















# Comparing the different versions of Microsoft Office

KEY:  = Feature Included  = Improved in Office 2003 Editions  = New in Office 2003 Editions




## Managing Document Changes

Feature	Office 97	Office 2000	Office XP	Office 2003
<b>Word 2003 editing restrictions</b> Lock down portions of Word documents to prevent anyone from editing sections they are not authorized to edit. Choose to allow others to make changes with revisions marks, or make the entire document read-only.				
<b>Word 2003 formatting restrictions</b> Lock down a document through the Protect Document task pane. Give coworkers permissions to edit content in a document, but not any of the styles that make up the document formatting.				
<b>Reviewing Toolbar</b> View changes by specific reviewers or by all reviewers, and then accept or reject changes one at a time or all at once.				
<b>Markup Balloons</b> Markups in Word 2003 and PowerPoint 2003 now appear in the right margin of the file. Balloons identify revisions and reviewer comments without obscuring the original document or presentation, or affecting its layout.				










## Saving Time with Tools

Feature	Office 97	Office 2000	Office XP	Office 2003
<b>Research and Reference task pane</b> Do research without leaving the program in which you're working. The Research task pane brings electronic dictionaries, thesauri, online research sites, and proprietary company information into Excel 2003, Outlook 2003, PowerPoint 2003, and Word 2003. <sup>2</sup> <b>View demo:</b> <a href="#">Real-world facts and figures in the Research task pane</a>				
<b>Office Online services</b> Office 2003 Editions offer new and improved integration with Office Online services. More powerful, better integrated, and with an improved online interface, these services are seamlessly available in programs in Office 2003 Editions. <sup>3</sup> <b>View demo:</b> <a href="#">Go online for assistance, training, clip art, and more</a>				
<b>Help improvements available in a task pane</b> Regularly updated articles and information help users accomplish their goals by making Help and useful online resources easily accessible from Assistance on Office Online in the Help task pane. <b>View demo:</b> <a href="#">Go online for assistance, training, clip art, and more</a>				





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<p><b>Task panes</b></p> <p>Perform important tasks from a single location in your document. Task panes give you access to online help and templates and allow you to view open documents in that particular application, view Clipboard contents, format documents, and complete other tasks.</p>				

## Application-Specific Improvements

Feature	Office 97	Office 2000	Office XP	Office 2003
<p><b>Word 2003 Reading Layout view</b></p> <p>The Reading Layout view makes it easier to read documents online. It optimizes the document for reading on screen, including larger text, shorter lines, and pages that fit exactly on the screen.</p> <p><b>View demo:</b> <a href="#">Easy on the eyes, Word reading layout view</a></p>				
<p><b>Excel 2003 enhanced statistical functions</b></p> <p>Excel 2003 offers enhancements in collinearity detection, calculations of sum of squared deviations, normal distributions and continuous probability distribution functions.</p> <p><b>View demo:</b> <a href="#">Check out that hunch</a></p>				
<p><b>PowerPoint 2003 Package for CD</b></p> <p>Package a PowerPoint presentation to a CD for broader sharing or distribution. When the recipient inserts the CD into their CD drive, the presentation automatically launches in slide-show mode using the improved PowerPoint Viewer.</p> <p><b>View demo:</b> <a href="#">Leave a good impression: distribute a business presentation on CD</a></p>				
<p><b>PowerPoint 2003 smart tag support</b></p> <p>Smart tags are now in PowerPoint. When a name, address, or other key phrases comes up, a smart tag icon appears that can provide additional information and options so that you can complete tasks more quickly.</p>				
<p><b>PowerPoint 2003 enhanced multimedia support</b></p> <p>PowerPoint 2003 supports additional play list formats and playback of full-screen video. Play video full screen and use playback to stop, start, rewind, or find screens from within a slide show. Supported file types include ASX, WMX, M3U, WVX, WAX, and WMA. If a media codec is not available, PowerPoint and Windows Media Player will attempt to download it.</p>				
<p><b>Improved error checking in Access 2003</b></p> <p>The new error checking feature flags common errors in forms and reports, making testing and fixing errors faster than ever. Once flagged, you can have the option to correct errors, saving more time than ever.</p> <p><b>View demo:</b> <a href="#">Use a database to store and retrieve important information</a></p>				

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<p>Field property changes in Access 2003</p> <p>Field properties and all the forms or reports that have controls bound to them are updated automatically for accurate information.</p> <p><b>View demo:</b> <a href="#">Use a database to store and retrieve important information</a></p>				
<p><b>File Format Compatibility</b></p> <p>Backward compatibility between Office 2003 Editions, Office XP, Office 2000, and Office 97 (with the exception of Access 97) lets users of all four versions seamlessly share documents. Access 2003 uses the Access 2000 file format by default.</p>				

## Customizing Office 2003 Editions Programs

Feature	Office 97	Office 2000	Office XP	Office 2003
<p><b>Smart tags</b></p> <p>A set of buttons shared across Office programs, smart tags deliver a menu of context-sensitive options when and where they are needed. For example, when you paste data or make an error in an Excel formula. They provide options for completing a task quickly.</p> <ul style="list-style-type: none"> <li> <p><b>Context-sensitive smart tag</b></p> <p>Automatically recognize many information types, including names, dates, addresses, telephone numbers, places, and stock symbols. Smart tags can be customized to recognize multiple types of data.</p> </li> <li> <p><b>Paste options smart tag</b></p> <p>When pasting data from another source, you can paste data in its original style and format, modify it to match the target document's formatting, or paste it as text only.</p> </li> <li> <p><b>AutoCorrect options smart tag</b></p> <p>When auto-corrections are made, you can undo or modify a correction or specify that the correction not be made again in the future.</p> </li> </ul>			