

About Microsoft Office 2007 and the Internet

By Greg Perry

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Microsoft ensured that all Office 2007 programs integrate well in an Internet-connected world. The Internet is so much a part of computer users' lives, and Office needs to help users access and use Internet information. In addition, computers are all connected to each other thanks to the Internet so Office uses the Internet both to display and retrieve information but also as a transport mechanism for up-to-date online help, file transfer, updates, and more.

The programs in Office 2007 offer a complete set of tools that integrate the Office products and the Internet. From any Office product you can access files and web pages on the Internet.

Extra Info

Obviously, an always-on, high-speed Internet connection through a DSL, cable modem, T1, or T3 line makes your Office-Internet connection far handier than if you're limited to a dial-up service.

If you do use dial-up, your computer will need to dial and connect every time you access any Office-related Internet service.

Sometimes combining Office and the Internet requires that you locate data on the Internet that you want to work with. It's not always easy to locate data on your own computer, let alone on the vast Internet! If, for instance, you know of an online Word document that you want to open and work with, you can do so but you must know the Internet location of the document. As long as you know its location, you can feel free to open that document directly from your Word 2007.

Suppose, for example, that your company's web site has a list of sales documents that you wish to download some time when you're on the road. Start Word on your laptop, click your Office button, and type the Internet web address of the document before your document's filename. Typically, the web address will begin *http://www*. Therefore, you might type **http://www.MyCompany.com/SalesDocs/NewProduct23a1.doc** for the file name when you see Word's Open dialog box.

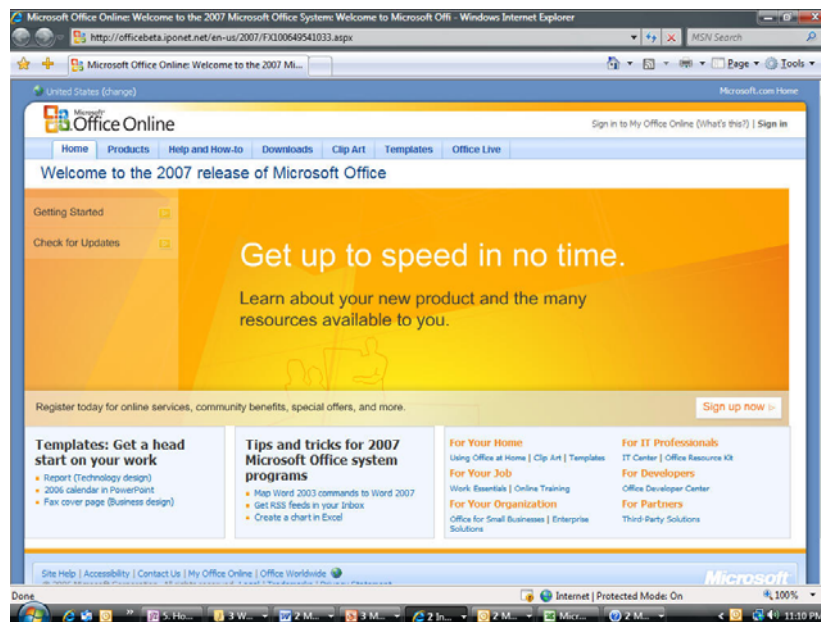
As long as you have Internet access, Word will go to the Internet and open the file as though it resided on your own computer and you'd selected one of your own disk drives.

Extra Info

You must have permission to access any files you want to access from the Internet. Also, you must know where they are located. Generally, a company's web site's internal pages (those pages not available through links on public web pages) are great places to store documents and files that employees may need to access while on the road.

Microsoft makes good use of the Internet to keep your Office up to date. Depending on your computer's update settings, Office 2007 can automatically update itself with bug fixes and security updates while you use your computer. If you've updated to the latest version of Windows and turned on the automatic updates, you probably will get your Office programs updated regularly also. Not everyone runs the latest version of Windows, however, and not everyone prefers to turn on automatic updates.

If you want to make sure that you have the latest Office 2007 updates, one of the easiest ways is to start OneNote and select Help, Microsoft Office Online. OneNote will open your web browser, go to the Office 2007 website, and click to select the Check for Updates link. The web site will analyze your Office 2007 installation. If you don't have the latest updates, Office will download and install any updates you might need.



The Office 2007 website includes updates you can install and a wealth of helpful advice, templates, and online tutorials.

Extra Info

In today's online world with security being such a problem, keeping Office 2007 up to date is one of the best ways to ensure that you have the latest security patches to keep your system running at its best.