

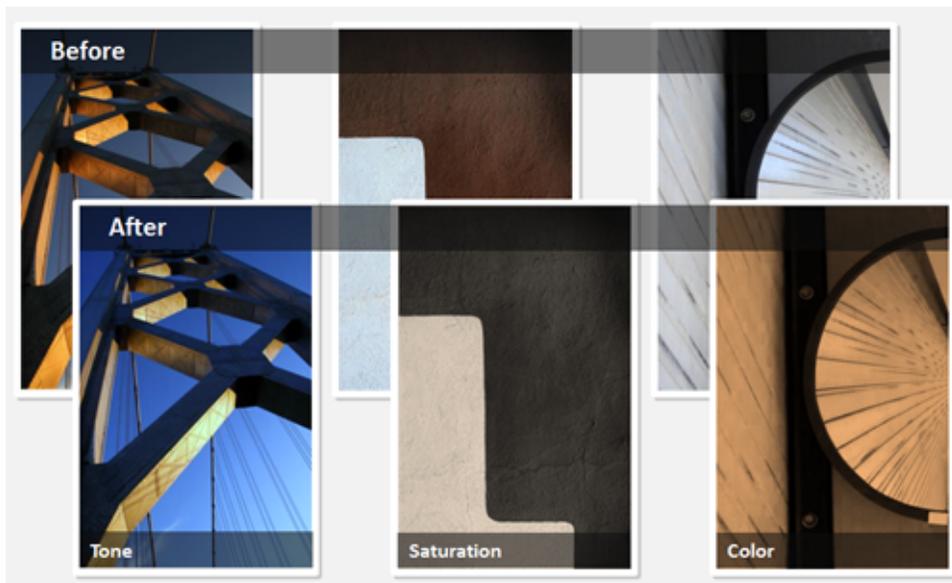
# Office 2010 Features & Benefits

Microsoft® Office 2010 offers flexible and powerful new ways to deliver your best work—at the office, at home, or at school. Grab your audience’s attention and creatively to inspire them with your ideas. Work with people from different locations at the same time and access your files from almost anywhere via your computer, a Web browser, or even your Windows® phone.<sup>1</sup> Office 2010 puts you in control with the power to simplify tasks and create amazing results, however and wherever you work best.

## Express your ideas and create visual impact.

Improved picture and media editing features makes it easy to add creativity to your work and make your ideas stand out. Whether you’re delivering a presentation to your colleagues or classmates, creating a company brochure or a personal invitation, Office 2010 empowers you to be your own graphic designer.

- Edit your pictures right within select Office 2010 programs. Try an array of eye-catching artistic effects and new background removal tool to add polish to your images.

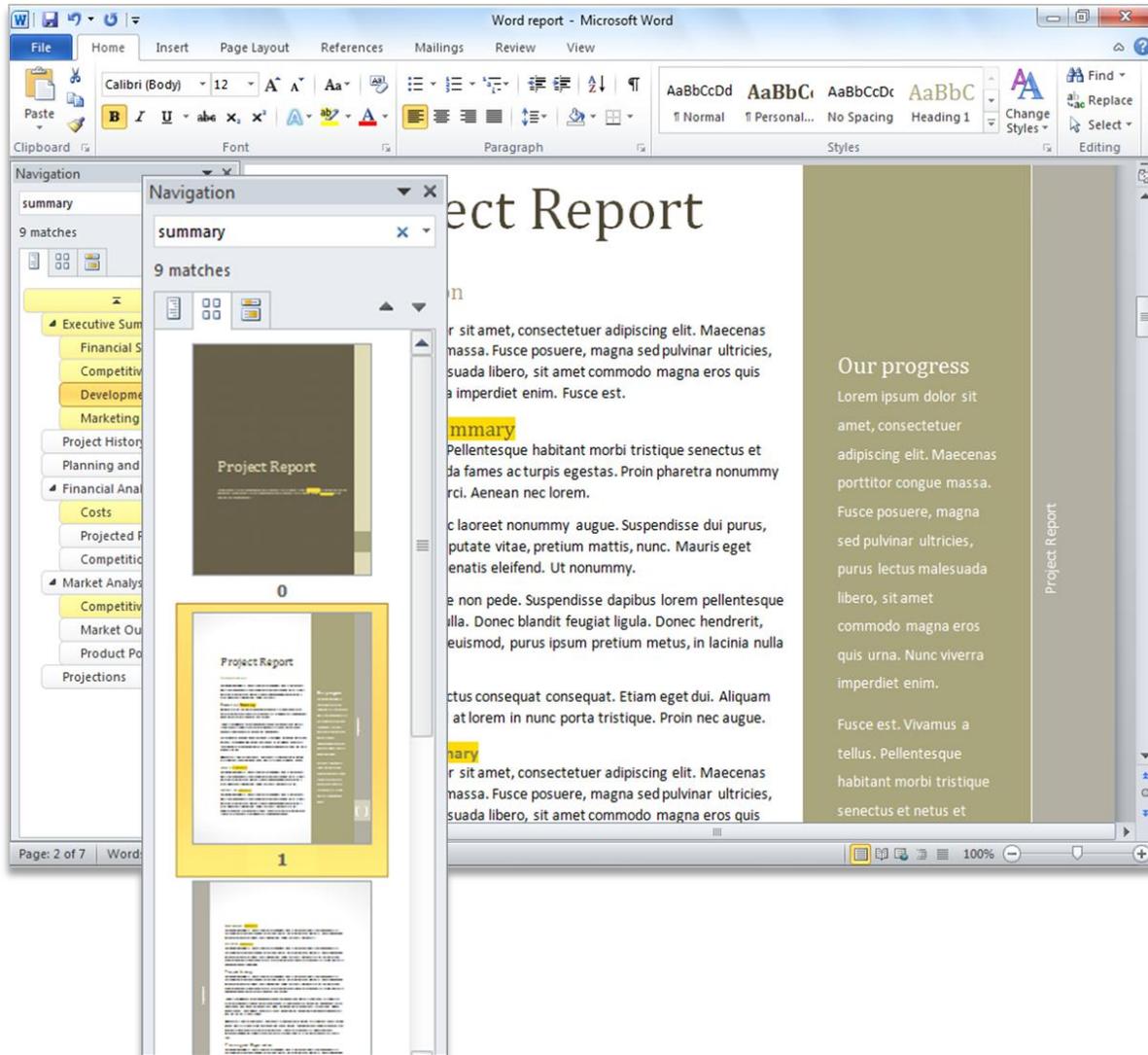


- Add flair to your text with new OpenType typography in Microsoft Word 2010 and Microsoft Publisher 2010. Use ligatures, stylistic sets, and other typography features available in many OpenType fonts.

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<sup>1</sup> Web and smartphone access require an appropriate device and some functionality requires an Internet connection. Web functionality uses Office Web Apps, which require a supported Internet Explorer, Firefox, or Safari browser and either SharePoint Foundation 2010 or a Windows Live ID. Some mobile functionality requires 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.





Bring new insights to your information and make better decisions.

From business financials to household budgets, Office 2010 makes it easier to manage and analyze your data and present it in meaningful ways.

- Design your own database faster than before in Microsoft Access® 2010, even if you're not a database expert. With new features like Application Parts, you can add pre-built components to your database in just a few clicks. Include Navigation Forms for your frequently used forms and reports using drag-and-drop functionality.

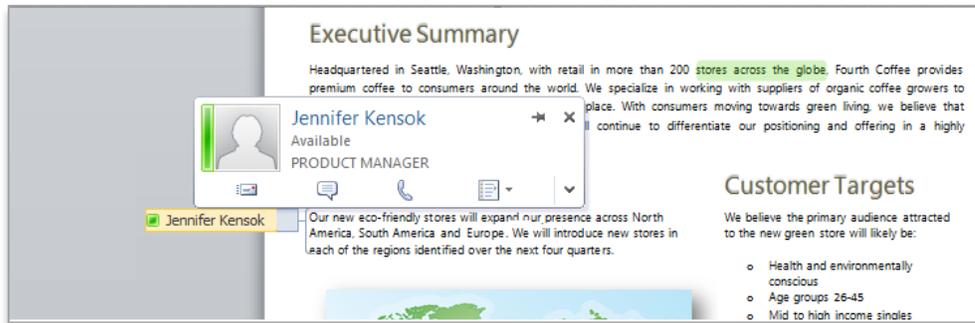
- Turn complexity into clarity with new visualization tools in Microsoft Excel® 2010. Add a visual summary of your analysis alongside your values with tiny charts called Sparklines. Use a Slicer, or multiple Slicers, to dynamically filter data in a PivotTable or PivotChart. Display only the relevant details and clearly see which items you are filtering in your report.



## Break down location and communication barriers.

Office 2010 offers innovative and flexible ways to bring people together. New technologies and improved features help you easily share your files and keep up with your communications.

- With new co-authoring capabilities in Office 2010, you can edit your files simultaneously with other people. Work more efficiently than ever with others—even when they're in different locations. Co-authoring is available in Word 2010, PowerPoint 2010, OneNote 2010, Excel Web App, and OneNote Web App.<sup>2</sup>

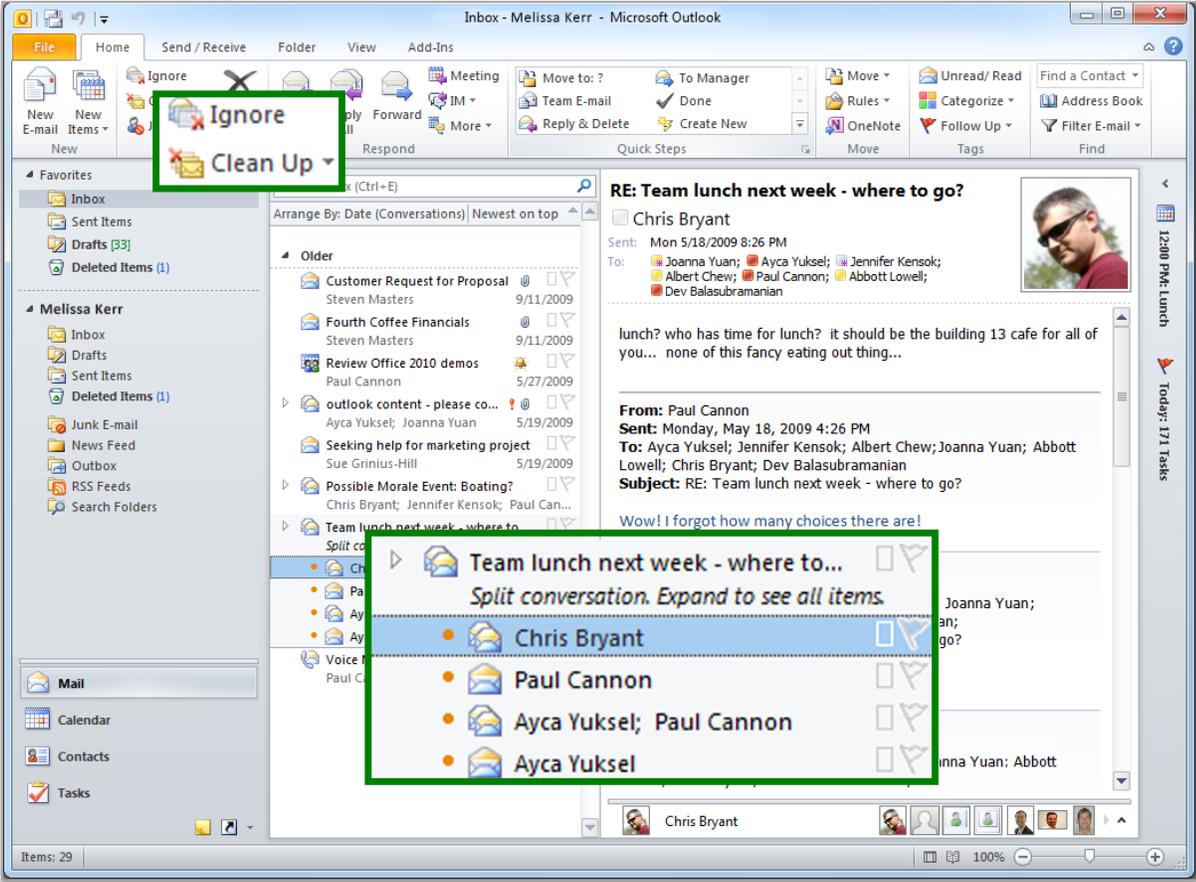


- The new Broadcast Slide Show feature in PowerPoint 2010 lets you instantly broadcast your live presentation over the Web as you deliver it. Your remote audience can view your presentation in high-fidelity, even if they don't have PowerPoint installed.<sup>3</sup>

<sup>2</sup> Co-authoring capabilities require either SharePoint Foundation 2010 (for business) or a free Windows Live ID (for personal use).

<sup>3</sup> Broadcast Slide Show requires either SharePoint Foundation 2010 or a free Windows Live ID. To broadcast via SharePoint 2010, Office Web Apps must be installed.

- Reduce information overload and manage your e-mail more efficiently in Microsoft Outlook® 2010. The improved Conversation View and new conversation management tools enable you to clean up redundant messages or ignore an e-mail discussion. With the new Quick Steps, you can perform multi-step tasks, such as reply and delete, all within a single click.



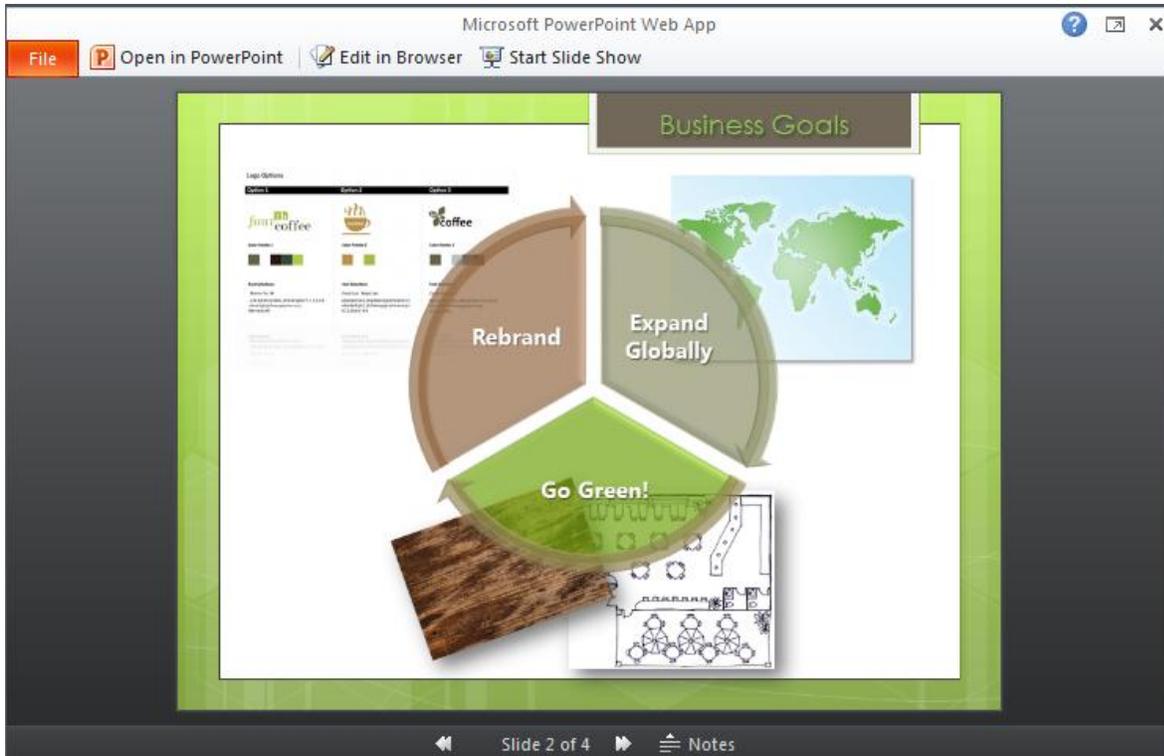
- ▶ **Start harnessing the power of Conversation View!** On the **View** tab, in the **Conversations** group, select **Show as Conversations**.
- With Office Communicator integrated throughout several Office 2010 programs, you can determine the availability of your colleagues, such as when co-authoring a document in Word or viewing your e-mails in Outlook. Initiate conversations directly from your application including instant messaging and even voice calls.<sup>4</sup>

<sup>4</sup> Instant messaging and presence requires 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.

## Get the information you need when, where, and how you want.

Office 2010 makes it easy for you to stay productive on the go by providing access to your Office documents and notes from anywhere through the Web browser, computer, or Windows phone.

- Office Web Apps are online companions to your Microsoft Office 2010 applications. Post your files to a Microsoft SharePoint® 2010 site or your Windows Live™ SkyDrive™ folder, then access and edit them from virtually any computer with an Internet connection.<sup>5</sup>



- Microsoft Office Mobile 2010 brings powerful and familiar Microsoft Office 2010 tools you rely on to your Windows phone. Experience a rich interface specifically suited to your mobile device's screen and easily take action when you're on the go.
- Use Microsoft SharePoint® Workspace 2010, formerly known as Microsoft Office Groove®, and expand the boundaries of your SharePoint 2010 content. Easily update your documents and lists offline. When you're back online your revisions will synchronize to the server automatically.

Whether you're working on your personal or business projects, or collaborating with friends or teams, Office 2010 makes it easier to get what you need done more quickly, with more flexibility, and with better results.

<sup>5</sup> Office Web Apps include Word Web App, Excel Web App, PowerPoint Web App, and OneNote Web App, and require either SharePoint Foundation Services 2010 (for business) or a free Windows Live account (for personal use).