



Reach

2007 Microsoft Office System

Bell Micro recommends genuine Microsoft® Software



Reach for success with Bell Micro and Microsoft

Save Time.
Manage Information.
Stay Connected.

Microsoft Office has evolved from a suite of personal productivity technologies to a comprehensive and integrated system. Building on the familiar tools that many people already know, the Microsoft Office system includes servers, services, solutions and desktop programs designed to work together to help address a broad array of business needs.

The 2007 Microsoft Office system redefines the desktop experience through a significantly enhanced user interface, a new graphics engine, better visualisation capabilities and improved task management. But the 2007 release goes far beyond the desktop and personal productivity

to deliver enterprise capabilities that can help you and your people truly impact business performance.

- Better results mean improved personal productivity
- Working together is easier than ever
- Increased business efficiency, compliance and security features
- Faster and easier access to information increases insight and adds value to the business

This cheat sheet has been designed to provide you with a quick, handy reference guide on the main points to discuss when selling 2007 Microsoft Office System to your customers – for more detailed product information visit the Bell Micro REACH microsite at www.reachformicrosoft.com

The Top 10 Reasons to Upgrade to 2007 Microsoft Office System

- 1. Improve productivity through easy-to-create shared documents.**
New Microsoft Windows® SharePoint® Services create a powerful collaboration environment that supports workflow-enabled document review.
- 2. Provide employees with the tools to effectively manage an ever-increasing workload.**
Track and audit the process of a project with improved workflows.
- 3. Better manage network bandwidth and storage by reducing file size.**
Reduce costs and complexity with more robust documents and deep integrations with information systems and external data sources.
- 4. Simplify collaboration instantly with innovative security technologies and instant messaging.**
Microsoft Office Communicator 2007 helps improve user productivity by enabling seamless communication with others in different locations or time zones through a range of communication options.
- 5. Help ensure protection of your company's critical information.**
Information Rights Management enforces document and email usage policies, helping provide reduced risk and administration costs.
- 6. Help reduce time and cost with easy-to-use electronic forms.**
Advances in Microsoft Office InfoPath® 2007 enable people to deploy forms as email messages.
- 7. Make it easier to share and coordinate calendars.**
Get a consolidated view of upcoming appointments, tasks and flagged email messages, just drag and drop tasks onto a calendar to allocate owners.
- 8. Employees can now make quicker, more informed business decisions.**
Sophisticated data analysis for information workers is available through redesigned interfaces for Microsoft PivotTable® dynamic views and more powerful and easier to use conditional formatting.
- 9. New user interface.**
With over 1,500 commands in Word 2007 alone, the new interface is a sophisticated navigational tool that helps people to discover the full potential of their Microsoft Office software.
- 10. New graphics, charting engine, themes capability, and PDF format.**
Advanced capabilities make it easy to create high-impact and compelling documents, spreadsheets and presentations. Now people can share documents in PDF and Extensible Markup Language Paper Specification (XPS) format.

What is included?

	Microsoft Office Word 2007	Microsoft Office Excel 2007	Microsoft Office Outlook 2007	Microsoft Office PowerPoint 2007	Microsoft Office OneNote 2007	Microsoft Office Publisher 2007	Microsoft Office Word 2007 with Business Contact Manager	Microsoft Office Access 2007	Microsoft Office InfoPath 2007	Microsoft Office Communicator 2007	Integrated Enterprise Content Management	Electronic Forms	Advanced Information Rights Management and Policy Capabilities	Microsoft Office Groove 2007
Microsoft Office Standard 2007	•	•	•	•										
Microsoft Office Small Business 2007	•	•	•	•		•	•							
Microsoft Office Professional 2007	•	•	•	•		•	•	•						
Microsoft Office Professional Plus 2007	•	•	•	•		•	•	•	•	•	•	•	•	
Microsoft Office Enterprise 2007 New	•	•	•	•	•	•	•	•	•	•	•	•	•	•

For more information call your account manager on **015 289 100**

PAIN POINT

There is an ever-increasing amount of email, documents and reports that come across your desk each day. It can be frustrating trying to manage so much information when you're also struggling to create and format professional looking documents.

SOLUTION

The 2007 Microsoft Office release can help you be more efficient and effective. An intuitive new interface makes it easier to create high-impact, persuasive documents, and to organise email, calendars, and tasks. The new user interface simplifies the way you work by organising program features according to the activities you want to do. Additional features appear when you need them, and you can preview formatting and editing decisions before committing to a change.

Microsoft Office Outlook 2007 helps you to stay organised and efficient throughout your workday. A fully integrated inbox helps you see email and voice messages in a single view, together with your calendar and task list. You can easily drag and drop tasks onto your schedule, and make time to get things done.

PAIN POINT

It's a challenge to work with multiple versions of documents, or to share confidential or time-sensitive material, especially when people are in different places.

SOLUTION

The 2007 Microsoft Office release can help to easily and more securely share documents and ideas, keeping the whole team on the same page, wherever they may be located.

SharePoint sites make it easier for teams to work from the same version of a document. Create workspaces to share information, store documents, and coordinate tasks. And Microsoft Office Communicator 2007 makes staying in touch with colleagues easier, regardless of their location. Instant messaging and audio or video conferencing are accessible from a single screen.

Microsoft Office Live Meeting makes it easier to share information and conduct interactive meetings remotely, via the Web.

PAIN POINT

Spending time gathering feedback or on repetitive tasks and paperwork can make it difficult to get to the work which matters most.

SOLUTION

2007 Microsoft Office System has new tools to help you get through the busy work faster, streamlining the cumbersome and everyday processes that slow your workday down.

Microsoft Office Word 2007 offers enhanced reviewing tools, helping you solicit feedback from colleagues with automated email, and making it easier to integrate their comments into one final version.

Microsoft Office PowerPoint 2007 makes it easier to share key slides with others through PowerPoint Slide Libraries.

Documents, spreadsheets, and forms can link to corporate data sources or directories, automatically staying updated if information changes and helping you minimise manual entry.

Bell Micro's innovative online tool, Licence Desk on the Internet (LDi), simplifies the process of licence sales for resellers

LDi assists resellers in overcoming the challenges faced in managing the variety of software licence products purchased by their end user customer. And it enables resellers lacking the necessary skills and resources to move into software licence sales.

LDi handles multi-vendor quotes/orders, has an 'always best price' saver wizard, offers unique end-user management tools and automatically handles order tracking and renewals.

To access LDi visit www.reachformicrosoft.com/how_licensing_ldi.htm

If you have not accessed LDi before, you will need to register for a new user account.

Better than 2003?

See what's new in the 2007 Microsoft Office System

- New look and feel
- New instant search technology
- View Attachments to emails without opening them
- Anti-phishing alerts for suspicious or fraudulent emails
- SmartArt graphics create visually stunning diagrams and charts
- Live Preview – preview formatting changes with one click
- Office themes
- Document inspector removes 'invisible' information
- Publish in PDF or XPS format
- Assign contacts, leads and tasks with Business Contact Manager
- Customisable Business Contact Manager dashboard
- Customisable forms, fields and lists
- Offline access to customer information
- Project tracking in one location
- Combine lists from multiple databases
- Marketing campaigns feature helps manage and track campaign activities
- Improved template search
- Publisher tasks help with common creation and distribution problems
- Content library makes it easy to store and reuse text, graphics and design elements
- Data visualisation tools for filtering, sorting and visualising information in Excel 2007
- Start working with databases easily
- Email data collection wizard creates an email to collect new or update data in an Access table

For more information call your account manager