# Word 2010 Features & Benefits

Microsoft® Word 2010 offers the best of all worlds: enhanced features to create professional-quality documents, easier ways to work together with others, and almost-anywhere access to your files.

Designed to give you the finest document-formatting tools, Word 2010 also helps you easily organize and write your documents more efficiently, and stay within reach so you can capture your best ideas when and where they occur.

Create visually compelling documents more easily than ever.

Word 2010 provides an array of new and improved tools that help you look like a design pro and make your important content stand out.

- Add impressive formatting effects—such as gradient fills and reflections—directly to the text in your document. You can now apply many of the same effects to text and shapes that you might already use for pictures, charts, and SmartArt® graphics.
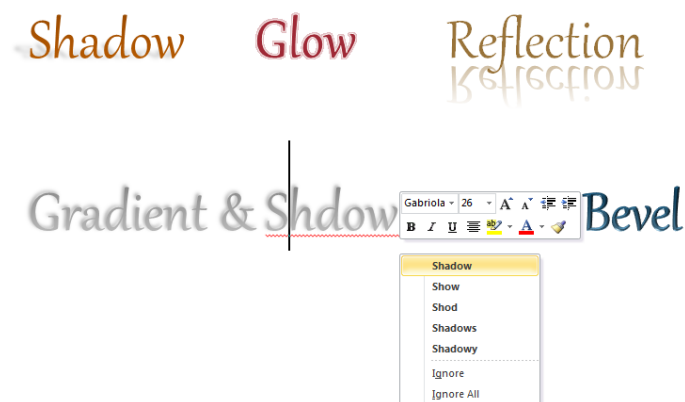
- Use new and improved picture editing tools—including versatile artistic effects and advanced correction, color, and cropping tools—to fine-tune every picture in your document to look its absolute best.

- Choose from more customizable Office themes to coordinate colors, fonts, and graphic formatting effects throughout your documents. Customize themes to use your own personal or business branding. The same Office themes are available in Microsoft PowerPoint® 2010 and Microsoft Excel® 2010, so it's easy to give all your documents a consistent, professional look.

- Make a statement with a wide selection of SmartArt graphics— including many new layouts for organization charts and picture diagrams—to create impressive graphics as easily as typing a bulleted list. SmartArt graphics automatically coordinate with your chosen document theme, so great-looking formatting for all your document content is just a couple of clicks away.

Save time and simplify your work.

Word 2010 provides tools that save time and simplify your work.

- Find your way with the improved Navigation Pane and Find tools. These new enhancements make it easier than ever to browse, search, and even reorganize document content right from a single, easy-to-use pane.
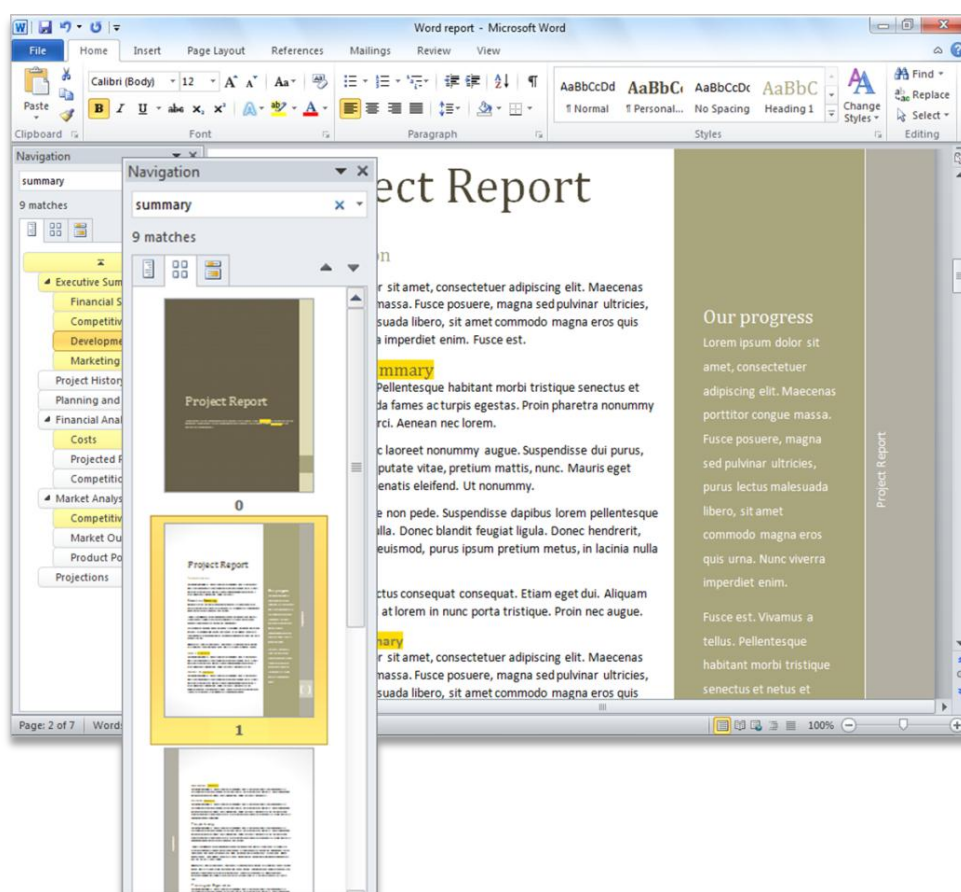
- Recover files that you closed without saving. That's right. The version recovery feature is just one of many new features available from the new Microsoft Office Backstage™ view. Backstage view replaces the traditional File menu in all Office 2010 applications and provides a centralized, organized space for all of your document management tasks.
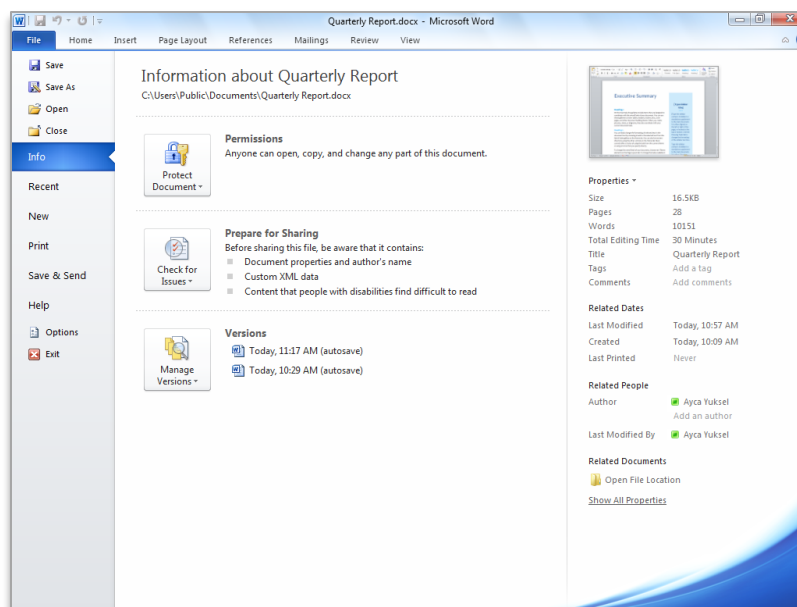

- Easily customize the improved Ribbon to make the commands you need most accessible. Create custom tabs or even customize built-in tabs.

Work together more successfully.

If you work with others on documents and projects, Word 2010 has the tools you need.

- Using new co-authoring capabilities, you can now edit the same document, at the same time, as team members in other locations. You can even communicate instantly as you work, directly from Word.[1,2]
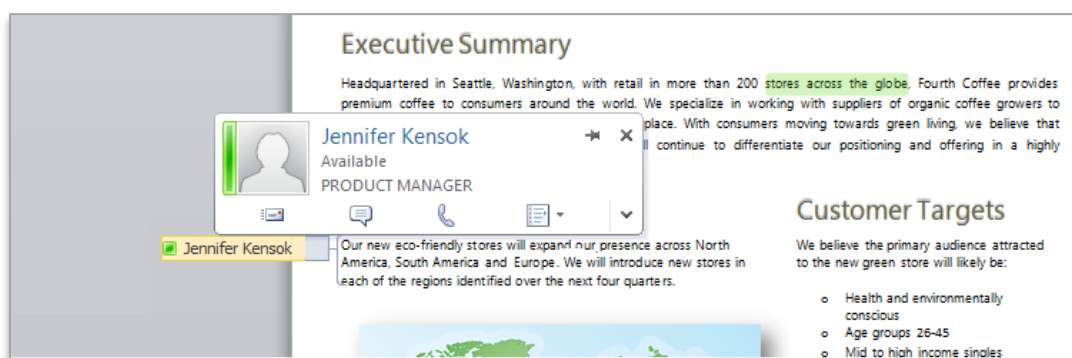
[1] Instant messaging and presence information require one of the following: Microsoft Office Communications Server 2007 R2 with Microsoft Office Communicator 2007 R2; Windows Live Messenger, or another instant messaging application that supports IMessenger. Voice calls require Office Communications Server 2007 R2 with Office Communicator 2007 R2 or an instant messaging application that supports IMessengerAdvanced.

[2] Requires SharePoint Foundation 2010 or a Windows Live ID.

- If you work for a company running Microsoft SharePoint® Foundation 2010 this functionality can be used within the firewall. With Office Communicator now integrated throughout several Office 2010 programs, you can view presence information that shows the availability of other authors and initiate instant messaging or voice calls directly from Word.

- If you're in a small company or use Word 2010 for your home or school work, you can take advantage of co-authoring features though Windows Live™. All you need is a free Windows Live ID to simultaneously edit documents with others. An instant messenger account (such as the free Windows Live Messenger) is required to view the availability of authors and start an instant messaging conversation.

Access your information from more places.

Your ideas, deadlines, projects, and work emergencies don't always occur conveniently when you are at your desk. Fortunately, you now have the power to get things done when and where you need to, from the Web or even from your smartphone.[3]

- **Microsoft Word Web App** is an online companion to Microsoft Word that enables you to extend your Word experience to the browser. View a high fidelity version of your documents and make light edits as well. Access some of the same formatting and editing tools that are in Word 2010, and work in a familiar editing environment, from almost any computer with a Web browser.[2]

- **Microsoft Word Mobile 2010** gives you a lightweight editor for your documents that's especially designed for easy use on your Windows® phone.[4]

Whether you're writing that career-making report, working with a team on the next big pitch, drafting your resume, or getting work done on the run, Word 2010 makes it easier to get what you need done more quickly, with more flexibility, and with better results.

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[3] Web and smartphone access require an appropriate device and some functionality requires an Internet connection. Web functionality uses Microsoft Office Web Apps, which require a supported Windows Internet Explorer, Firefox, or Safari browser and either SharePoint Foundation 2010 or a Windows Live ID. Some mobile functionality requires Microsoft Office Mobile 2010 which is not included in Office 2010 applications, suites, or Office Web Apps. There are some differences between the features of the Office Web Apps, Office Mobile 2010 and the Office 2010 applications.

[4] Word Mobile 2010 is not included in the Office 2010 applications or suites.

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