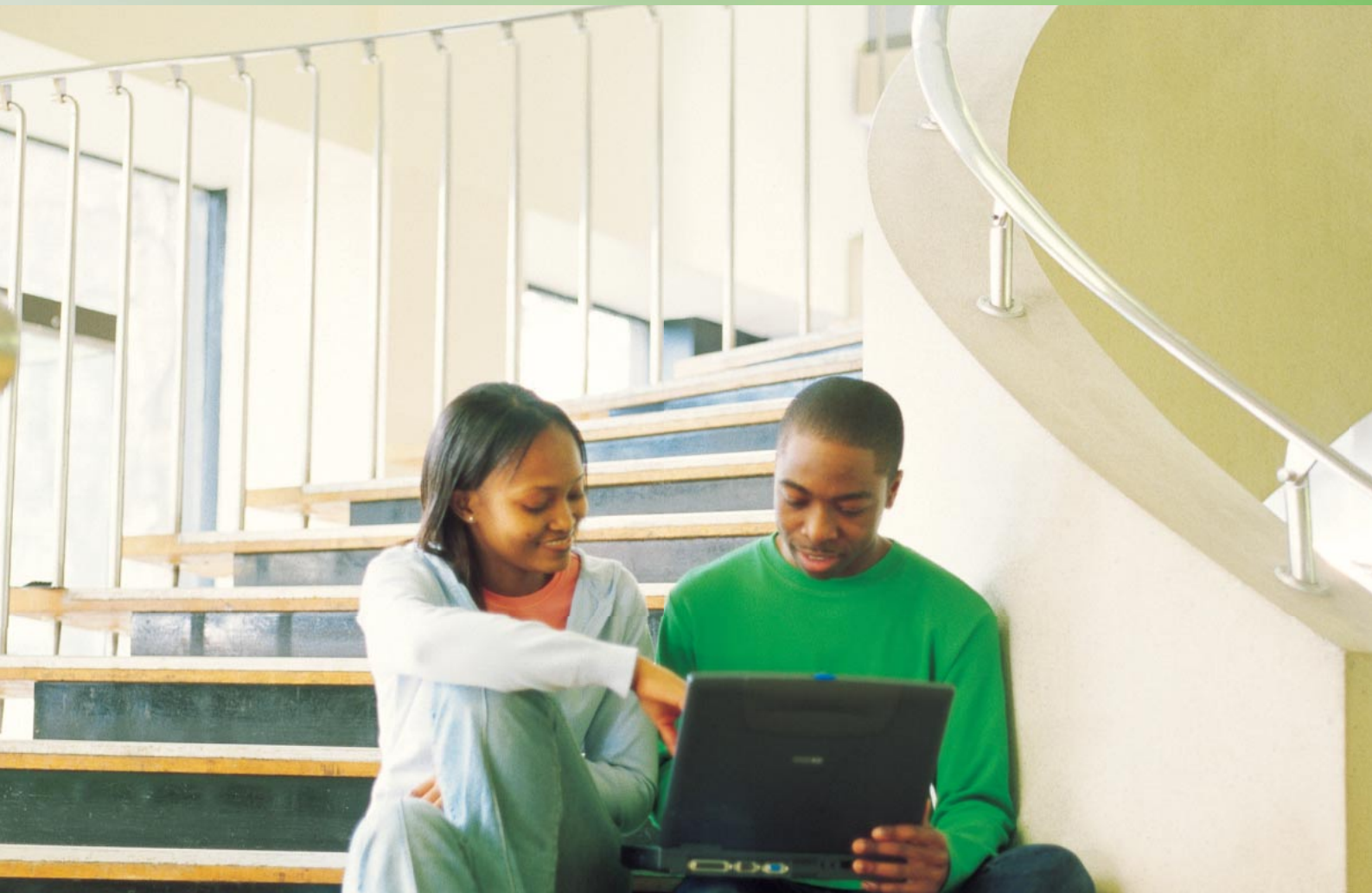


Microsoft® Office System and SharePoint



Through a system of familiar and easy-to-use programs, servers and services, the Microsoft® Office System connects educators, students and administrators with information, processes, portals and team sites.

Microsoft® Office System and SharePoint

Built on familiar, user-friendly tools, the Microsoft Office System improves information access and sharing, as well as streamlining administrative processes and enhancing teamwork. For educators who want to improve academic performance, and for students who need to work together, the Microsoft Office System is a must-have component of an effective e-Learning strategy.

Microsoft Office and e-Learning

Technology has a strong presence in education but until recently, educational IT solutions often operated independently of one another. The challenge in the 21st century is to realise the potential of technology in the form of e-Learning. The e-Learning concept focuses on connecting students, teachers, parents, and administrators so that managed information flows efficiently between them.

An effective e-Learning solution will ensure that:

- Teachers and students access resources any time, anywhere, and on any device
- Learning is individual and personalized
- Teachers can focus on teaching instead of administration
- Teachers, students, parents and administrators can easily communicate and collaborate
- Management systems are agile, supporting accountability

A comprehensive way to achieve these goals is to incorporate Microsoft Office into a portal framework. Portal frameworks such as the Microsoft Learning Gateway provide a rich suite of integrated capabilities. These include real-time collaboration, teaching and curriculum management, Enterprise Application Integration, and personalized delivery of information and applications. All Microsoft Office System components support XML and .NET, and will tightly integrate with any portal framework built to these open standards.

Every component in the Microsoft Office System offers improved support for XML, which enables integration with online resources. Microsoft has also included Tablet PC-specific features that enable Microsoft Office Word 2003 and Excel 2003

To find out more about Microsoft Office System and SharePoint, visit www.microsoft.com/emea/education.

to accept hand-written input. In addition, Office PowerPoint® 2003 slides can be easily annotated. Microsoft Office OneNote™ 2003 – a note-taking and recording application – will benefit students and teachers alike.

The modular nature of the Microsoft Office System enables e-learning solutions to be tailored to individual school or district requirements. In addition, Microsoft Office, Word and Excel documents remain compatible with earlier versions so that existing investments are guaranteed.

Using Microsoft Office with Windows SharePoint Services

Available for Windows Server 2003 is Microsoft Windows® SharePoint™ Services, a team Web site solution designed to significantly improve the way teams manage information and activities. When used with Windows SharePoint Services, Microsoft Office offers greatly enhanced collaboration:

- It enables easy setup of Document Workspaces, a Windows SharePoint Services Web site, by sending Shared Attachments in Microsoft Office Outlook® 2003.
- It provides a Shared Workspace for communicating with SharePoint site members, and for viewing and adding updated information on the SharePoint site.
- It provides all the document authoring features, robust analysis tools, and multimedia presentation options available in previous versions of Microsoft Office.

The Microsoft Office System and its components offer a huge range of collaborative functionality that can be used wholly or as part of tailored e-learning system.

Microsoft Office System desktop products

In addition to the core Office desktop products (Outlook, Word, Excel, PowerPoint, and Access), these additional standalone solutions are also part of the Microsoft Office System.

Microsoft Office Publisher 2003: a complete publishing solution to help design create and publish professional communication materials.

Microsoft Office InfoPath™ 2003: a new application in the Microsoft Office System that streamlines the process of gathering information by enabling teams and organizations to easily create and work with rich, dynamic forms.

Microsoft Office OneNote™ 2003: a new program in the Microsoft Office System that enables you to capture, organize and reuse your notes on laptop computers, desktop computers or Tablet PCs. It gives you one place to store all your notes and the freedom to work with them how you want.

Microsoft Office FrontPage® 2003: provides the features, flexibility and functionality to help you build better Web sites and share knowledge and resources via the Internet. Microsoft Office Project 2003: provides the core tools that project managers and planners need to efficiently manage schedules and resources.

Microsoft Office Visio® 2003: Diagrams in Microsoft Office Visio 2003 help you visualize, document and share ideas with attention-grabbing flowcharts, organization charts and more.

Microsoft MapPoint®: provides powerful mapping, analysis, and visualization tools.



Microsoft®