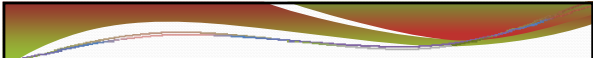
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## Security

- New Trust Center
  - Macro Settings
  - Trusted Locations
- Easy document protection
- Encrypt and password protect
  - 128-bit AES for Word and PowerPoint 2007 documents
  - 40-bit weak encryption for 97-2003 documents

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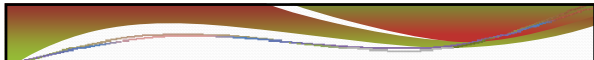
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## New Security Features

- Add signature lines in Word and Excel
- Add digital signatures in Word and Excel
- Inspect documents for hidden metadata
- Mark as final
- Restrict permissions with IRM

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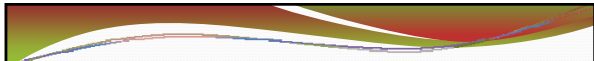
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## PowerPoint 2007

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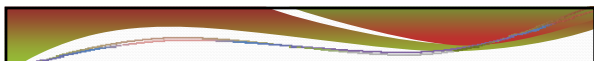
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## Communicate with SmartArt

- Business diagramming tool
- Process diagrams to organization charts
- 115 types in 7 broad categories
  - List, Process, Cycle, Hierarchy, Relationship, Matrix, and Pyramid

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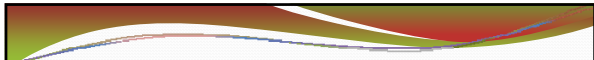
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## Slide Masters

- Allows universal style changes to every slide in a presentation
- Change background, color, fonts, effects, placeholder sizes, and positions in one place
- Create or modify existing layouts
- Save as PowerPoint template to use on other slide shows

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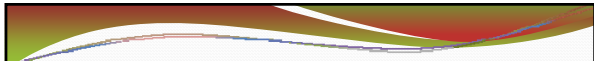
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## Adding Animation

- Applied and controlled from Animations tab
- Transitions control animations between slides
- Custom animations are applied within slides
- Live Preview of animation
- Add to master slide to affect all slides

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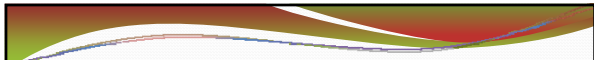
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## Publishing Slideshows

- To SharePoint Server
  - Document libraries
  - Document workspaces
- To Office Live Workspaces
- To a Slide Library
  - Publish individual slides
  - Re-use slides

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## Access 2007

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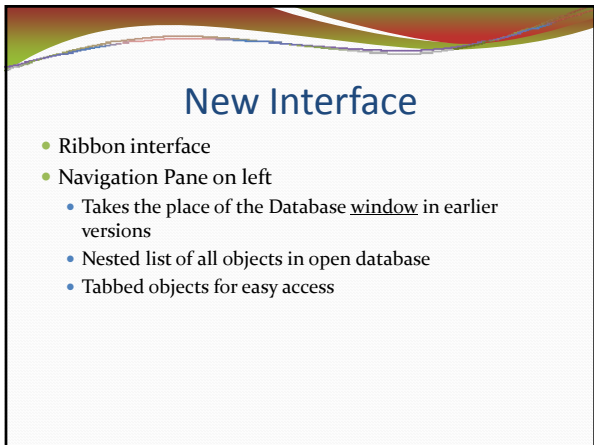
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## New Interface

- Ribbon interface
- Navigation Pane on left
  - Takes the place of the Database window in earlier versions
  - Nested list of all objects in open database
  - Tabbed objects for easy access

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## Get Started

- Pre-defined and configured
  - Databases
  - Tables
  - Fields
- Database template contain tables, forms, reports, queries, and relationships
  - Use out-of-the-box
  - Fine tune with customizations

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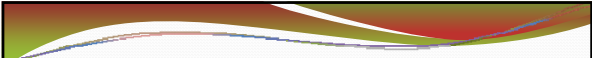
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## Improved Datasheet View

- Access auto-determines data type as data is entered
- Direct past of Excel data and Access auto-determines data types
- Drag a new field from an existing table and Access creates any needed relationships
- Drag and drop re-arrangement of fields
- Change data type and format

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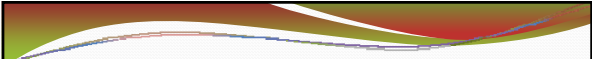
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## Improved Datasheet View

- Contrasting colors on every other row
- One-click total rows
  - Sum, count, min, max, standard deviation
- Enhanced sorting and filtering
  - Pre-defined date ranges
  - Unique items
  - Context sensitive sorting

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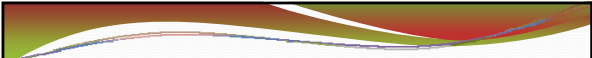
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## New Data Types

- Attachment fields for attached files
- Multi-value lookup fields for complex data
- Memo fields can be formatted with rich text, bullets, numbered lists
- Date fields with a calendar for picking dates

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## Office Accounting 2008

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## Versions and Pricing

- Office Accounting Express
  - Free
  - Single User
  - Downloadable
- Office Accounting Professional
  - Includes Inventory, Job Costing, more reports
  - Multi-user with up to 10 concurrent users
  - \$199 per user / \$149 upgrade

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## GUI and Database

- Looks and feels like Outlook
  - Same interface as other Microsoft accounting solutions
- Runs on SQL Express
  - Formerly MSDE
  - Desktop SQL Server

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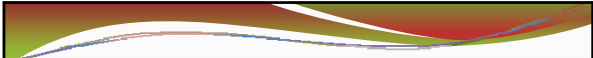
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## Differentiating Features

- Direct Integration with eBay and PayPal
- Accountant Transfer Wizard
- Accountant View
- Payroll Center for Accountants
- Multi-Currency
- Tight integration with Outlook and Business Contact Manager

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## New Features

- Import transactions from Excel or CSV files
- Send invoices in Word or PDF formats
- Create purchase orders from sales orders or for stocked items based upon inventory reorder points
- Bilingual version that enables users to switch easily between English and Spanish interfaces

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## Questions?

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