



## Differences between

# MS Office 2007

and

# MS Office 2003

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## Introduction

Microsoft (MS) Office 2007 is the next generation in MS Office replacing MS Office 2003 on Windows machines. Earlier versions of MS Office (on Windows machines) include MS Office XP (2002), MS Office 2000 and MS Office 97. The latest version of MS Office to run on MAC operating systems is MS Office for MAC 2004.

### Important note

Please see important information under 'File Formats and Compatibility Problems'.

## MS Office 2007 includes

- MS Access 2007 - for databases and reports
- MS Excel 2007 - for spreadsheets
- MS InfoPath 2007 - for developing data entry forms
- MS OneNote 2007 - for notes
- MS Outlook 2007 - for email and appointments (not supported by Unitec)
- MS PowerPoint 2007 - for presentations
- MS Publisher 2007 - for newsletters and publications
- MS Word 2007 - for documents.

## Other applications

The following applications are not available in 2007 format but in 2003 format: MS FrontPage, MS Project and MS Visio.

## Standard changes across Office 2007 packages

The following are some of the new features standard to Office

2007 packages. For detailed changes please refer to application specific documentation.

## Office 2007 user interface

The Office 2007 interface (with Office Button, Tabs and Ribbon, et cetera) appears only on MS Access 2007, MS Excel 2007, MS PowerPoint 2007 and MS Word 2007.

InfoPath 2007, OneNote 2007, Outlook 2007 and Publisher 2007 have not been upgraded to this particular interface as Microsoft believed that Access, Excel, PowerPoint and Word 'centre around document authoring and present a multitude of options to the same regard' (Wikipedia).

According to Microsoft InfoPath, OneNote, Outlook and Publish will be upgraded to the new interface in the next version of Office.



- ▲ The 2007 User Interface as seen in MS Word 2007. In this particular screenshot the 'Home' tab is displaying all the buttons on the ribbon.

### Add Ins Tab

The 'Add Ins' tab is only available when Add Ins are installed (for example, EndNote and Maori toolbars in MS Word 2007).

### Edit Menu

Most of the options that were under the 'Edit' menu (for example, Cut, Copy, Paste, Find and Replace) are now available on the 'Home' tab.

### File Menu

Most of the options that were under the 'File' menu (for example, New, Open, Save, Print and Close) are now available by clicking the 'Office Button'.

## File formats and compatibility problems

Files created in MS Access 2007, MS Excel 2007, MS PowerPoint 2007 and MS Word 2007 are saved in formats which cannot be opened on Office 2003 or earlier (unless a special converter is installed on the computer with the earlier version).

MS Access 2007	.accdb
MS Excel 2007	.xlsx
MS PowerPoint	.pptx
MS Word 2007	.docx

You can, however, choose to save files in earlier formats within Office 2007 so they can be opened on Office 2003 or earlier by going to the 'Office button' and choosing Save As, for instance, 'Word 97-2003 Document'.

## Live Preview

Live Preview is a new feature to MS Office. Whenever you mouse-over a format option (for example, table auto format, table of contents style or header style) it automatically previews the style while your mouse is hovering over the selection.

## Mini Toolbar

The new 'Mini Toolbar' is designed to replace the right click when text is selected for formatting (the right click option is still available). It's located semi-transparently near the select text and remains semi-transparent until the mouse pointer is situated on a button within the toolbar. Its purpose is to provide quick formatting options.

## Office Button



The 'Office Button' (as seen on left) is located on the top left hand corner of the applications that have the new Office 2007 user interface.

The Office Button replaces the 'File' menu. Most of the options that were under the 'File' menu (for example, New, Open, Save, Print and Close) are now available by clicking the 'Office Button' (on the top left corner of any Office 2007 application).

## Quick Access Toolbar

The Quick Access Toolbar is located to the right of the 'Office Button' and by default has the Save, Undo and Redo buttons. You can add buttons to it by right clicking anywhere on the Quick Access Toolbar and choosing 'Customize Quick Access Toolbar' then selecting the buttons that you'd like to appear (for example, New, Open, Quick Print, Print Preview). Then click 'OK'.



## SmartArt

SmartArt found under the 'Insert' tab, enables you to create easily editable diagrams in MS Word, PowerPoint or Excel. You can choose from lists, hierarchies, cycles, pyramids and more, and customise them accordingly.

## The Ribbon

The Ribbon is the name given to the area where the buttons are displayed under the various main and contextual tabs. The Ribbon is designed to make the features of the application more accessible with fewer mouse clicks.

## Tabs and Contextual Tabs

Tabs replace Menus in Office 2007. 'Contextual Tabs' appear when objects are selected, for example, the 'Header and Footer Tools' tab, 'Picture Tools' tab and the 'Table Tools' tab (which contains Design and Layout) that appear in MS Word.

## Themes

'Document Themes' define the colours, fonts and graphic effects for the document. Most of the content is automatically styled to suit this theme.

Whilst we are still busy learning to get used to Office 2007, Office 2010 is already under way!

## Reference

<http://blogs.msdn.com/blroberdan/archive/2006/12/09/differences-between-the-2007-office-system-and-office-2003.aspx>  
<http://forums.techarena.in/ms-office-support/922784.htm>  
[http://wiki.answers.com/Q/What\\_is\\_the\\_difference\\_between\\_Microsoft\\_Office\\_2003\\_and\\_Microsoft\\_Office\\_2007](http://wiki.answers.com/Q/What_is_the_difference_between_Microsoft_Office_2003_and_Microsoft_Office_2007)

