



University of
South Australia

Microsoft Office 2007

Deployment at UniSA

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Information Strategy and Technology Services



Office 2007 deployment

- Approved for use by all staff – September 2007
- Limited release to UniSA staff through local IT support – Now
- Default UniSA SOE Installation – January 2008
- Installed in all ISTS managed computer pools – Jan/Feb 2008



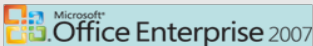
(recommended for most users)



(only recommended for users who require Microsoft OneNote 2007)



Applications included in UniSA Office system suites

		
Word 2007	✓	✓
Excel 2007	✓	✓
PowerPoint 2007	✓	✓
Outlook 2007 **	✓	✓
Publisher 2007	✓	✓
Access 2007	✓	✓
InfoPath 2007	✓	✓
Groove 2007 ****	✗	✓
OneNote 2007	✗	✓
Communicator 2007	✓	✓

** **Office Outlook 2007 with Business Contact Manager** is available for download from the Microsoft volume licensing services web site.

**** **Groove 2007** is not recommended for installation. Groove is a Microsoft product that allows users to store files on a Microsoft Shared site (This site is not accessible via our proxy server).



Office 2007 Issues

Compatibility Pack

- Office 2007 files (docx, docm, xlsx, xlsm, etc.) cannot be opened by Office 2003 by default.
- The Office Compatibility Pack allows machines running Office 2003 to open 2007 files.
- The Office Compatibility Pack is included in the UniSA SOE and should be installed on all University PCs. The Compatibility Pack is available to download from <\\software\public\Win\Office2007\CompatibilityPack>.

FrontPage

- There is no plan to replace FrontPage 2003 as the default web editor at this stage.
- Microsoft Office SharePoint Designer 2007** will eventually replace FrontPage 2003 under the CAUDIT licencing
- SharePoint Designer 2007 and an alternative “Select” product **Expression Web** are both being tested by ISTS and nominated UniSA Web Authors. Details will be released once testing is complete.



Office 2007 Compatibility Issues (cont.)

Adobe Acrobat

- Only Adobe Acrobat version 8.1 onwards fully supports Office 2007 (released July 2007).
- New software licences for version 8 will need to be purchased in order to upgrade.
- Workarounds are available in AskIT for Acrobat 7 users wanting to create PDF documents.
- Office 2007 includes SaveAsPDF add in which allows users without Acrobat to save documents in PDF format.

Outlook 2007

- Delegates are no longer able to see task information as part of the calendar tri-fold view.
- Meeting Acceptances are not updated unless read (this was an issue in Outlook 2003).

Finance One

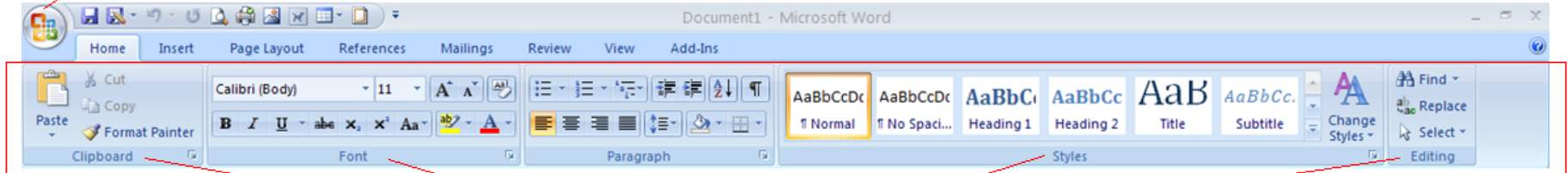
- Issues have been seen with Excel One Reporting in Finance One as well as Emailing Purchase orders via Outlook 2007. Finance teams are currently testing.



Office 2007 - New Features

The Office Button & Fluent Ribbon

Office Button



Fluent Ribbon

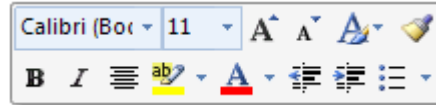
Individual Tabs with grouped functions

- The Office 2007 button, located on the top-left of the window, replaces the *File* menu and provides access to functions which are common across all Office applications i.e. Save, Open, Print.
- The “Fluent Ribbon” is a panel that contains groups of command buttons and icons that relate to specific functions. These functions are all represented by individual tabs which are different for each application.

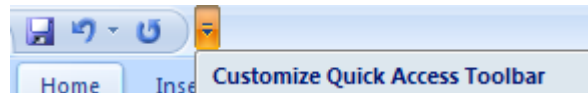


Office 2007 New Features - Continued

- **Live Preview** temporarily applies formatting on the selected text or object to show the user what the affect would be without actually applying the change.
- The **Mini Toolbar** is automatically shown when text is selected. The purpose of this feature is to provide easy access to the most-used formatting commands. It also appears above the right-click menu when a user right-clicks on a selection of words.



- The **Quick Access Toolbar** sits in the title bar and can be customized to add regularly used functions.



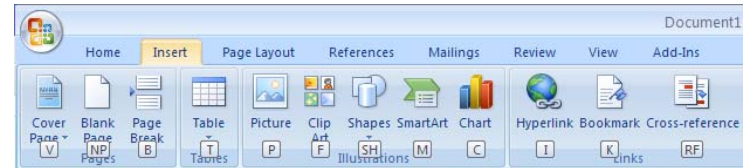
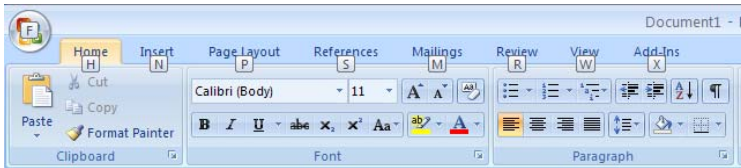
- The **Zoom Slider** bar resides in the bottom-right corner and makes changes to the magnification of a document.






Office 2007 New Features - Continued

• **Keyboard Shortcuts** are now easier to find on the Fluent Ribbon. Simply press ALT to show all available keyboard shortcuts. Selecting a specific command letter will open the Ribbon to the correct section and reveal other shortcut keys available to that command.



• The **Help** is no longer under the Help Menu, instead it is located as a question mark  on the right hand top corner of the Fluent Ribbon.

You can now use the list of keywords provided for common commands or you can type keywords directly into the search bar. There are even links to Office 2007 quizzes online.





Outlook 2007 – Points of interest

To-Do Bar

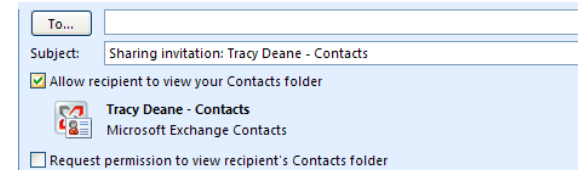
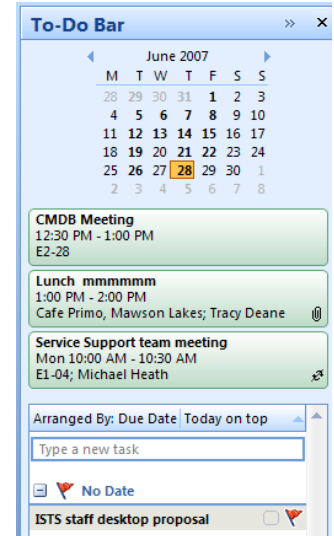
The To-Do Bar now appears on the right hand side of outlook and shows all upcoming meetings and appointments as well as all current tasks.

Calendar Overlay

You can now overlay multiple calendars instead of the traditional side by side view. This clearly shows all participant availability.

Sharing Options

Office 2007 makes it easy to request or give access to calendars or contact lists. Simply open the relevant navigation pane and select [Share My Contacts folder...](#) This will then open a new message for you to send to the relevant person. You can even request them to provide access to their folders on the same email.





Demonstration of software – Items covered

General

Office Button (double click to close application)
Menu's (double click to close, single click to open for command, double click to stay open)
Home ribbon contains MS determined frequently used tasks (no customisation available)
Quick Access toolbar (add ribbon commands with right click or customise through the menu)
Office Button > Options (Save As settings, controlling how application works)
Mini Toolbar (visible when selecting text or right clicking)
Zoom Bar (lower right hand window, zooms in or out)
Open Ribbon dialog boxes (bottom right corner of ribbon section to access more functions)

Word

Format painter (changes text automatically, set hold with double click)
Forms (go to word > options and select how developer ribbon)
Ribbons are added when special functions are selected (ie. Insert table)

Excel

Quick Access Toolbar
Mini Toolbar
Merge & Centre / Wrap Text
Conditional Formatting
Auto Average/Count/Sum toolbar (appears on bottom of toolbar when range of cells selected)
Charts / Tools ribbon (easy to insert and customise charts)
Functions
Freeze top row / left column (under view – freeze panes, or simply click B2 and “freeze frames”)

Powerpoint

SmartArt (converts simple lists to graphics)
Themes (Change the overall style of your presentation, including colours & backgrounds)
Shapes (Add any shape, including Action Buttons to automatically open documents etc.)

Outlook

To-Do Bar (available on right hand side of mail screen)
Calendar Overlay (change mode from side-to-side view to overlay)
Categories (add colour and dimension to your messages)
Permissions (simply connect to calendar and if you don't have access it will prompt to ask)
Tools > Account settings (where details are stored of PST file locations etc)
Tools > Trust Centre (where security settings are found)

Access

Access should be set up to open databases as 2003 format by default
Can “SaveAs2003” via the Office Button
NB: Access 2003 files can be opened in 2007 but the underlying table structure cannot be changed unless they are converted to 2007.



Training Options for Office 2007

AskIT

AskIT has a support area for Microsoft Office which includes FAQs on Office 2007 as well as tools to locate where commands are in Office 2007: <http://www.unisa.edu.au/askit>.

LearningFast

LearningFast is online training available to all UniSA Staff. Training sets for Word 2007 and Excel 2007 are now available. Other Office 2007 products will be released in 2008. Learningfast is online at: <http://www.wbt.unisa.edu.au/>.

Microsoft Online

Office Online has a great deal of help and resources for all versions including Office 2007: <http://office.microsoft.com/en-au/help/FX100646671033.aspx>.



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Need More Help?

Contact the IT Help Desk

Log a self service call: <http://www.unisa.edu.au/helpdesk>

Send a request by email: ITHelpDesk@unisa.edu.au

Telephone (urgent queries only):

Internal:	25000
External:	+61 8 8302 5000
Interstate:	1300 558 654

Visit our website: <http://www.unisa.edu.au/ists/ITHelpDesk>

Send us Feedback: <http://www.unisa.edu.au/ists/Feedback/stafffeedback.asp>