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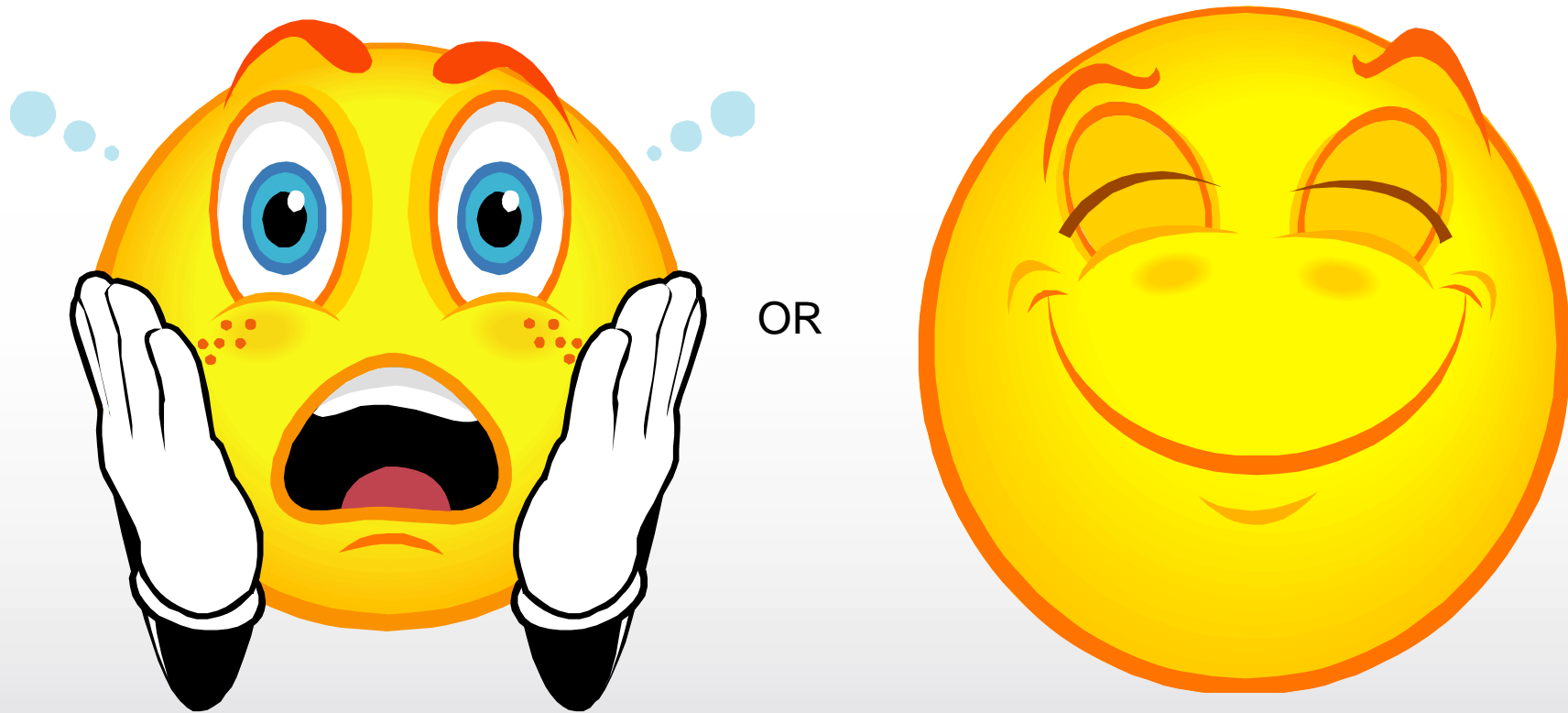


Office 2007 and Vista

It isn't just Software!

Presented by Eileen Campbell

▶ Planning an Upgrade to Office 2007 and Vista



▶ Areas of Consideration

- Hardware
- Trainer and Training Preparation
- Timing
- Preparation or Discovery
- **Planning, Planning, Planning**



▶ Hardware Upgrades

- Exchange Servers
- SharePoint Services
- Workstations (desktops and laptops)
 - Memory -- features disabled if not enough
 - Graphic Cards
 - Processor Speeds
 - Disk Space
 - New PCs often mean new peripherals
 - USB ergonomic keyboard
 - Larger monitor due to new resolutions



▷ Training

- Trainers need time to get up to speed, learn the “best approach” for new ways of doing something.
- Training materials need to be prepared or customized
 - Off-the-shelf materials (customized)
 - Create new for the one-off applications
 - Update special “internal process” documentation

▷ Training groups based on:

- Skill sets
- Practice group – those that work together, train together
- Office size
- Training room limitations
- Availability of training staff
- Availability of technical support
- Floor Support



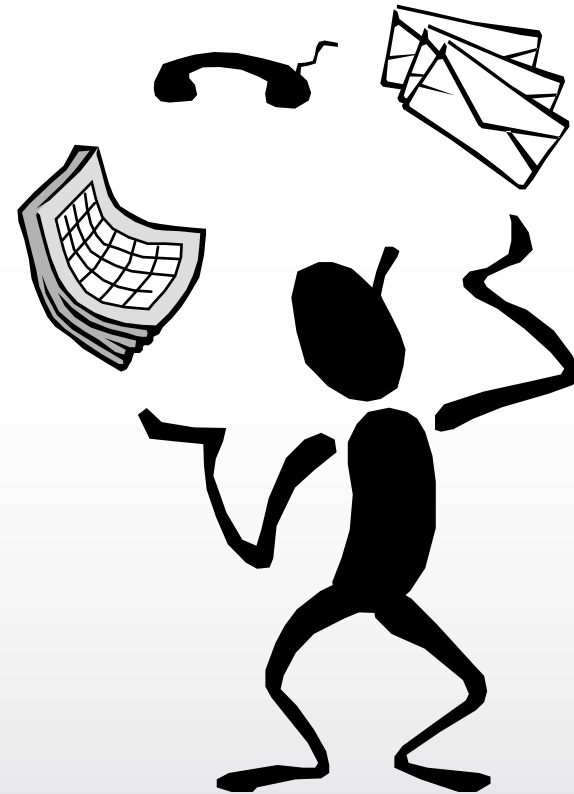
▶ Integration with additional applications

- DMS
 - Comparison Tools
 - Footers
 - Template Packages
 - PDF creators
-
- Can any of these be replaced with new features?



▷ Timing of Upgrade

- Upgrade while users are in training?
- Backend upgrade if users are not effected
- Simultaneous tasks running along Parallel tracks



▷ Preparation

- Discovery of issues
- Fixes
- Workarounds
- Testing functionality
- Upgrade dependencies
- Available tools and assistance



▶ Knowing What you Don't Know

- Compatible Applications and/or Work-arounds
 - Application Compatibility Toolkit (ACT)
- File conversion
 - Office Migration Planning Manager (OMPM)
- Hardware upgrades
 - Windows Vista Hardware Assessment (WVHA)
 - Windows Vista Upgrade Advisor



▶ Microsoft DDPS Program

- DDPS – Desktop Deployment Planning Services
- 3-day, 5-day, 10-day program
- FREE! - Part of Software Assurance
- Customizable to fit your needs
- More info
 - <http://www.esentio.com/services/vistaoffice2007jumpstart.html>



▶ Deployment Tools

- Lite Touch
 - Business Desktop Deployment (BDD) 2007
- Zero Touch
 - BDD 2007
 - Windows SIM (System Image Manager)
 - SMS (Systems Management Server)
 - Windows Deployment Service
- User State Migration Tools
- Vista Customization Methods
- Office Customization Methods
- Group Policy versus Customization Tools
- Previously mentioned
 - ACT
 - OMPM
 - WVHA

▷ Summary

- The earlier you start to learn what you don't know the better you can prepare for the eventual upgrade.
- Preview, Preparation, Planning
- Questions –
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