

Microsoft® Office Small Business

2007 Version Comparison



The Version Comparison page provides a feature-to-feature comparison of Microsoft® Office Small Business 2007 to Microsoft Office Small Business Edition 2003 and Microsoft Office XP Professional Edition.

KEY: ○ = Feature Included ● = Improved in Microsoft Office 2007 Releases ✓ = New in Microsoft Office

Work more efficiently.

FEATURES/BENEFITS	Office XP Small Business Professional	Office Small Business Edition 2003	Office Small Business 2007
New Look and Feel. Results-oriented menus and tools make it easier for you to find and use product features.			✓
Instant Search. The new search technology in Microsoft Office Outlook® 2007 helps you find the e-mail message you need much faster.			✓
Attachment Preview. View attachments to e-mail messages without opening them in Office Outlook 2007.			✓
Junk E-Mail Filter. Helps significantly reduce spam e-mail messages in Office Outlook 2007.		○	●
Anti-Phishing. Alerts you to suspicious and potentially fraudulent e-mail messages in Office Outlook 2007.			✓
SmartArt™ Graphics. SmartArt Graphics are an enhanced set of design tools that make it easy to create visually stunning diagrams and charts.			✓
Live Preview. Preview formatting changes with one click.			✓
Office Themes. New themes make it easy for you to maintain a consistent style across Microsoft Office Word documents, Microsoft Office Excel® worksheets, and Microsoft Office PowerPoint® presentations.			✓
Improved Time and Task Management. Office Outlook 2007 includes a new To-Do Bar that presents a consolidated view of tasks, calendar information, and e-mail messages flagged for follow-up. Tasks scheduled in Office Outlook 2007 appear on your calendar.	○	○	●
Document Inspector. Easily remove “invisible” information such as comments, hidden text, and properties, and share documents with confidence.			✓
Publish in PDF* or XPS Format. Save work as a PDF or XPS file for online viewing and commercial printing after you install an add-in.			✓
Data Visualization. Office Excel 2007 includes new tools for filtering, sorting, and visualizing information to help you analyze business data more easily.			✓
PivotTable and PivotChart Views. Summarize information and find the answers you need using PivotTable® and PivotChart® views that are now much easier to create using Office Excel 2007.	○	○	●

Manage All Your Customers Information in One Place.

FEATURES/BENEFITS	Office XP Small Business Professional	Office Small Business Edition 2003	Office Small Business 2007
Centralize Contact and Customer Information. Microsoft Office Outlook 2007 with Business Contact Manager centralizes contact, prospect, and customer information, making it easier to manage prospects, respond to customers, and manage your sales process in one place.		○	●
Track Communications History. Office Outlook 2007 with Business Contact Manager records a wide variety of communications with each customer—including e-mail messages, phone calls, appointments, notes, and documents—in one place.		○	●
Assign Contacts, Leads, and Tasks. Office Outlook 2007 with Business Contact Manager enables you to easily assign leads, contacts, customers, and tasks to others.			✓
Dashboard. Office Outlook 2007 with Business Contact Manager provides a customizable dashboard, so you can view your important customer information and business metrics on one page.			✓

* For more information, see www.microsoft.com.

Customize Forms, Fields, and Lists. Customize the type of contact information you track in Office Outlook 2007 with Business Contact Manager for your unique business needs.			☑
Reports. With Office Outlook 2007 with Business Contact Manager, you can choose from a wide selection of customer and prospect reports, and then export reports to Excel for further analysis.		○	●
Offline Access to Customer Information. Using Office Outlook 2007 with Business Contact Manager, you can now work offline on your laptop and synchronize data when you return to the office.			☑
Synchronize Windows Mobile–based Pocket PCs. While out of the office, you can work on your Windows Mobile®–based Pocket PC, and then synchronize your data when you return.		○	●
Project Tracking. Use Office Outlook 2007 with Business Contact Manager to track project-related information—including e-mail messages, meetings, notes, tasks, and documents—in one place and easily assign tasks to other users.			☑

Create Professional Marketing Materials and Campaigns In-house

FEATURES/BENEFITS	Office XP Small Business Professional	Office Small Business Edition 2003	Office Small Business 2007
Create Publications for Print, E-Mail, and the Web. Microsoft Office Publisher 2007 helps you create and publish a wide range of marketing publications for print, e-mail, and the Web with your own brand elements, including logo, colors, fonts, and business information.	○	○	●
E-Mail Marketing. Use e-mail templates, bookmarks, personalized hyperlinks, and new E-mail Merge in Office Publisher 2007 to create effective, personalized e-mail marketing campaigns.		○	●
Combine Lists. Combine and filter lists within Office Publisher 2007 from multiple databases, including those in Office Excel 2007, Office Outlook 2007, and Microsoft Office Access 2007, to create personalized print and e-mail materials.			☑
Apply Your Brand in One Step. Office Publisher 2007 lets you easily apply and view elements from your brand—logo, colors, fonts, and business information—to all templates within the Publisher Catalog, in one step.			●
Marketing Campaigns. The Marketing Campaigns feature in Office Outlook 2007 with Business Contact Manager helps you manage and track a marketing campaign using documents created in Office Word, Publisher, or Outlook.			☑
New Templates and Blank Publications. Office Publisher 2007 provides hundreds of customizable design templates and more than 100 blank publication types.	○	○	●
Search for Templates. Quickly find just the right template within Office Publisher 2007 or on Microsoft Office Online. Preview Office Online templates within Publisher.			☑
My Templates. Easily categorize and save your own branded templates within Office Publisher 2007.		○	●
Publisher Tasks. Use Publisher Tasks for help with common Publisher creation and distribution procedures.			☑
Content Library. The new Office Publisher 2007 Content Library makes it easy to store and reuse text, graphics, and design elements across Publisher publications.			☑
Catalog Merge. Use Catalog Merge in Office Publisher 2007 to build custom materials, such as datasheets or catalogs, by merging text and images from a database.		○	●
Create Dynamic Presentations. Office PowerPoint 2007 makes it quicker and easier to create more dynamic presentations with the help of an extensive library of customizable themes and slide layouts.	○	○	●

Related Links

Microsoft Office Small Business 2007 Home Page
<http://www.microsoft.com/office/suites/smallbusiness>

Microsoft Office Small Business 2007 Overview
<http://www.microsoft.com/office/suites/smallbusiness/overview.aspx>

Microsoft Office Small Business 2007 FAQ
<http://www.microsoft.com/office/suites/smallbusiness/faq/m.aspx>

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