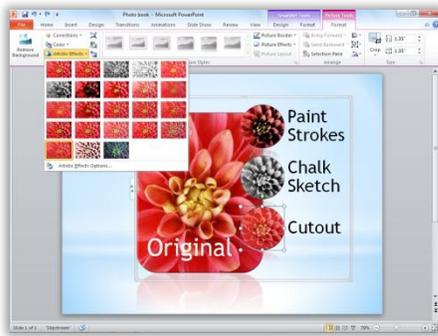


# Top 10 reasons to try Office 2010

## 1 Express your ideas more visually.

Microsoft® Office 2010 opens up a world of design options to help you express your ideas with more impact. New and improved picture formatting tools, such as color saturation and artistic effects, enable you to transform your visuals into works of art. And a wide range of new customizable themes and SmartArt® graphic layouts offer more ways to make your ideas stick.



## 2 Accomplish more when working together.

Brainstorm ideas, keep versions in sync, and meet deadlines faster when you're working in groups. Co-authoring in Microsoft Word 2010, PowerPoint® 2010, Excel® Web App, and OneNote® 2010 shared notebooks enable you to edit the same file at the same time with other people — even when they're in different locations.<sup>1</sup>



## 3 Enjoy the familiar Office experience from more locations and devices.

With Office 2010, you can get things done on your schedule.

- **Microsoft Office Web Apps.** Extend your Office 2010 experience to the Web. Store your Word, Excel, PowerPoint, and OneNote files online and then access, view, edit, and share content from virtually anywhere.<sup>2</sup>
- **Microsoft Office Mobile 2010.** Stay current and respond quickly using new mobile versions of Office 2010 applications designed specifically for your Windows® phone.<sup>3</sup>
- **Microsoft SharePoint Workspace 2010.** Synchronize SharePoint 2010 lists and libraries with SharePoint Workspace, formerly known as Microsoft Office Groove, so you can access, view, and edit files anytime and anywhere from your computer. Everything will automatically sync to the SharePoint server when you're back online.

## 4 Stay connected to your business and social networks.

Outlook 2010 is your hub for colleagues, customers, and friends. Use Outlook Social Connector to quickly view history of e-mails, meetings, or attachments you receive from individuals. Get additional information about people to stay on top of your business and social circles through SharePoint My Site, Windows Live, or other popular third-party sites.

<sup>1</sup> Co-authoring for Word 2010, PowerPoint 2010, Excel Web App and OneNote Web App, and co-authoring of OneNote 2010 shared notebooks with others outside of your computer network requires Microsoft SharePoint® Foundation 2010 (for business) or a free Windows Live™ ID (for personal use).

<sup>2</sup> Office Web Apps require either SharePoint Foundation 2010 (for business) or a free Windows Live ID (for personal use), as well as an appropriate device, Internet connection, and supported Internet Explorer, Firefox, or Safari browser.

<sup>3</sup> An appropriate device is required. Office Mobile 2010 is not included in Office 2010 applications, suites, or Web Apps. There are some differences between the features of the Office Web Apps, Office Mobile 2010, and the Office 2010 applications.

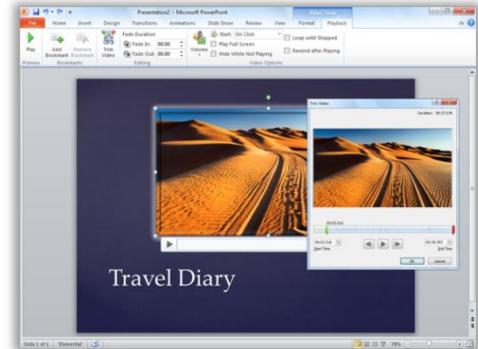
**5 Get your message out instantly.**

Broadcast your PowerPoint presentation live to a remote audience, whether or not they have PowerPoint installed.<sup>4</sup> The new PowerPoint Broadcast Slide Show feature enables you to present right from your desk, while your audience views the presentation in their Web browser.



**8 Deliver compelling presentations.**

Captivate your audience with personalized videos in your presentations. Embed and edit videos directly in PowerPoint 2010. Trim, add fades and effects, or bookmark key scenes. Videos inserted from your files are now embedded by default, so you can share your dynamic presentations without having to manage separate media files.



**6 Create powerful data insights.**

Track and highlight important trends with new data analysis and visualization features in Excel 2010. The new Sparklines feature delivers a clear and compact visual representation of your data through small charts within worksheet cells. Slicers let you filter and segment your PivotTable data in multiple layers so you can spend more time analyzing and less time formatting.

		2 Year History			Trend
		Current	High	Low	
Asia	↓	17.5	22.5	11.5	
Europe	↓	11.2	23.1	11.1	
North America	↑	44.6	55.3	44.2	
South America	↔	32.9	44.8	32.8	
<b>All Stores</b>		<b>106.2</b>	<b>145.7</b>	<b>99.6</b>	

**7 Manage large volumes of e-mail with ease.**

Save valuable time by streamlining your inbox. Outlook 2010 lets you compress long e-mail threads into a few conversations that can be categorized, prioritized, and conveniently filed. And, the new Quick Steps feature lets you perform multi-command tasks, such as reply and delete, with a single click.

**9 Store and track all of your ideas in one place.**

Get the ultimate digital notebook for tracking, organizing, and sharing text, pictures, audio and video with OneNote 2010. New features such as Linked Notes, page versions, and automatic highlighting of changes in shared notebooks give you more control over your information, so you're always on top of your content and changes made by others.

**10 Work your way, faster and more easily.**

Microsoft Office Backstage™ view replaces the traditional File menu to give you a centralized space for all of your file management tasks, including save, share, print, and publish. The enhanced Ribbon, common across Office 2010 applications, lets you access commands quickly and create or customize tabs to fit your work style.



<sup>4</sup> PowerPoint Broadcast Slide Show requires either SharePoint Foundation 2010 or a Windows Live ID. To broadcast via SharePoint 2010, Office Web Apps must be installed.