



Get the most of Office 2007!

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Agenda

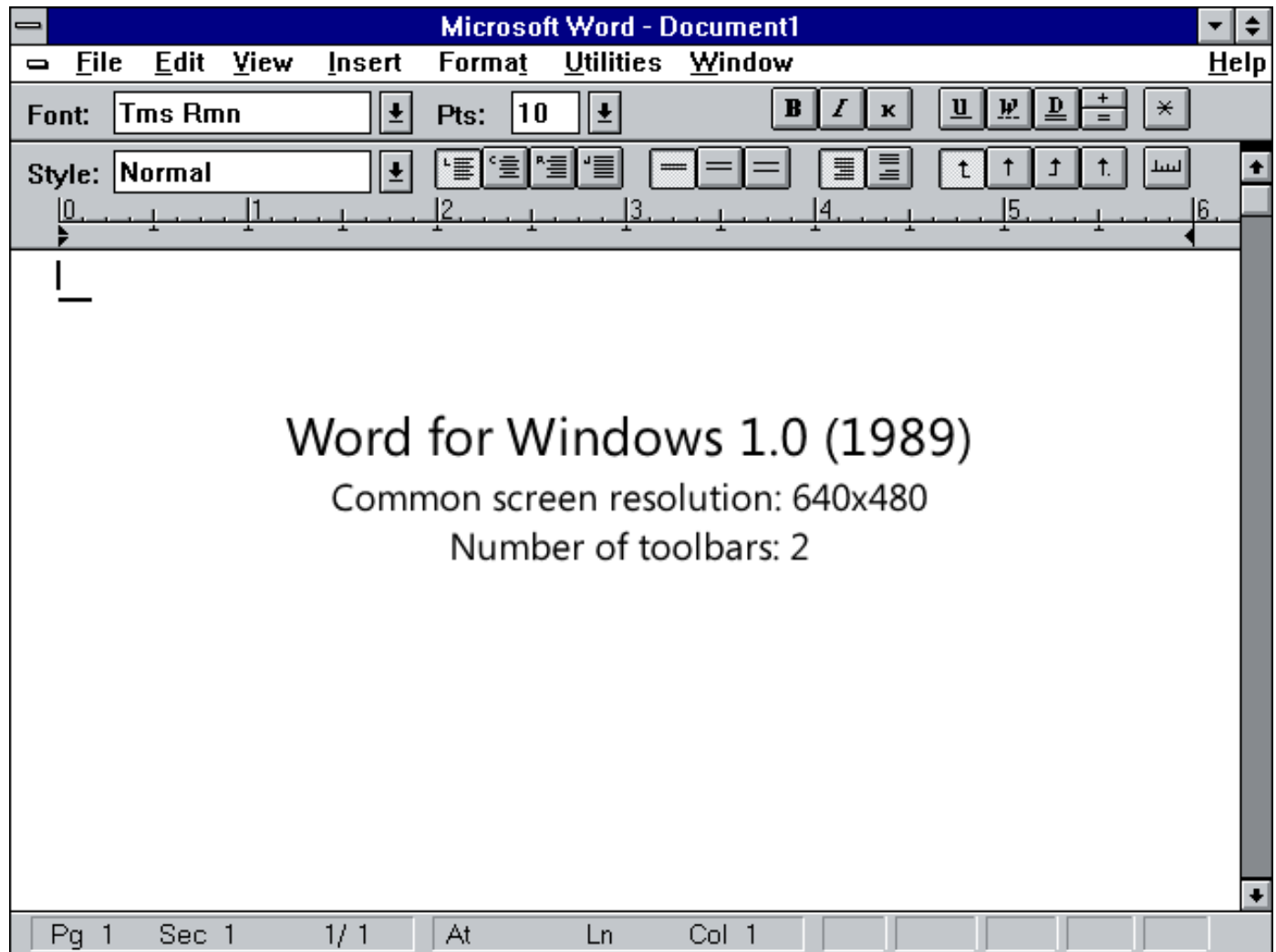
- Historique
- Nouveau concept : le “Ruban” (ribbon)
- Quelques nouvelles fonctionnalités
- Un nouveau format : “.docx”
- Futur : office 2010

Histoire des traitements de texte

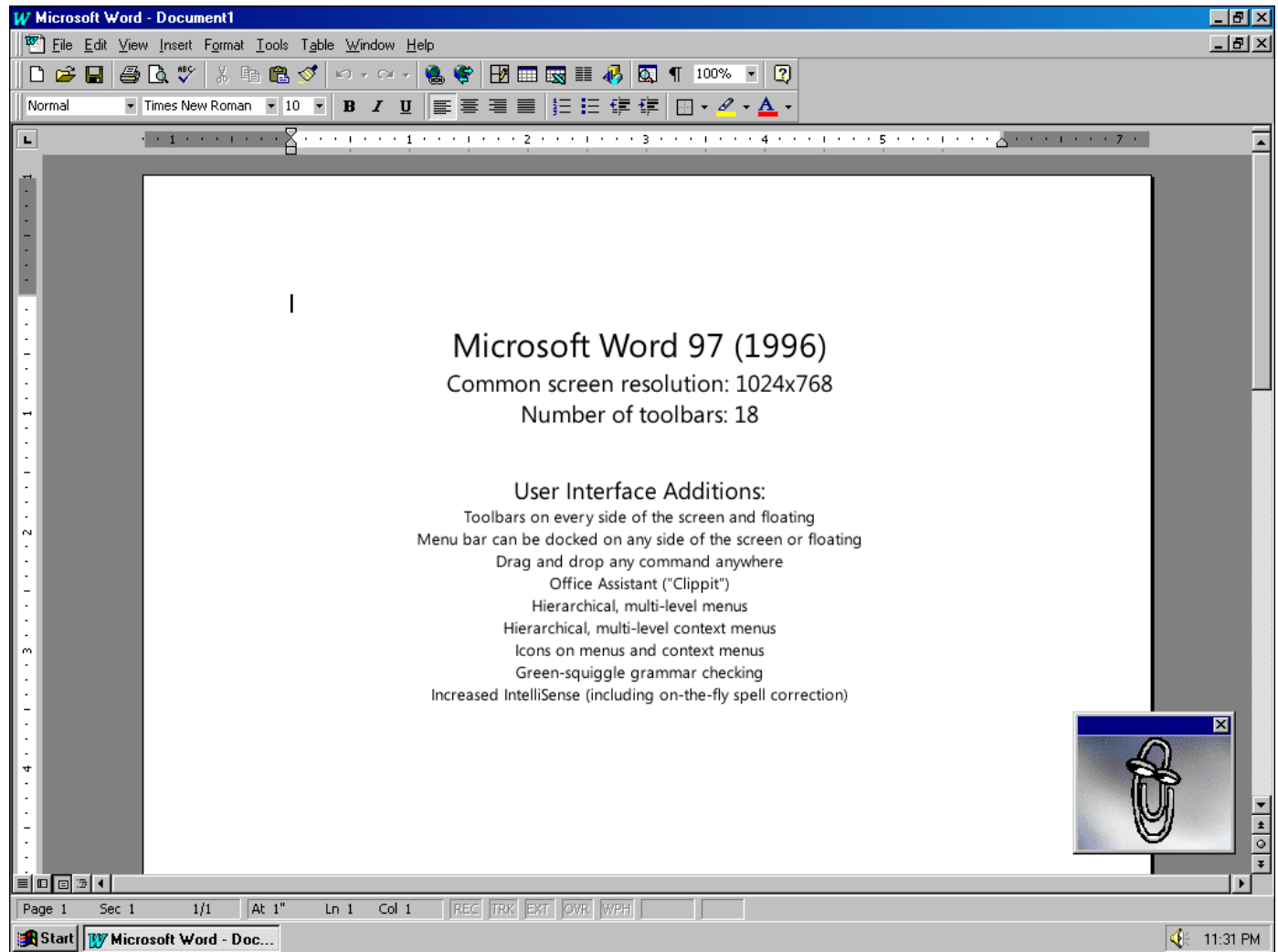
- Traitement de texte
 - Remplacer la machine à écrire
 - Utilise depuis le début de l'informatique
 - Notepad, Vi, ...
- Microsoft Office
 - Aider les utilisateurs dans leur travail.
 - Première version : années 1990



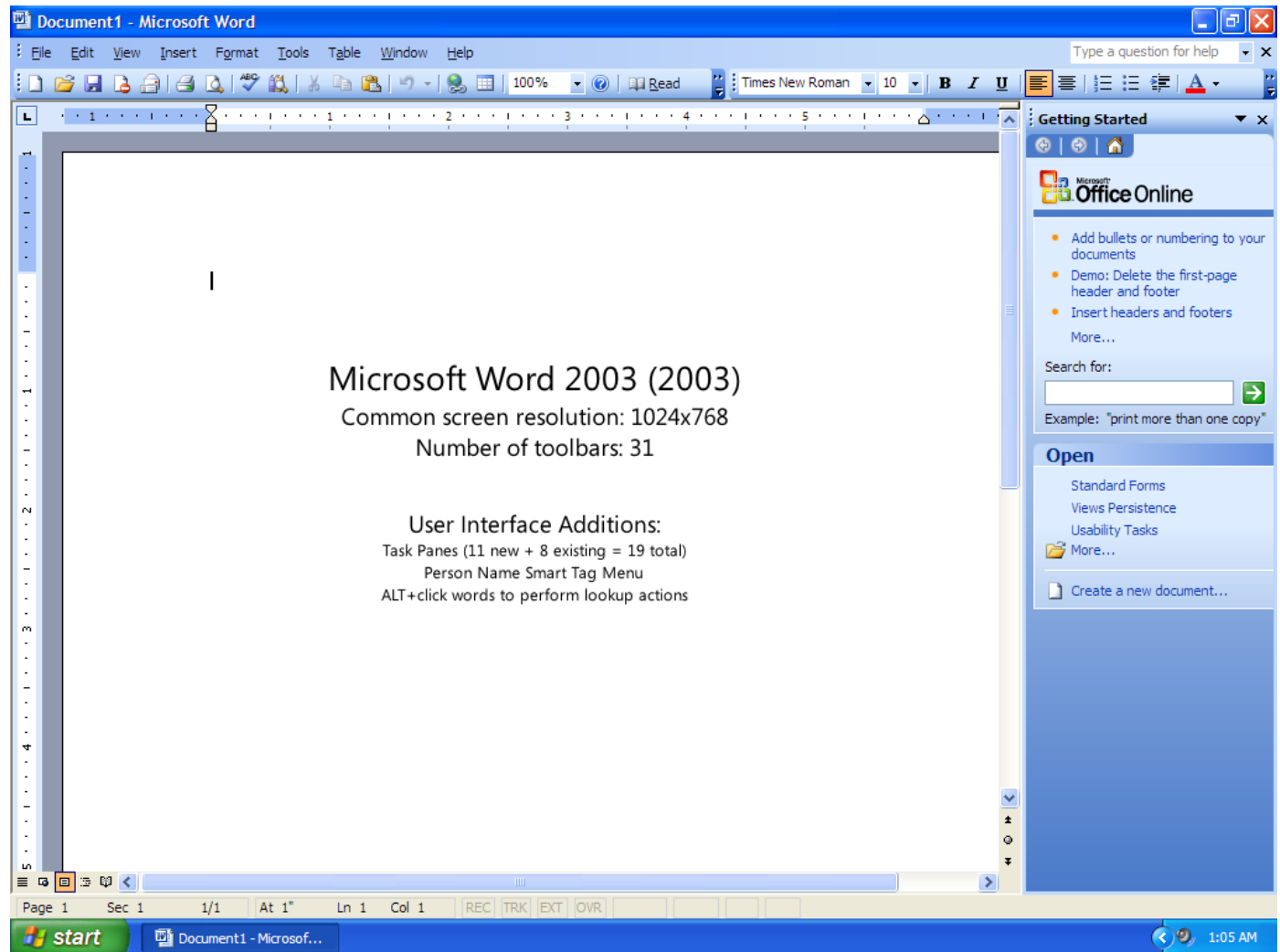
Office en 1989



Office en 1997



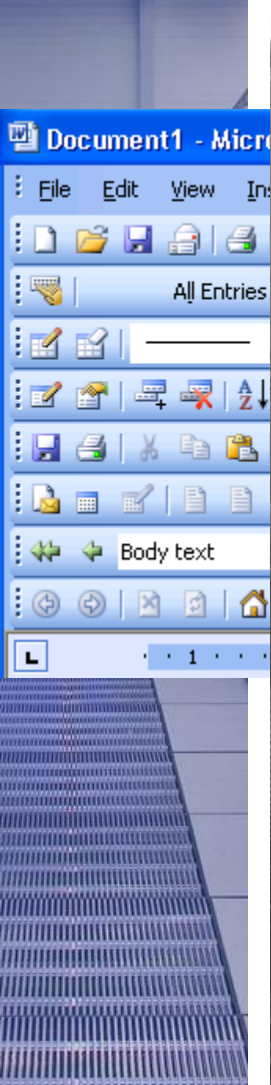
Office en 2003



Histoire ...

- A chaque version de nouvelles fonctionnalités sont introduites.
- Mais ne vous êtes vous jamais posés les questions:
 - “Il doit y avoir un moyen de faire cela”
 - “Où chercher ?”
 - “Où cette fonction est elle cachée ?”

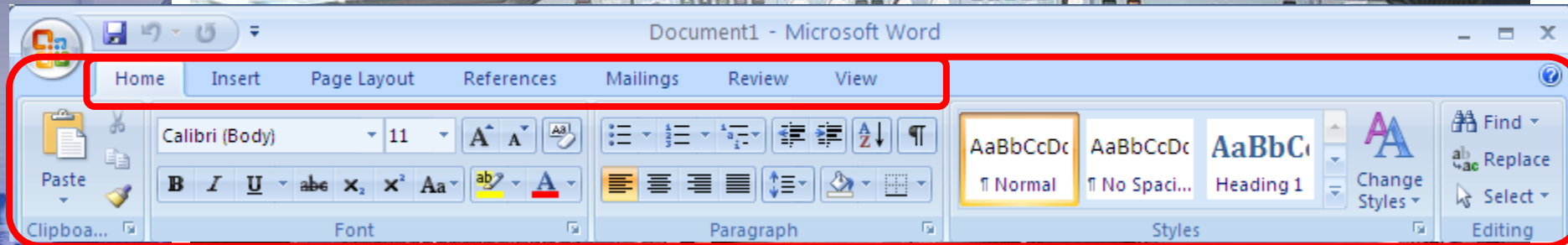
Office 2003 en image



Office 2007

- Comment améliorer le logiciel ?
- Idée :
 - Demander aux utilisateurs leur avis
 - Recueillir les informations des sessions utilisateurs
 - Optimiser le logiciel en fonction de leurs besoin.
- Microsoft a donc collecte les données de 3 milliards de session et ressortis :
 - Quelles sont les commandes utilisées les plus
 - Quelles sont les commande accèdes via la tool bar, les menus, le clavier,...

Office 2007 : le Rubban



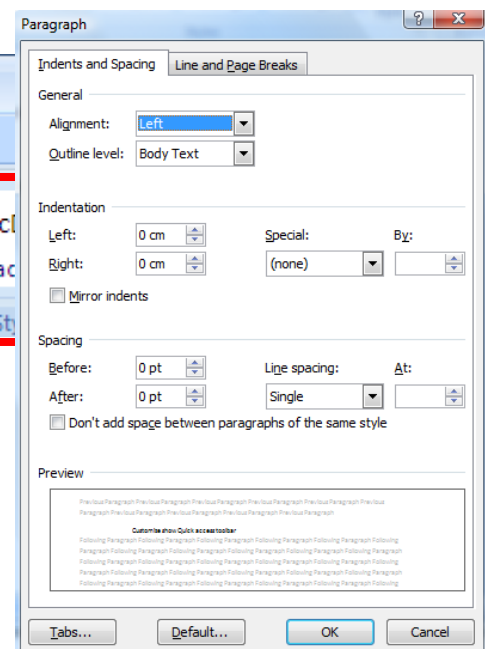
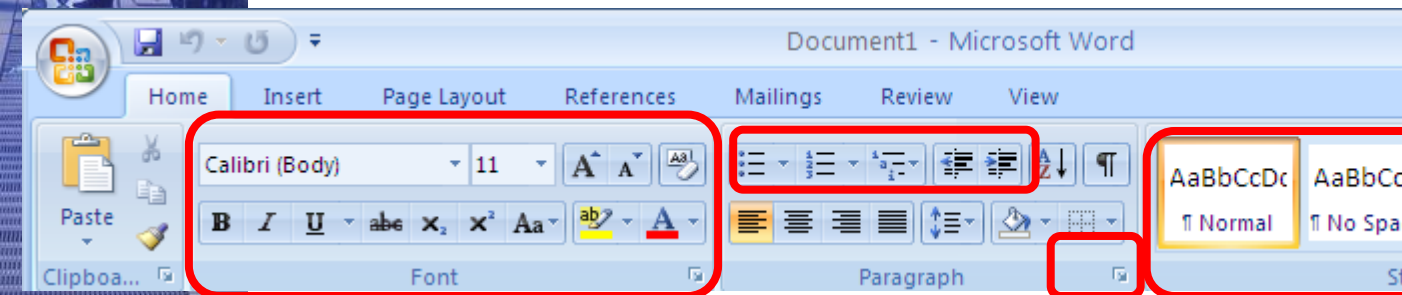
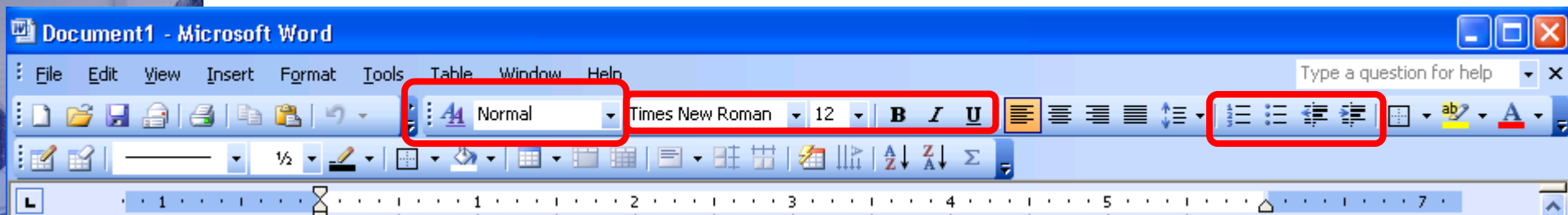
Le Ruban

- Le ruban est conçu pour rendre les fonctionnalités plus accessible
 - 95 % des fonctionnalités accessible en un clic
- Faciliter la tache des utilisateurs
 - Sélection automatique de la tab appropriée
- Améliorer la productivité
 - Prévisualisation des changements



Word 2007 et Word 2003

- Les principales features sont présentes



- Tab Home : gestion du texte

Changing
fonts

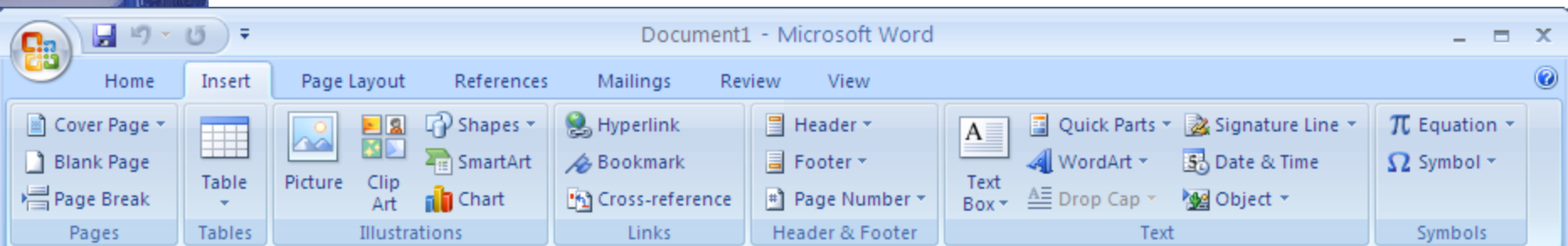
Applying
styles

Numbering

Word 2007 et Word 2003

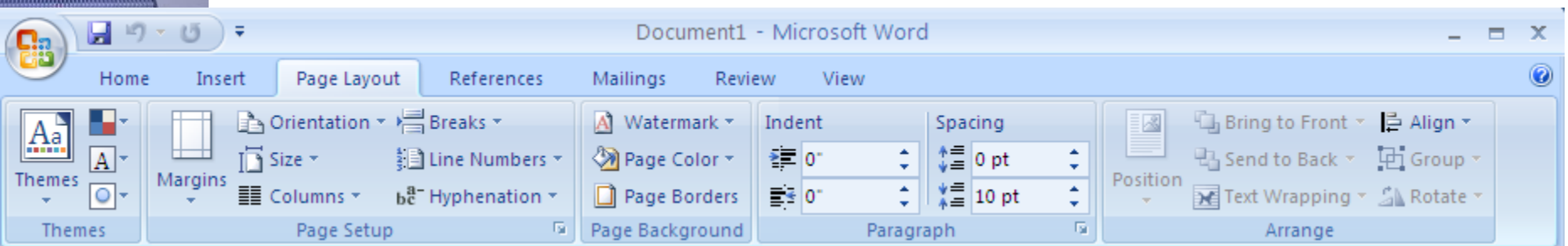
- Tab Insert

- Ajout des pages, table, images, liens, ...

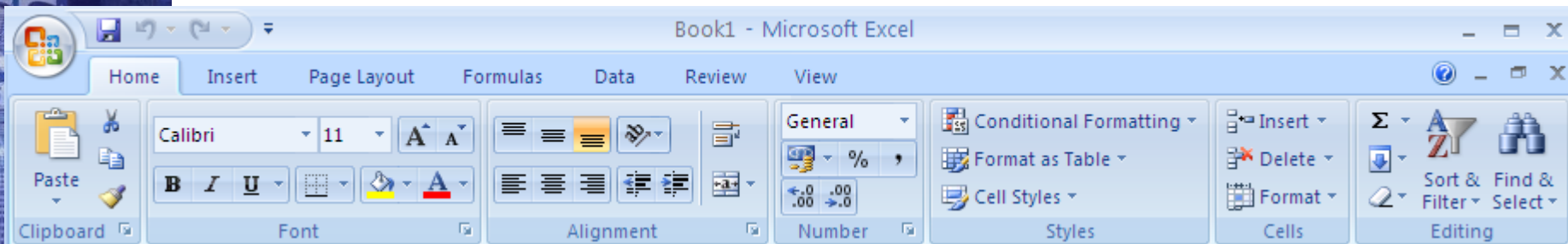
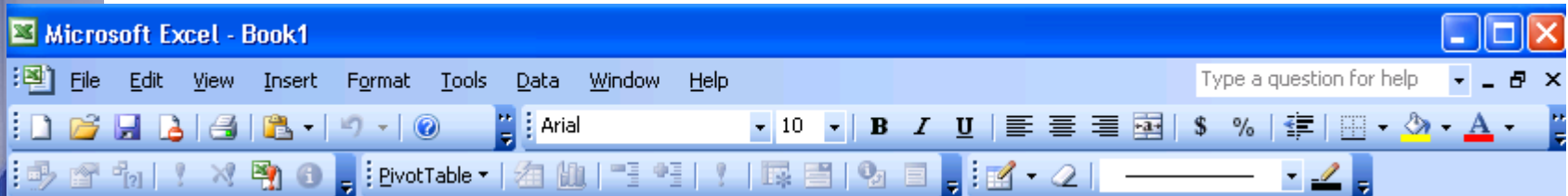


- Tab Page Layout

- Gestion des thèmes, configuration de page, marges, ...



Excel 2007 and Excel 2003



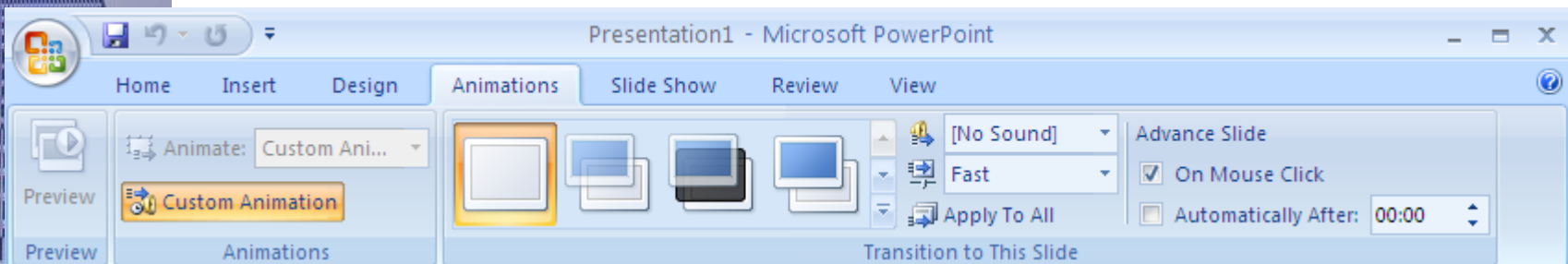
- Demo

PowerPoint 2007 and PowerPoint 2003

- Slide show tab



- Animation
 - Auto preview



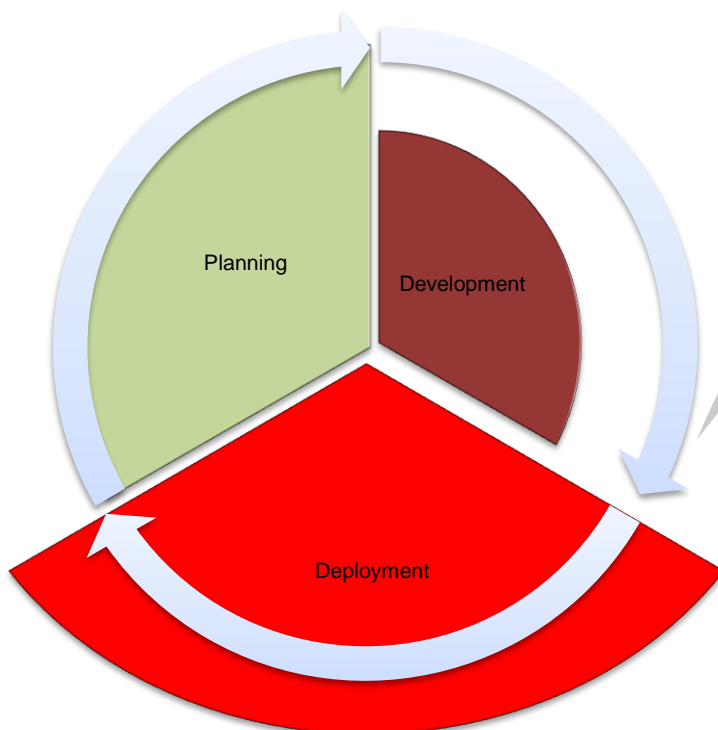
Nouvelles fonctionnalités

- Smart Art

Planning

Development

Deployment



○ Planning

○ Development

○ Deployment

Nouvelles fonctionalites

- Comparaison de documents

Compare Result 11 - Microsoft Word

Home Insert Page Layout References Mailings Review View

Spelling & Grammar, Research Thesaurus Translate, Translation ScreenTip, Set Language, Word Count, Proofing

New Comment, Delete, Previous, Next, Comments

Track Changes, Balloons, Show Markup, Reviewing Pane, Tracking

Accept, Reject, Next, Changes

Compare, Show Source Documents, Protect Document, Compare, Protect

Summary: 3 revisions
Insertions: 2 Deletions: 0 Moves: 0 Formatting: 1 Comments: 0

Main document changes and comments

Inserted Pawel Grzywaczewski
Out-of-the-box and custom workflows (e.g., approval and review integrated into client authoring/review experience).

Formatted Pawel Grzywaczewski
Font: Not Bold

Inserted Pawel Grzywaczewski
Issue: Barriers to usage are too high for most users to derive any benefit from this server capability.

Header and footer changes (none)

Text Box changes (none)

Header and footer text box changes (none)

Footnote changes (none)

Endnote changes (none)

Compared Document

Details of Office and SharePoint Integration Features

Enterprise Content Management

The key capabilities are:

- Workflow operations such as document review and approval.
- Automatic application of metadata based on content type associated with a SharePoint Document Library.
- Customizable Document Information Panel that enables metadata to be captured from the user proactively within the authoring application (Word 2007, Excel 2007, or PowerPoint 2007).
- PowerPoint Slide Libraries for sharing slides and keeping them current.

Enterprise Content Management	
2003 Client experience	2007 Client Experience
Workflows disconnected from client authoring/review experience in that all interactions with SharePoint must be done via a browser. <i>Issue: More difficult to modify work habits leading to lower participation in workflow process, efficiency benefits not fully realized.</i>	<u>Out-of-the-box and custom workflows (e.g., approval and review integrated into client authoring/review experience).</u> Benefit: Increased participation in workflow process delivers increased efficiency.
Metadata must be entered manually through difficult to find dialog box or separately via a browser. <i>Issue: Reduced compliance with metadata requirements limits ability to manage content.</i>	Metadata automatically added with content type. Custom properties forms – leads to easier experience for end-users leading to greater compliance with metadata requirements. Customizable Document Information Panel that enables metadata to be captured from the user proactively. Benefit: More effective content management and improved search.

Original Document (Details of Office and SharePoint Integration Feature)

Details of Office and SharePoint Integration Features

Enterprise Content Management

The key capabilities are:

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Revised Document (Details of Office and SharePoint Integration Feature)

Details of Office and SharePoint Integration Features

Enterprise Content Management

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Words: 313 English (United Kingdom) 100%

Nouvelles fonctionnalités

- Formatage conditionnel

The screenshot shows the Microsoft Excel interface with the 'Conditional Formatting' menu open. The menu options are: Highlight Cells Rules, Top/Bottom Rules, Data Bars, Color Scales, Icon Sets, New Rule..., Clear Rules, and Manage Rules... The spreadsheet data is as follows:

	A	B	C	D	E	F
1						
2		Weekend Box Office Top Ten for June 4-6,2010				
3						
4		Title	Number of theatres			
5		Shrek Forever after	4386			
6		Get him to the creek	2697			
7		Killers	2859			
8		Prince of Persia: The sands of time	3646			
9		Sex and the city 2	3445			
10		Marmaduke	3213			
11		Iron Man 2	3007			
12		Splice	2450			
13		Robin hood	2599			
14		Letters to Juliet	1992			

New features in Office 2007

- Conversion de documents en PDF
- Amélioration de la fonction “recovery”
- Utilisation de footer et header pré-définis
- Auto complétion (formules excel)
-

Nouveau format : “.<app>x”

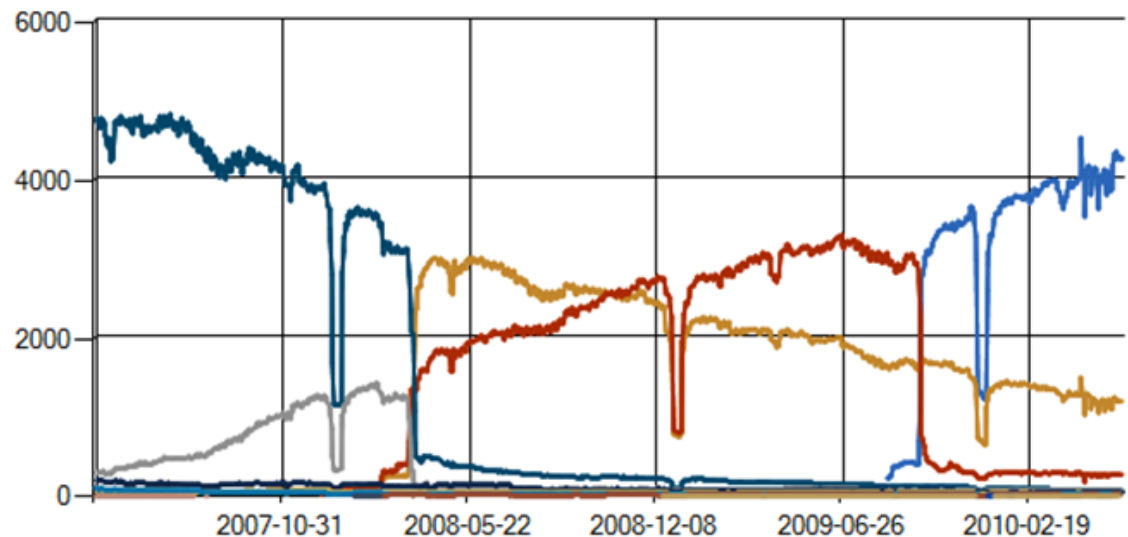
- Nouveau format basé sur le standard **Office Open XML**, destinée à répondre à la demande d’interopérabilité dans les environnements de bureautique
- Permet de conserver une taille raisonnable de documents en cas d’ajout d’images
- Demo

Evolution de Office 2007 au CERN

- Office 2007 sur tout les nouveaux systèmes
- Toutes les « features » de office 2003 sont présentes dans office 2007.

MS Office Application Versions (Updated on 2010-06-11 15:02:58)

MS Office Suite Versions		
Name	Color	Last Value
Office 2007 SP2	—	4247
Office 2003 SP3	—	1167
Office 2007 SP1	—	235
Office 2003 SP2	—	43
Office 2007	—	40
Office 2003 SP1	—	24
Office XP SP3	—	18
Office 2000 SP3	—	3
Office 2003	—	3
Office 2000	—	0
Office XP	—	1
Office 2003 Unknown	—	0
Office XP Unknown	—	0

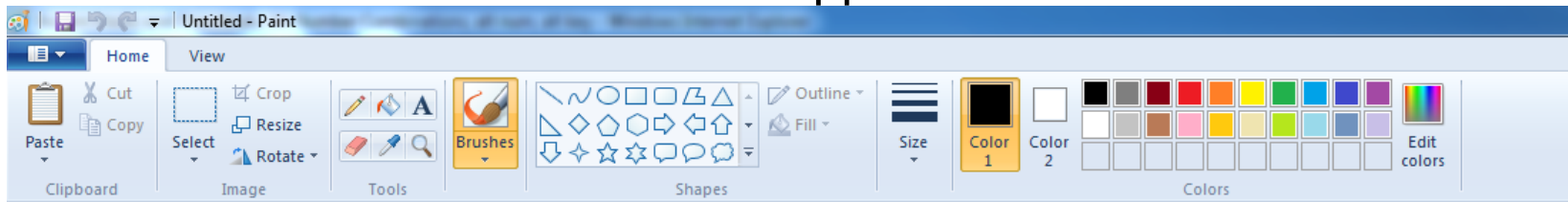


Trainings

- Trainings fait par HR <http://cta.cern.ch>
- Différent cours sur Office 2007
 - Cours de 3 hours – “EXCEL 2007 (Short Course I) - HowTo... Work with formulae, Link cells, worksheets and workbooks”
 - Cours de 2 jours – “EXCEL 2007 - level 1 : ECDL”

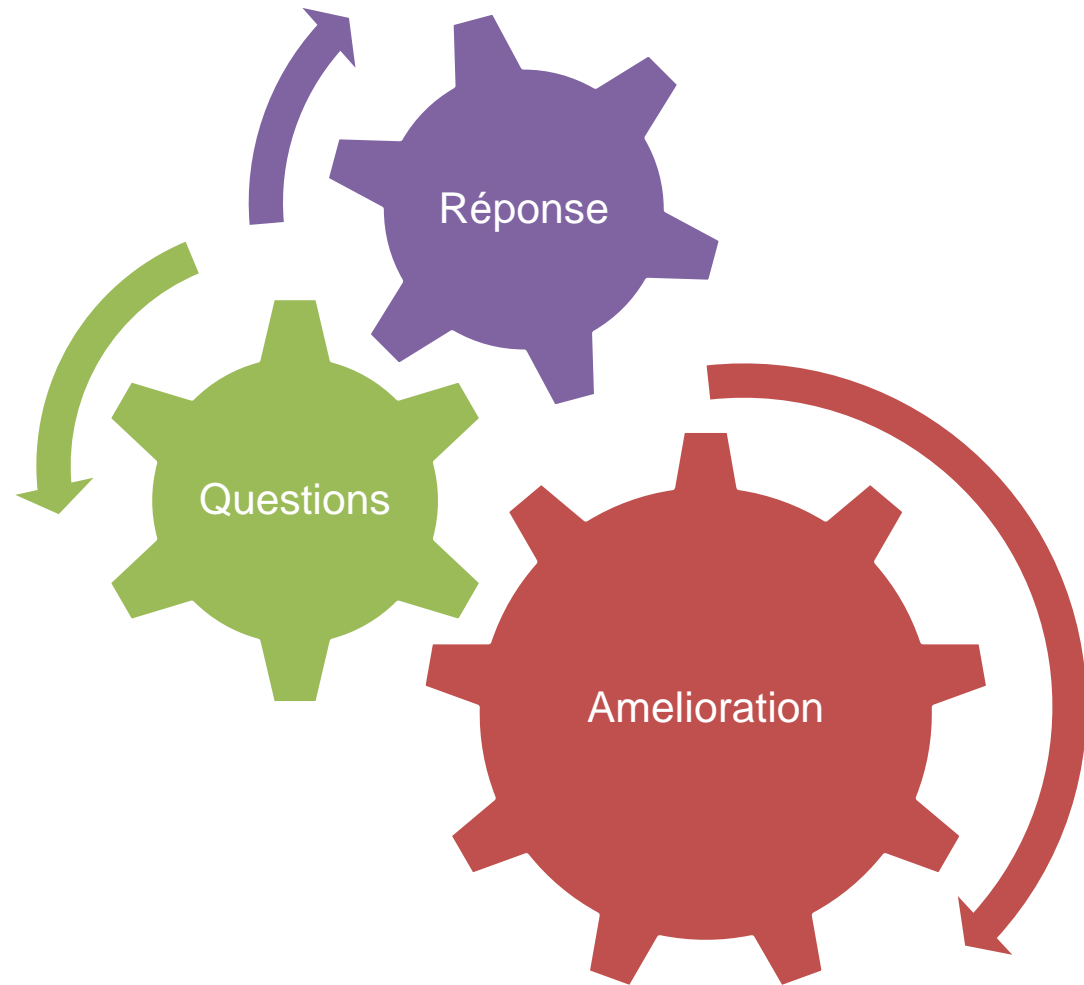
Résumé – mots clef

- Un nouveau format : “.docx”
- Une présentation en Ruban
 - Généralisation à d’autres applicatifs



- De nouvelles fonctionnalités
- Futur : office 2010

Questions





Merci !