

# Top 10 reasons to try Word 2010

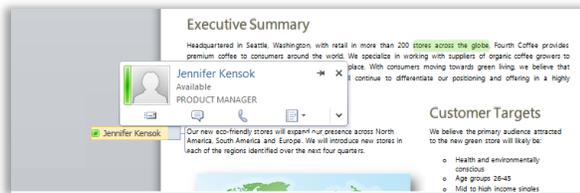
## 1 Discover an improved search and navigation experience.

Locating the information you need is faster and easier in Microsoft® Word 2010. With the new and improved Find experience, you can now view a summary of search results in a single pane and click to access any individual result. The improved Navigation Pane provides you a visual outline of your document so you can browse, sort, and find what you need quickly.



## 2 Work with others without waiting your turn.

Word 2010 redefines the way people can work together on a document. With co-authoring, you can edit content and share ideas with others at the same time.<sup>1</sup> You can also view the availability of others who are authoring a document with you and easily initiate a conversation without leaving Word.<sup>2</sup>



## 3 Access and share your documents from virtually anywhere.

Post your documents online and then access, view, and edit them from most any computer or your Windows phone.<sup>3</sup> With Word 2010, you can take advantage of a best-in-class document experience across multiple locations and devices.

- **Microsoft Word Web App.** Edit documents in a Web browser when you're away from your office, home, or school without compromising the quality of your viewing experience.<sup>1</sup>
- **Microsoft Word Mobile 2010.** Stay current and take immediate action using an enhanced mobile version of Word specifically suited to your Windows phone.<sup>4</sup>

## 4 Add visual effects to your text.

With Word 2010, you can apply formatting effects such as shadow, bevel, glow, and reflection to your document text as easily as applying bold or underline. You can spell-check text that uses visual effects, and add text effects to paragraph styles. Many of the same effects used for images are now available to both text and shapes, enabling you to seamlessly coordinate all of your content.



<sup>1</sup> Requires either Microsoft SharePoint® Foundation 2010 or a Windows Live™ ID.

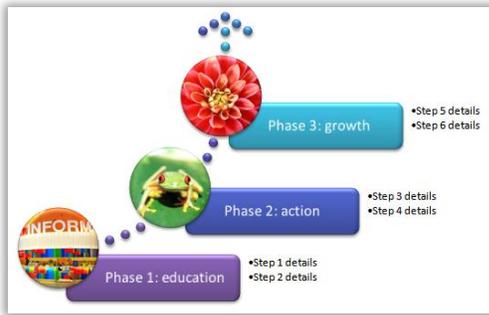
<sup>2</sup> Instant messaging and presence requires one of the following: Microsoft Office Communications Server 2007 R2 with Microsoft Office Communicator 2007 R2; Windows Live Messenger, or another instant messaging application that supports IMessenger. Voice calls require Office Communications Server 2007 R2 with Office Communicator 2007 R2 or an instant messaging application that supports IMessengerAdvanced.

<sup>3</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.

<sup>4</sup> Word Mobile 2010 is not included in the Office 2010 applications or suites.

**5 Turn your text into compelling diagrams.**

Word 2010 offers you more options to add visual impact to your documents. Choose from dozens of additional SmartArt® Graphics to build impressive diagrams just by typing a bulletted list. Use SmartArt to transform basic, bullet-point text into compelling visuals that better illustrate your ideas.



**6 Add visual impact to your document.**

New and improved picture editing tools in Word 2010 enable you to customize the images in your documents without additional photo-editing software. Turn a simple document into a work of art using new color tools such as saturation and temperature controls, improved brightness and contrast, a new remove background feature, advanced picture cropping, and an array of artistic effects such as glow edges and glass.



**7 Recover work you thought was lost.**

After working on that document for awhile, did you accidentally close it without saving? No problem. Word 2010 lets you recover draft versions of recently edited files as easily as opening any file, even if you never saved the document.

**8 Transcend communication barriers.**

Word 2010 helps you work and communicate effectively across different languages.<sup>5</sup> Translate a word, phrase, or document more easily than before. Set separate language settings for editing, Help, display, and ScreenTips. And, get additional assistance for English as a second language with English text-to-speech playback, along with additional text-to-speech languages available for download.

**9 Insert screenshots and handwriting into your documents.**

Capture and insert screenshots directly from Word 2010 to quickly and easily incorporate visual illustrations into your work. When you use a tablet-enabled device such as a Tablet PC or Wacom tablet, you get improved tools for formatting ink as easily as you format shapes.

**10 Accomplish more with an enhanced user experience.**

The new Microsoft Office Backstage™ view replaces the traditional File menu to let you save, share, print, and publish your documents with just a few clicks. And with the improved Ribbon, you can access your favorite commands even more quickly by customizing tabs or creating your own to personalize the Word 2010 experience to your work style.



<sup>4</sup> Translation features are free and do not require any add-ins. The bilingual dictionary comes by default in the box (no download), and the language and availability depends on the SKU version of your Office 2010 application. Internet service is required for machine translation, and languages vary by provider; this will be determined automatically depending on your selection. Additional text-to-speech languages are free and available to download from the Microsoft Download Center (<http://www.microsoft.com/download>).