

Microsoft Office Upgrade to 2003 Information Sheet

Overview

The Town upgraded its productivity software from Microsoft Office XP to Office 2003. The software upgrade provides increased security and functionality, and is an important aspect of the IT Department mission to deliver high-quality, reliable, secure information technology services.



Security enhancements in Word 2003, for example, allow users to protect the formatting and content of all or portions of documents. Word 2003 and Excel 2003 offer improved password and PowerPoint 2003 includes password encryption. Outlook 2003 offers enhanced management of Junk mail and other privacy features.

The Office upgrade meets a business need for Town staff as well as providing a business continuity function for the Town. The software upgrade was coordinated by the IT Department to best meet the needs of Town staff.

Highlights

- Outlook has a new Reading Pane
- Outlook has a completely different look and feel
- The Outlook navigation pane can be customized so individuals can maximize productivity
- New Mail desktop alerts appear in Windows for convenience
- For security, HTML emails will not display pictures until indicated by the user
- A new layout (view) has been added to Microsoft Word 2003 called the Reading Layout

Interaction with Other Systems

- Microsoft Office 2003 is a productivity tool for individuals and installed directly on PCs
- Office is not a networked system; however, documents, spreadsheets and other files are stored on network drives as a disaster recovery

Project Details

- Project #:07 -58
- Finalization/Delivery Date: October 2007