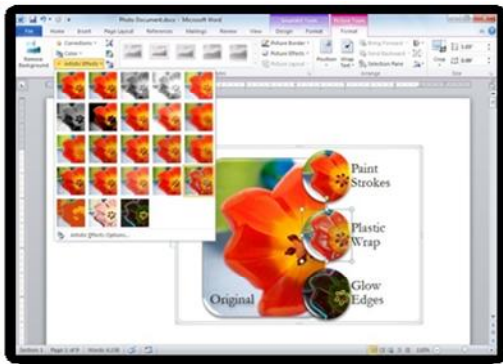


## Microsoft Office 2010 Overview

Microsoft® Office 2010 offers flexible and powerful new ways to deliver your best work — at the office, at home or at school. Create standout reports and presentations with tools that help you capture your ideas more creatively. Stay connected to your projects, even when you're away from your computer, with access to Office files via Web browser or smartphone.<sup>1</sup> Work efficiently with others by sharing, editing and reviewing files at the same time — even across geographies and time zones. With Office 2010, you're in control, getting things done and producing amazing results however and wherever you work best.

### 1 Express your ideas more visually

Office 2010 opens up a world of design options to help you express your ideas with impact. New and improved picture formatting tools, such as color saturation and artistic effects, let you 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, Microsoft PowerPoint® 2010, Microsoft Excel® Web App and Microsoft OneNote shared notebooks lets you edit the same file at the same time with other people — even when they're in different locations.<sup>2</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>3</sup>
- **Microsoft Office Mobile 2010.** Stay current and respond quickly using new mobile versions of Office 2010 applications designed specifically for your Windows Mobile-based Smartphone.<sup>1</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, such as mutual connections and other social information, through SharePoint My Site, Windows Live™ or other popular third-party sites, to stay on top of your business and social circles.

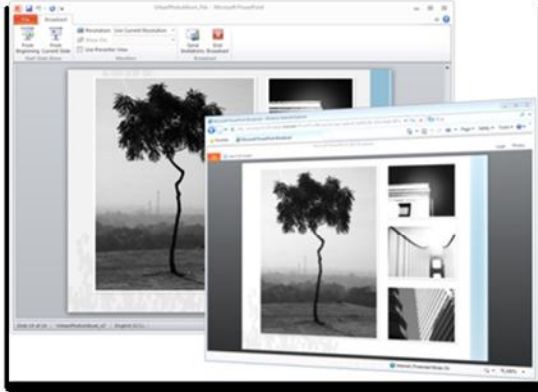
<sup>1</sup> An appropriate device Internet connection and supported Internet Explorer, Firefox, or Safari browser are required. Some mobile functionality requires Office Mobile 2010, which is not included in Office 2010 applications, suites, or Web Apps. There are some differences between the features of the Office Web Apps, Office Mobile 2010 and the Office 2010 applications.

<sup>2</sup> Co-authoring for Word, PowerPoint and Excel require either Microsoft SharePoint® Foundation 2010 or a Windows Live account. Co-authoring for Excel 2010 is available via Microsoft Excel Web App.

<sup>3</sup> Office Web Apps require either SharePoint Foundation 2010 (for business) or a free Windows Live account (for personal use).

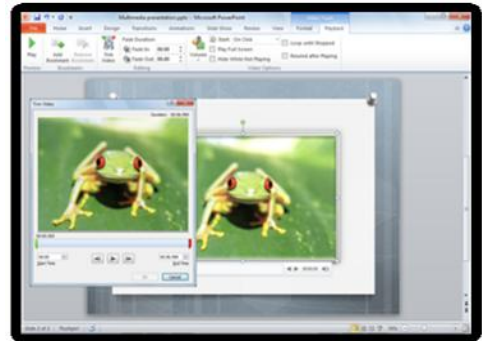
**5 Get your message out instantly**

Broadcast your PowerPoint presentation to a remote audience, whether or not they have PowerPoint installed.<sup>4</sup> The new Broadcast Slide Show feature allows you to share your presentation through a Web browser quickly, without additional setup or software.



**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.

	Current	1 Year History		
		Trend	High	Low
All Departments	\$ 159.6		\$ 159.6	\$ 130.5
Women's Apparel	\$ 32.6	↑	\$ 32.6	\$ 30.2
Patio & Garden	\$ 16.2	↑	\$ 16.9	\$ 15.1
Toys	\$ 15.7	→	\$ 15.7	\$ 13.5
Electronics	\$ 14.9	↓	\$ 18.3	\$ 14.9
Baby Apparel	\$ 14.2	→		
Men's Apparel	\$ 13.5	→		
Kid's Apparel	\$ 12.6	→	\$ 12.9	\$ 11.9
Furniture	\$ 11.4	→	\$ 14.5	\$ 8.7
Bed & Bath	\$ 11.1	→	\$ 11.1	\$ 9.3
Kitchen	\$ 9.9	↑	\$ 10.1	\$ 2.3
Home	\$ 7.5	→	\$ 9.1	\$ 4.5

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

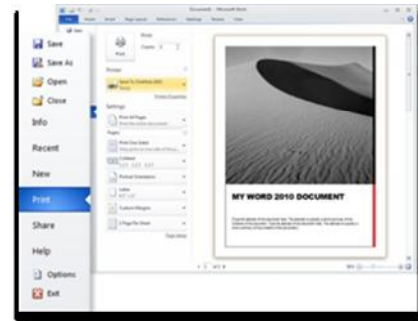
Get the ultimate digital notebook for tracking, organizing and sharing text, pictures, and audio and video files with OneNote 2010. New features such as page version tracking, automatic highlighting and Linked Notes give you more control over your information, so you're always on top of your content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

**10 Work your way, faster and easier**

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.

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

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



*This information is about pre-release software and therefore is subject to change. It is provided without warranty of any kind, express or implied.*

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