


MS Office, MS Works, Open Office

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Microsoft Office 2007 comes in seven flavors. Home and Student includes:
Word 2007, Excel 2007, PowerPoint 2007

OEM \$149 \$399 \$449 \$499 \$679 (volume pricing)

	Microsoft Office Basic 2007	Microsoft Office Home & Student 2007	Microsoft Office Standard 2007	Microsoft Office Small Business 2007	Microsoft Office Professional 2007	Microsoft Office Ultimate 2007 <i>NEW!</i>	Microsoft Office Professional Plus 2007	Microsoft Office Enterprise 2007 <i>NEW!</i>
Microsoft Office Word 2007	●	●	●	●	●	●	●	●
Microsoft Office Excel 2007	●	●	●	●	●	●	●	●
Microsoft Office PowerPoint 2007		●	●	●	●	●	●	●
Microsoft Office Outlook 2007	●		●				●	●
Microsoft Office Outlook 2007 with Business Contact Manager ¹				●	●	●		
Microsoft Office Accounting Express 2007 ²				●	●	●		
Microsoft Office Publisher 2007				●	●	●	●	●
Microsoft Office Access 2007					●	●	●	●
Microsoft Office InfoPath 2007						●	●	●
Microsoft Office Groove 2007						●		●
Microsoft Office OneNote 2007		●				●		●
Microsoft Office Communicator 2007 ³							●	●
Integrated Enterprise Content Management						●	●	●
Integrated Electronic Forms						●	●	●
Advanced Information Rights Management and Policy Capabilities						●	●	●

Microsoft Office 2003 Standard Edition (\$126 on amazon.com) includes:
Word, Excel, PowerPoint, and Outlook

<http://www.openoffice.org/product/>

OpenOffice.org 2 - Product Description

Compatible with other major office suites, OpenOffice.org is free to download, use, and distribute.

[Download it now](#), and get:

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[Writer](#) – a word processor you can use for anything from writing a quick letter to producing an entire book.



[Calc](#) – a powerful spreadsheet with all the tools you need to calculate, analyse, and present your data in numerical reports or sizzling graphics.



[Impress](#) – the fastest, most powerful way to create effective multimedia presentations.



[Draw](#) – lets you produce everything from simple diagrams to dynamic 3D illustrations.



[Base](#) – lets you manipulate databases seamlessly. Create and modify tables, forms, queries, and reports, all from within OpenOffice.org



[Math](#) – lets you create mathematical equations with a graphic user interface or by directly typing your formulas into the equation editor.

Comparison of Microsoft Works 8 and Works Suite 2006:

\$50

\$100

Which Works product is right for you?	Works 8	Works Suite 2006
Features		
Word Processor	✓	✓
Spreadsheet	✓	✓
Auto Save and Recover	✓	✓
Share and Edit Files with Word and Excel Users	✓	✓
Database	✓	✓
Enhanced! Calendar	✓	✓
Supports Multiple Calendars	✓	✓
Easier Appointment Setting Color Coding	✓	✓
Enhanced! Calendar Printing and Added Variety	✓	✓
Address Book	✓	✓
Project Organizer	✓	✓
Email and Internet Tools	✓	✓
Templates and Tasks	✓	✓
Quick Start Task Launcher	✓	✓
Calendar and Address Book Synch with Pocket PC and Palm Devices	✓	✓
Proofing Tools – Spell Check and Grammar Check	✓	✓
User-Friendly Dictionary	✓	✓

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Thesaurus (English dictionary only)	✓	✓
Dictionary Encarta Lookup button (when Encarta is installed)	✓	✓
Parental controls (English dictionary only)	✓	✓
PowerPoint Viewer	✓	✓
Microsoft Word 2002 – The best-selling word-processing software.*		
Create professional-looking letters, resumes, school reports, and more from easy-to-use templates.		✓
Automatically check your spelling and grammar.		✓
Digital Image Standard 2006 - Essential tools to organize, enhance, and share your memories.		
Organize and find photos quickly with Digital Image Standard Library		✓
Fast Auto Fixes and powerful photo enhancement and correction tools easily improve shots		✓
Share your favorite photos and creations with family and friends by using prints, e-mail, the Web and more		✓
Use special effects and over 1500 quality templates for cards, calendars, and collages to create one-of-a-kind images.		✓
Encarta Encyclopedia Standard 2006 - The trusted way to explore a world of information.		
Money 2006 Standard - Know where your money goes.		
See all your accounts in one place		✓
Keep track of spending		✓
Monitor and pay bills		✓
Streets & Trips Essentials 2006 - Your trip, your way.		
Customizable trip planning and maps		✓
Find hotels, restaurants, ATMs and more		✓
More than 5.4 million miles of routable roads in the U.S. and Canada.		✓

CNET review of MS Works 8: http://reviews.cnet.com/Microsoft_Works_8/4505-3524_7-30920765.html

The good: New dictionary and autobackup/recovery features; viewer for PowerPoint presentations; task-oriented interface is a breeze to navigate.

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The bad: Word processing, spreadsheet, and database modules are too wimpy for many business-related projects.

The bottom line: Works 8.0 is ideal for technophobes who need an extremely simple interface for their home-computing chores.

Works opens and saves to most popular formats, including multiple versions of Word, WordPerfect, Excel, and Lotus 1-2-3. We experienced some conversion woes, however. Works' spreadsheet, for instance, didn't retain our macros, charts, images, or pictures when opening an Excel file, and the formatting of some Word documents changed slightly (losing paragraph breaks, for example) when opened with Works. Works can't create or edit PowerPoint files, either, further limiting its usefulness for weekend workaholics hoping to tweak Monday's sales presentation.

CNET editors' review of Microsoft Works Suite 2003

Excellent

8.0 out of 10

The good: Calendar makes appointments easy to find; a new Works Projects tool walks you through complicated chores, such as planning a family reunion; includes Word 2002.

The bad: Comes with too few Works project templates.

The bottom line: Works Suite 2003 is a true bargain. It's the best at-home or at-school productivity suite--as long as you can do without Excel and PowerPoint--and it costs half as much as Office XP.

Average user rating from 37 users

Average

5.5 out of 10

Ziff Davis eWeek evaluated MS Office 2003 and OpenOffice.org at a manufacturing company. Their report is on this web page: <http://www.eweek.com/article2/0,1759,1571626,00.asp>

During tests, most users had little or no trouble moving from their current suite to OpenOffice.org. However, for more advanced users—especially advanced users of Excel—OpenOffice.org did not fare as well.

"The advanced users already push Microsoft Office to the limits and are constantly looking for more functionality, which OpenOffice.org may not be able to provide," said Tina Sanzone, application analyst at Browning. "For other users, however, we can easily customize OpenOffice.org to make it look pretty close to what they already have."

A reviewer said that Writer's "layout and command locations are similar to Microsoft Word's" and that it was "very easy to perform the standard basic tasks in Writer."

Several testers said they were impressed with the ability of Writer to save documents as PDF files, a feature they believe would save money as well as time because PDF export for Word requires a Microsoft add-in that must be purchased separately.

Suite considerations

OpenOffice.Org 1.1.1

Pros

- **No licensing costs** As a free-software project, OpenOffice.org has no licensing.
- **Good integration among suite applications** eValuation testers said, for example, that they appreciated being able to create new spreadsheet documents from within the word processor application.
- **Variety of export options** OpenOffice.org ships with PDF export capabilities, as well as support for saving presentations in Flash format.

Cons

- **File-format compatibility issues** Although OpenOffice.org does a good job of handling Microsoft Office file formats, small formatting inconsistencies will require reworking of complex documents.
- **Lack of traditional support** Office suites typically do not require much vendor support, but the fact that OpenOffice.org is an open-source project means software support must come from the community, generally spread out across various Web sites and newsgroups.
- **Interface differences** OpenOffice.org is similar to Microsoft Office in its design, but users will need some time to grow accustomed to differences between the two.

Office 2003

Pros

- **Familiarity** Most knowledge workers use some version of Microsoft Office already, and an upgrade to a new version of Office presents the flattest learning curve.
- **File-format compatibility** Microsoft Office file formats are de facto standards, and no rival suite handles these proprietary formats as well as Office does.
- **Advanced features** Office 2003 has more features and capabilities than competing suites. Although many users do not require or use much of this functionality, advanced users, particularly of spreadsheets, often find it vital.

Cons

- **High licensing costs** Microsoft Office licenses are priced at a few hundred dollars each—a cost that can be difficult to justify when your users require only basic productivity suite functionality.
- **Advanced features require latest versions** Some of the most compelling features added to the last two versions of Office—such as extensible smart tags, document protection and Smart Document creation—are not backward-compatible with earlier versions of the suite.

Excel vs, Calc

A reviewer stated: "There was not much difference between Office 2000, OpenOffice.org and Office 2003 for my use." Calc felt "similar to Excel, and it would be easy to learn the slight differences." Most of the Excel spreadsheets we used during testing were not heavily formatted, but we did experience compatibility issues between Excel and Calc. For the most part, these problems related to charts. An OpenOffice.org tester noted that "graph names were converted to row numbers in some cases, and some formatting was dropped."

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PowerPoint vs. Impress

Testers said they use the PowerPoint presentation app less than any other Office application. Impress is the OpenOffice.org application that differs most from Office in its design. A reviewer said of Impress: "Its icons and commands are not very similar to PowerPoint."

The presentation they were testing made heavy use of embedded Word and Excel objects, a result of the heavy collaboration among the groups that produced the document (a common scenario in many organizations). The upshot was that the small formatting snafus testers encountered in Writer and Calc tended to collect in the test presentation. The company would definitely have to rework this presentation—and likely others it has already produced—if it moved to OpenOffice.org.

What's more, Impress and PowerPoint handled transition animations differently, and certain Impress capabilities, such as three-dimensional text in presentations, did not carry across to PowerPoint.

However, an IT manager at FN's parent company in Belgium, said he's used Impress for some time now and has come to prefer the way that the application is organized.

Web site for discussing Microsoft Office vs OpenOffice.org: <http://tinyurl.com/2jebhh>.

Page one of this Word document was also saved as a Works text document and an Open Office.org text document.

1. Issues
 - a. Some text formatting had to be changed.
 - b. The header in Works could not be centered.

2. File sizes
 - a. 136 K – Word
 - b. 131 K – OpenOffice.org
 - c. 3,131 K – Works