



MICROSOFT OFFICE 2004 (VISUAL) SALES TRAINING MATERIALS NOTES

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The visual training materials are supplied in Apple's QuickTime movie format (<http://www.apple.com/quicktime>). QuickTime software will need to be installed on any computer that is to play back the movies. QuickTime Player software is available to download for free from this internet location:

<http://www.apple.com/quicktime/products/qt/>

You are recommended to play the movies back on a screen/monitor capable of showing a resolution of at least 1024 x 768 with hi-colours (preferably millions of colours).

It is **not** recommended to give these movies out to anyone outside of Microsoft UK or to let those that are being trained copy/keep the movies/files. They are for **internal use only**.

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MOVIE DETAILS AND NOTES

01 Easy Installation (Office 2004)

Just drag and drop the Microsoft Office 2004 folder from the CD to your hard disk to install!

02 Easy Setup (Office 2004)

Drag application icons to the dock, enter your registration details and you're up and running.

03 Mac OS X Support (Office 2004)

- **Better font and language support.** With enhanced Unicode support, Office applications can not only more accurately display the ever-expanding number of emoticons, but also correctly input and display non-Roman fonts with ease. Unicode draws a distinction between the static nature of characters and the changing size and shape of glyphs, and then represents them accordingly. It assigns a unique code number for each character and glyph regardless of platform, program or language. This means Arial will support 896 more glyphs and Japanese MS Mincho will support 7,031 more glyphs than in the last version of Office for Mac. Because more than 30 languages are supported, the risk of inadvertently causing international incidents has been greatly reduced.
- **Long filename support.** The ancient 31-character file name has gone the way of the dinosaur. Now Office 2004 for Mac takes advantage of the 255-character capabilities built into Mac OS X. Files that are renamed with a lengthy moniker through the Finder will no longer be truncated with indecipherable gibberish.
- **Native Office wide AppleScript support.** Users can now use their programming skills to control Office applications with full, native Apple Scripting.
- **Quartz Graphics support.** Allows the use of WYSIWYG previews, scaling, drop shadows and transparency effects.
- **Navigation Services support.** All save, open and file dialogues are identical with standard OS X finder like "column view" operation.

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04 Improved Project Gallery (Office 2004)

The Office Project Gallery, the starting point when launching Word, Excel or PowerPoint, has been expanded to include some of the most-asked-for features. Easy-to-use tabs now divide the gallery into distinct sections that expand the functionality of the Project Gallery. The new Recent tab displays up to 100 recently used files that can be opened regardless of physical location. Integration with the Project Center means users can use the Project Gallery to open any file, Office or not, within a project and create new documents for a given project. The Project Gallery also includes a Learn tab that allows access to any of the help features of Office and gets users up to speed on the many new enhancements.

05 Toolbox (Office 2004)

The Toolbox is where users can access some of the most useful and often-needed tools. This handy feature is found in Word, Excel and PowerPoint by clicking on the Toolbox icon in the standard toolbar; it can also be accessed in the View menu.

- **Scrapbook.** Sometimes great creations require a complex array of components, and a simple way of accessing them all. Text, logos, pictures and other tidbits can now be kept right at a user's fingertips in the Scrapbook, new to Office 2004 for Mac. The Scrapbook allows storage, advanced searching and direct input into a document. Through cut and paste or drag-and-drop, the Scrapbook offers easy access to the most-often-used information and can be accessed from all four of the Office programs.
- **Improved Reference Tools** make writing a breeze, even for the most experienced scribe. The dictionary and thesaurus and a link to the online Microsoft Encarta® encyclopedia now are conveniently centralized in the new Office Toolbox.
- **Compatibility Reports.** Cross-platform compatibility is very important to many Mac users — 92 percent of them, to be exact. In Office 2004, Microsoft introduces Compatibility Reports. Each report details items that may be problematic in versions of Office for Windows® or in older versions of Office for Mac. Most important, it gives the option to fix outstanding issues. Compatibility concerns can even be addressed in real time. As users work in a document, Office continually checks for potential issues. If something poses a compatibility problem, the Toolbox icon in the Standard Toolbar glows red. It's a simple solution to a complex problem and means that every document is sure to look as good when opened as it did when created. Users now can seamlessly share information and ideas with nearly anyone on the Mac or Windows platforms.
- **Project Palette.** The Project Palette section of the Toolbox offers at-a-glance access to key project information, much like the Overview tab in Project Center. With sections for e-mail, meetings, tasks, comments and files, the Project Palette is likely to be the primary way users access project information when they are not in Entourage.

06 Microsoft Update (Office 2004)

Microsoft AutoUpdate keeps users on top of any updates to Office and Office components. This is similar to Apple's own "Software Update" and it can be switched to "Manual" very easily if the user has any concerns over this facility.

07 Save Image As File (Office 2004)

Save image to file allows users to pull out embedded graphics and save them as separate graphics files. Works in all Office applications.

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08 Customisable Formatting Palette (Office 2004)

The Formatting Palette becomes transparent so it's there when users need it, but fades to the background when they don't. This facility can be customised, as can the options available on the formatting palette in *each application*.

09 Smart Buttons (Office 2004)

In Word 2004 Smart Buttons give users the option to decline automatic corrections, numbering and bulleting, allowing more control over documents. Excel 2004 Smart Buttons give users unprecedented control over Excel's powerful automatic functions. AutoFill buttons allow users to adjust how cells are quickly filled. Paste Recovery allows users to change or maintain the formatting of copied and pasted information. Most important, Error Reporting buttons identify and explain potential formula errors, which can mean the difference between correct calculations and sad spreadsheets.

10 Navigation Pane (Word 2004)

Users will easily find their way through long documents with a full Navigation Pane that includes thumbnail page views using OS X Quartz preview technology.

11 Page Layout View (Excel 2004)

A brand new Mac-first feature, the new Page Layout View helps users confidently create and print superior spreadsheets with much less effort. They can review and manipulate on screen exactly what will be seen on paper — no more guessing how layout changes will affect a spreadsheet. With a simple button click in the Formatting Palette, layout can be changed from portrait to landscape or scaled to fit a desired number of pages, and the user will see all changes happen in real time. Text and pictures can even be added to a header or footer by simply double-clicking on the preferred location.

12 New Ease Of Use, Text Formatting Tools and Slide Transitions (PowerPoint 2004)

- **Ease of use.** PowerPoint is now really easy to use just like Apple's "Keynote" software. Graphical, tabbed options on the Formatting Palette make creating, changing or adding to a presentation incredibly easy.
- **Font formatting improvements**, including transparency and sliding size control, give users unexpected power over their presentations.
- **Improved Animations and Transitions.** PowerPoint 2004 now includes brand-new, smoother transitions and more than 200 bold, striking animations. They make presentations richer and more dynamic, and make users seem more professional. Most important, they're guaranteed to keep audiences transfixed and always on the edge of their seats.

13 Presenter Tools (PowerPoint 2004)

Presenter Tools ensures a well-orchestrated presentation by clearly displaying notes and showing which slide is up now and which are on deck. An on-screen clock and the notes pane, visible only to the presenter, keep presentations timed to perfection and flowing smoothly. And with a thumbnail view of the entire show, users can make changes and adjustments on the fly, so they'll always appear perfectly prepared and in total control.

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14 Easy Account Setup and Import from Apple's Mail.app (Entourage 2004)

Now it is easier than ever to set up an Entourage account. When the user types in their e-mail address, Entourage automatically detects the server information, so there's less for the user to input. Also, Entourage will now import from Mail.app, allowing an easy way to bring that data in to Entourage.

15 New Views and Full Page Preview Pane (Entourage 2004)

Three Column View. Most people read shorter line lengths more effectively, so Three Column View in Entourage situates the reading pane on the right side of the window. With rewrapped text, up to 40 percent more content can now be shown on screen. Users will move through their inboxes faster than ever before.

16 Easy Data Archiving (Entourage 2004)

Entourage now allows users to export PIM data — such as e-mail messages, contacts or schedule — into an Entourage archive package. Archiving information helps keep the Entourage database clean and allows for easy backup of data. Users can simply select Export from the File menu and watch the magic happen.

17 (Improved) Microsoft Exchange Server Support (Entourage 2004)

Entourage 2004 has great Microsoft Exchange Server support with an easy account setup wizard, manual access to all account settings including synchronisation options. Improved Exchange Support that now uses WebDAV to receive and send Exchange e-mail allowing for "delegate access" and "public folder support".

18 Notebook Layout View (Word 2004)

We've all been there. Dutifully sitting in a meeting or a class, furiously dragging pen across paper in a vain attempt to capture information, only to fail miserably when trying to translate the apparently foreign scribbles into actual words. Well, chicken scratches be gone! New Word Notebook Layout View provides a quick and easy way to take notes directly in Word. Because this is a Word view, instantly accessed through the versatile View Switcher, notes are saved as Word documents and can be appended with the typical .doc file extension for easy sharing.

- Ruled notebook paper. With the look of ruled notebook paper, Notebook Layout View provides a familiar page on which to record information and includes tabs for instant organization control.
- Easy editing. The familiar Toolbar and Formatting Palette undergo subtle changes in the Notebook Layout View to be less distracting, making the note-taking experience as easy as it is intuitive.
 - The toolbar is reduced to only the most important features such as Cut, Copy and Paste, while more complex buttons are removed.
 - The Formatting Palette contains controls to set the level and importance of note headings.
 - Using Note Flags, individual note entries can be flagged with exclamation points, questions marks or check boxes for easy future reference.
 - Users can even create Tasks in Entourage from Note entries and track them in the new view.
- Quick Search. Notes are easily and instantly searchable. No more rifling through loose pages: When users search for key words or phrases, all tabs containing that word or phrase will glow blue, with each occurrence of that word or phrase highlighted in each tab.

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- Audio Notes. If the tone and content must be captured in their fullest, users can even record audio directly into the note. Perhaps the most innovative of the Note features, the Audio Notes function will revolutionize meetings or classes. A touch of the record button reveals animated recording levels to ensure sound quality. A time stamp is placed into the recording as users type to allow easy synchronization between the audio and typed note. Audio also can be deleted from the note altogether or exported to a separate file for sharing.

The Project Center

Research shows that up to 80 percent of Mac users work on projects on a daily basis. It's hard to manage all the pieces of a project when they're spread all over the hard drive. What we all need is quick and easy access to related e-mail messages, files, contacts and schedules. The Project Center in Office 2004 for Mac keeps the most important information within reach. Projects are indicated with color-coded dots, and each item can be attached to as many projects as necessary. Project Center is the one-stop shop for every piece of the project puzzle, accessed in one centralized location — either in Entourage or through the Toolbox's Project tab in Word, Excel and PowerPoint. It is the easiest, most elegant way to keep track of all project information.

19 The Project Centre (Office 2004) – Creating a Project

Projects can be neatly organized in no time with the Project Wizard. The first step in creating a project, this indispensable tool prompts users for a project name and due date, lets them choose a color indication and icon, and then automatically imports selected items from other projects or categories. Two Project Watch Folders are then created, one placed directly in Entourage to store project related e-mail and one in the Finder to store all files relating to the project including non-Office documents. Rules can also be created to automatically connect email from project contacts or with key words in the subject line to that project.

20 The Project Centre (Office 2004) – Overview and Using a Project

One-button access. Project Center is now the sixth navigation button in Entourage. A simple click will reveal a complete list of projects, all organized with easy-to-use tabs:

- Overview. This tab gives a complete overview of a project. At a glance, the user can see meetings, tasks and a due-date countdown, and can link to the Project Watch folders. This view also contains two customizable columns that let the user choose to see past-due items, new e-mail or important contacts, to name a few.
- Schedule. With all the flexibility of the native Entourage calendar view, Project Center lets users view the project's schedule by day, week or month — whichever is most useful. Meetings also can be scheduled from this tab and checked against the general calendar with the simple click of a button.
- Mail. This tab displays each e-mail message connected to a particular project, no matter where the actual e-mail messages are filed.
- Files. This is the one place to view all of the files associated with any project, including non-Office documents, regardless of where they exist. Files are arranged and displayed in a familiar folder hierarchy that can be expanded and contracted to the desired view level.
- Contacts. With the familiar appearance of the Entourage Address Book, the Contacts tab displays all contact information for everyone involved in the project. And with MSN® Messenger integration, users can initiate instant messenger conversations with participants as well.
- Clippings. Scrapbook clippings for a project are conveniently stored in this tab for previewing and easy access.
- Notes. Users of Entourage notes can link them with specific projects as well.

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21 The Project Centre (Office 2004) – Sharing a Project

Project sharing. One of the Project Center's most important functions is the easy sharing of project items with team members. Whether shared on a network server or through a .Mac account, project files are always close at hand for everyone involved. The project owner can decide to automatically share project elements such as tasks and meetings or choose to share these items manually. Also, Project Center helps users invite others to join the project and sends an e-mail invitation with a link to join and start viewing the project contents.

Project Backup. Perhaps most critical for users, any and all content related to a project can be archived for safe storage and easy retrieval. This is great for keeping important project information stored and the Project Center and Entourage databases uncluttered.