



The Cornerstone of the Microsoft Office System

Microsoft® Office Professional Edition 2003 can help you and your organization communicate information with immediacy and impact. New and familiar programs and improved functionality help you build powerful connections between people, information, and business processes.

Microsoft Office Professional Edition 2003 includes:

- Microsoft Office Word 2003
- Microsoft Office Excel 2003
- Microsoft Office Outlook® 2003
- Microsoft Office Outlook 2003 with Business Contact Manager
- Microsoft Office Access 2003
- Microsoft Office PowerPoint® 2003
- Microsoft Office Publisher 2003
- Microsoft Office InfoPath™ 2003 (available in Office Professional Enterprise Volume Licensing Edition only)

These programs simplify the incorporation of information into business processes, make business information easier to manage, and integrate collaboration into the way that people work.

Connect to People

Familiar applications and innovative tools let you work more effectively with colleagues and customers.

- **Use the Shared Workspace Task Pane.** This collaboration tool helps you track document changes, check for updated versions of documents, determine whether team members are online, view a list of related links and documents, and

view document properties. You can use the Shared Workspace Task Pane in Outlook 2003 e-mail messages, Word 2003 documents, PowerPoint 2003 presentations, and Excel 2003 spreadsheets.¹



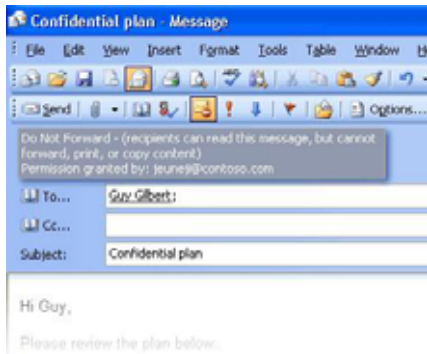
Shared workspace task panes help to coordinate team-related information.

- **Create Document Workspaces from within Office 2003 Editions documents.** Simplify the process of editing, reviewing, and co-authoring documents with others. When you send documents as shared attachments in Outlook 2003, a document workspace is created automatically. You can use the document workspace to keep track of current versions, upload revisions and tasks, and send instant messages to teammates.²
- **Run meetings and conference calls more smoothly.** Ensure that all participants have the formation they need before meetings or conference calls by using



meeting workspaces. These collaborative Web sites provide centralized, secure locations, where all meeting-related communications, documents, and logistics can be organized, shared, and archived.

- **Protect sensitive documents and e-mail from unauthorized access.** Information Rights Management (IRM) is a new policy enforcement technology that helps protect sensitive documents and e-mail messages from unauthorized use. IRM provides authors with the ability to define exactly how a recipient can use information. For example, you can define who can open, modify, print, forward, or take other actions with information. Permissions can be granted to an individual recipient or to a group and persist with the information, wherever it goes.³



Help protect sensitive documents and e-mail messages with Information Rights Management.

Connect to Information

New technologies and design enhancements help you manage, prioritize, and respond to the ever-increasing volume of business information.

- **Help reduce e-mail glut and the risk of unwanted e-mail.** Send and receive e-mail messages with greater assurance. Junk e-mail filters identify unwanted messages and divert them to a

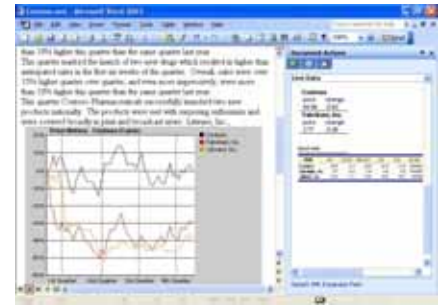
special folder. Also, attachment blocking enables administrators to prevent the receipt of potentially harmful attachments.

- **Give remote and mobile users a more seamless e-mail experience.** Enhancements to Outlook 2003 enable you to access e-mail more quickly and directly with HTTP—without a virtual private network.⁴

Connect Business Processes

Office 2003 provides innovative technologies that integrate data into business processes more easily, help you spend less time updating and searching for data, and promote data exchange and reuse in complex computing systems.

- **Share and exchange data between different systems.** Microsoft Office Professional Edition 2003 provides data exchange that reduces the time and expense of converting and restructuring documents created in complex computing environments. Support for industry-standard XML and customer-defined schemas enables data in documents to be imported, reorganized, and analyzed by dissimilar systems without repeated reformatting or recoding.
- **Extend the useful life of information.** By using programmable task panes in Word 2003 and Excel 2003, developers can create smart documents, customized XML-based documents, forms, and applications to integrate information into business processes and automate routine office tasks.



Smart documents enable you to reuse information and integrate it easily into business processes.

- **Find and manipulate data more quickly.** Smart Tags, hyperlinks embedded in Microsoft Office Professional Edition documents, enable you to instantly access and manipulate related information in other Office Edition 2003 documents, in Microsoft Windows® SharePoint™ Services shared workspaces, and through the research task pane. Smart Tags can be customized to access data and perform tasks relevant to specific businesses and industries.
- **Collect information quickly and accurately.** Streamline the reuse of information by using Microsoft Office InfoPath to create rich, dynamic forms that teams and organizations can use to collect information from multiple sources without repeated data entry. Support for XML-based Web services and customer-defined XML schemas ensures that the information collected can be integrated into a wide range of business processes.

Product Improvements

Office Professional Edition 2003 includes improved and expanded capabilities in each of the suite's applications. The following entries describe new or substantially improved Office 2003 functionality.

Outlook 2003

- **Business Contact Manager.** This Outlook 2003 component provides a single location from which you can store, analyze, and report business relationships, contact information, and sales opportunities.⁵
- **New Reading Pane.** Outlook 2003 makes it easier and more comfortable to read e-mail messages online. The Reading Pane has been moved to the right side of the screen to display more content and reduce scrolling when you read long messages.



Use the new reading pane to scan most messages without opening them.

- **Search Folders.** These virtual folders contain views of all e-mail items that match specific search criteria. Search Folders enable you to easily group and browse all items relating to a subject, person, task, or other criteria without having to reorganize messages or folders.

Word 2003

- **Reading Layout View.** The new Reading Layout View makes it easier to read documents. Text is larger, lines are shorter, and pages fit the screen. Microsoft ClearType® produces letter shapes that are easier to read. You can also access specific pages quickly through the thumbnail view.
- **Improved markup features.** Markup features in Word 2003 have been enhanced to make

comments more visible and to simplify comment tracking and merging.

- **Formatting and style restrictions.** Protect how your document is modified and reduce the number of conflicting comments you receive by using style lockdown and range permissions in Word 2003. You can designate the sections of your document that can be modified by specific people. You can prevent reviewers from making changes unless they turn revision marks on, or you can make the entire document read-only with key portions that can be modified only by specific individuals. You can also help protect the formatting and style of your document.

Excel 2003

- **Powerful statistical analysis.** Excel 2003 adds co-linearity detection, calculations of sum of squared deviations, normal distributions, and continuous probability distribution functions to provide you with deeper insight into your business data.
- **Excel lists.** Improved list functionality helps you structure worksheet data and perform arithmetic and statistical calculations on it. You can also print, chart, or transform your data into a PivotTable® more quickly and easily.

Access 2003

- **Link Tables functionality.** This powerful data retrieval tool enables you to connect tables in Microsoft Office Access 2003 forms, reports, and data access pages to multiple databases at one time. You can gather more data in less time from a wider array of sources.

- **Dependent Objects.** Reduce the time spent debugging updated Access applications by viewing dependency data and quickly finding all of the tables, queries, forms, and reports that depend on a particular database object.

PowerPoint 2003

- **Support for digital multimedia presentations.** Sophisticated playback controls, a wide range of static and streaming audio and video formats, and full-screen video presentations during slide shows help authors expand their multimedia resources and create more compelling results.⁶
- **Package for CD.** Share presentations by copying them onto a CD, which can be carried or presented to customers. Use the PowerPoint high-fidelity presentation viewer to make and distribute presentations to audiences who might not have PowerPoint installed.

Publisher 2003

- **Catalog Merge.** Merge pictures and text from data sources such as spreadsheets or databases to create new publications such as catalogs, data sheets or customer directories, which use multiple records per page.
- **Easy Web Site Builder.** This wizard builds a Web site quickly and easily. Just provide functional requirements for the site (for example, tell customers about my business, describe my company's services, and so on), and Publisher 2003 builds a Web site with the appropriate number of pages.

For More Information

To learn about new features, get tools and tips, and download templates that help you work more productively, visit the [Microsoft Office Web site](http://www.microsoft.com/office) at

<http://www.microsoft.com/office>. The site constantly adds new information that can help you take full advantage of the potential of the Microsoft Office System.

System Requirements

To use Microsoft Office Professional Edition 2003, you need:

- Personal computer with Pentium 233 megahertz (MHz) or higher processor.
- Microsoft Windows 2000 with Service Pack 3 or later or Microsoft Windows XP or later operating system.
- 128 megabytes (MB) of RAM or more is recommended
- 400 MB of available hard disk space (Hard disk usage will depend on the configuration. Custom installation choices may require more or less hard disk space.)
- Optional installation files cache (recommended) requires an additional 290 MB of available hard disk space.
- Super VGA 800 x 600 or higher resolution monitor

Business Contact Manager

To use the optional installation of Business Contact Manager in Outlook 2003, you need:

- PC with Pentium III, 450 MHz or higher processor.
- At least 256 MB of RAM (recommended).
- 190 MB of additional hard disk space.

Business Contact Manager will be disabled in the presence of an e-mail system based on Microsoft Exchange Server technologies.

Additional Requirements

Additional items or services required to use certain features include:

- For speech recognition: A Pentium II 400 MHz or higher processor and a close-talk microphone and audio output device.
- For certain advanced functionality in Outlook 2003, Microsoft Exchange Server is required.

- For certain advanced collaboration functionality: Windows Server 2003 running Windows SharePoint Services.
- Internet functionality requires dialup or broadband Internet access provided separately. Local or long-distance charges may apply.
- Certain inking features require that you run Microsoft Office on Microsoft Windows XP Tablet PC Edition.
- Information Rights Management features require access to Windows Server 2003 running Microsoft Windows Rights Management Services.

For complete system requirements, please visit microsoft.com/office/previews/sysreq.asp

-
- 1 The shared workspace task pane requires Microsoft Windows Server 2003 running Windows SharePoint Services.
 - 2 Document and meeting workspaces require Microsoft Windows Server 2003 running Windows SharePoint Services.
 - 3 IRM requires access to Windows Server 2003 running Microsoft Windows Rights Management Services.
 - 4 This feature requires Outlook 2003 and Microsoft Exchange Server 2003 running on Microsoft Windows Server 2003.
 - 5 Business Contact Manager functionality will not be enabled when Microsoft Office Outlook 2003 is used in combination with Microsoft Exchange Server or Microsoft Windows Small Business Server.
 - 6 Multimedia and sound features require an accelerated video card or MAX processor for improved graphics rendering.

© 2003 Microsoft Corporation. All rights reserved.

Microsoft, ClearType, InfoPath, the Office logo, Outlook, PivotTable PowerPoint, SharePoint, Windows and Windows Server are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. 0803 Part No. 098-99112