New Features

Categories
A feature in Outlook where you can apply categories to items such as mail, contacts, appointments, or tasks. You can also customize the names of the categories to suit your purposes.

Compatibility Checker
An add-in tool for Office 2007 applications that must be installed prior to use. This feature will check the file to see if it is compatible with the 2007 version of this application. It also enables 2007 files to be opened in earlier versions of Office.

Contextual Spelling
A proofing tool that identifies words with similar pronunciations but different spellings such as they're, there, or their.

Dialog Box Launcher
The button on the lower right corner of a group on the Ribbon that launches a dialog box with more options.

Document Inspector
A new feature to assist in removing any personal or sensitive information that may have been saved with a document such as the author's name or hidden text.

Excel Services
A collaboration tool for information workers who are connected to a SharePoint server to share Excel files.

Gallery
A list of styles created for a particular task such as formatting tables or themes. To see the Gallery, you need to click the More button for the command.

Instant Search
A feature within Outlook that can perform a search for any Outlook items matching the search criteria. This is an optional feature that can be installed with Outlook and is included with Outlook 2007.

Live Preview
The feature that enables you to see how the style will affect the selection before you apply it.

Mini Toolbar
A small toolbar that appears when a selection is made in the Office program. This toolbar will contain the most commonly-used formatting features in that Office application.

More
A button at the bottom of a command that displays a gallery or list of choices for that command when clicked.

Quick Styles
A new feature that contains the most common types of formatting options within a particular style. For example, the Heading 1 style is set up with the default font of Calibri, size 14, Bold and font color of Accent 1. You can then click this style from the gallery of styles instead of activating the Styles command first.

Ribbon
The new method of selecting commands. The Ribbon consists of tabs to address specific types of commands that are then grouped on that Ribbon by the task type. For instance, the Home tab contains the most commonly used commands where the first group displays the Cut, Copy, Paste and Format Painter buttons, and the next group contains character formatting buttons such as bold, font, size, etc.

RSS Feeds
Really Simply Syndication refers to the ability to communicate with others via a subscription, similar to a newsgroup. The feature is included with Outlook.

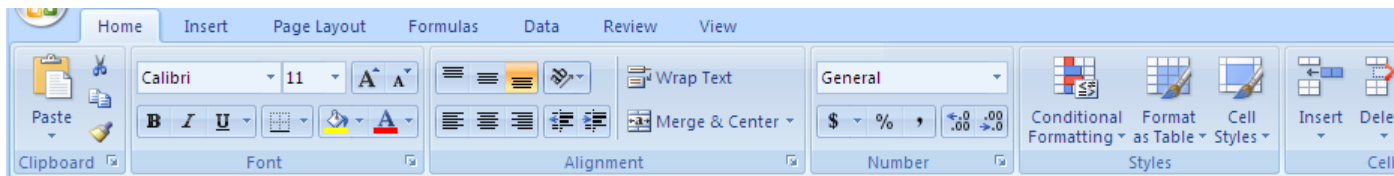|	
Save as PDF or XPS	An add-in tool that must be downloaded from Microsoft and then installed prior to use. This tool enables you to save or send a document in a PDF or XPS file format quickly to another information worker. You do not have any editing capabilities with this feature.
SmartArt	A new illustration feature that expands on the Insert Diagram or Organization Chart command. This feature is organized by diagram type and displays the most common layouts for that diagram type.
To-Do Bar	A new bar in Outlook that displays on the right side of the Outlook screen. It works similar to Outlook Today of earlier versions and can be minimized or expanded on the screen to show the daily and upcoming events and tasks quickly.
Windows Desktop Search	An expansion to the Instant Search feature that takes advantage of the search capabilities of Windows to search for Outlook items.

Office 2007 Ribbons - Home Tab

Microsoft Office Word
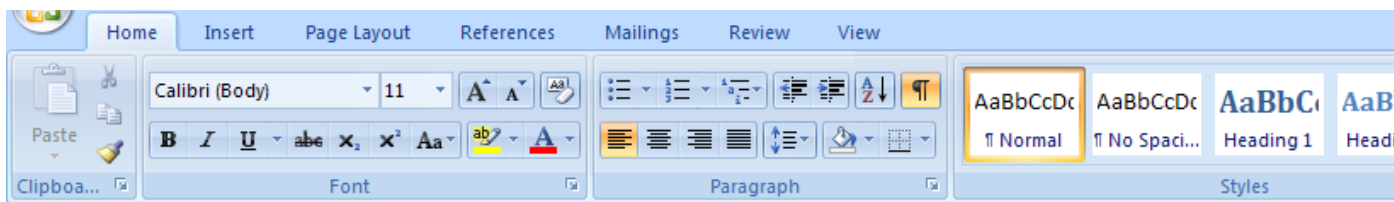
Microsoft Office Excel

Microsoft Office PowerPoint