Microsoft® Office 2010

Microsoft® SharePoint® 2010

Microsoft® Exchange Server 2010

Microsoft® Office Communications Server 2007 R2

Business Productivity at Its Best

**Microsoft Office, Microsoft SharePoint, Microsoft Exchange, and Microsoft Office Communications Server**

Abstract

This paper shows how Microsoft® Office, Microsoft SharePoint®, Microsoft Exchange, and Microsoft Office Communications Server contribute to the powerful architectural design of the Microsoft Business Productivity Infrastructure (BPI). The *BPI stack* approach suggests that only by thinking at a capability level (for example, *"What do users want to do*?"), and then adding the right aspects of capability in each place (client, server, and services), can we create desktop applications that also deliver rich server and services capabilities to information workers.

This paper describes how the 2010 and 2007 versions of Office work together with the related business productivity servers: SharePoint 2010, Exchange 2010 and Office Communications Server 2007 R2.

The scenarios outlined in this paper show examples of how the power of the business productivity servers can be combined with capabilities of one or more Microsoft Office 2010 applications to deliver rich, intuitive, and easy-to-use capabilities directly into the hands of desktop users. The scenarios cover the following BPIO capabilities and value areas:

- Best Productivity Experience across PC, Phone, Browser
- Unified Communications
- Business Intelligence
- Enterprise Content Management
- Collaboration
- Unified Business Platform
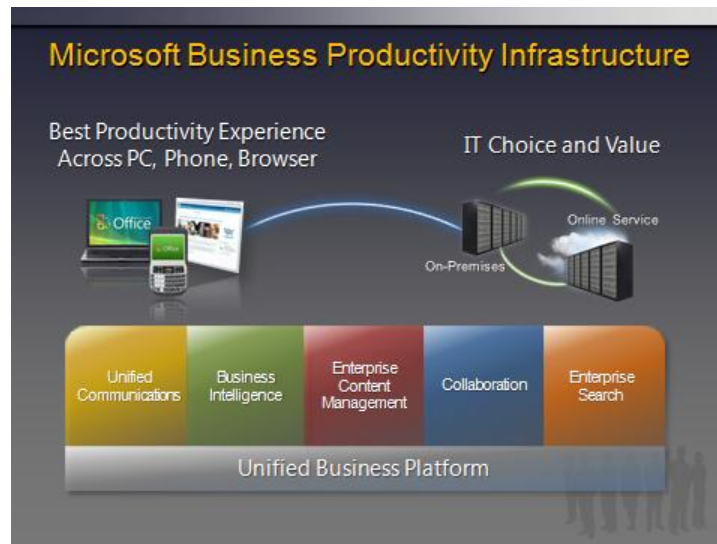
The paper concludes that *to realize the best user experience with Office and the business productivity servers, organizations should upgrade client programs to Office Professional Plus 2010 and server technologies to SharePoint 2010, Exchange 2010, and Office Communications Server 2007 R2.*[1]

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1 This whitepaper was published prior to the release of Microsoft Communications Server 2010 and includes descriptions of features from Office Communications Server 2007 R2

Contents

Introduction

Microsoft Office has always been about automating tasks and providing people with choices for how they get things done at work, at school, and at home. When Microsoft Office products were first introduced, they helped people move beyond manual processes and tools to automated processes on computers. Over time, Microsoft Office has evolved and is now the primary vehicle by which people experience Business Productivity Infrastructure (BPI) capabilities, such as collaboration and content management. Microsoft Office helps enhance business productivity by offering rich server capabilities that are tightly integrated into the user experience.

Many analysts support the notion of an integrated productivity environment for information workers. Gartner Group's "Smart Enterprise,"[2] Forrester's "Information Workplace,"[3] and Yankee Group's "Extended Enterprise"[4] frameworks all combine these capabilities to create the next-generation workplace for information workers. The introduction of Microsoft Office 2007 was the first time a solution of client, server, and service products, with tight design integration, could deliver the functionality that would have previously required 6–10 "best-in-class" products for a full BPI infrastructure. The 2010 release of these products takes this integration to the next level by providing more flexibility in delivery and new capabilities to help save the business time and money.

The focus of this paper is to provide an overview of the specific capabilities enabled through Microsoft Office and the related business productivity servers working together as key components of the BPI stack in the 2010 release.

The following table provides an overview of the features designed to work together between specific versions of the Microsoft Office programs and the related business productivity servers. Levels of the combined value of these products can be summarized as fair, good, better, and best, and are further explained below.

Based on the information in this table, we recommend upgrading to Office Professional Plus 2010 when upgrading the related business productivity servers to achieve the best user experience.

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[2] Gartner Group: The Smart Enterprise Suite is Coming: Do We Need It?, May, 2002

[3] Forrester Big Idea: The Information Workplace Will Redefine the World of Work – At Last!, June, 2005

[4] Yankee Group: The Impact of Microsoft's Unified Communications Launch, Enterprise Computing & Networking, Zeus Kerravala, August 2006

Combined Value	Description
Fair	**Microsoft SharePoint® Portal Server** was released in 2001 along with Microsoft Office XP. It introduced the first interactions with Office and also worked with Microsoft Office 2000. It included Web Parts and document libraries with check in/check out functionality and alerts. **Exchange Server 2000** enables people to send mail directly from any Office 2000 application. It provides built-in indexing and search across a diverse set of information types, including Office documents. Outlook Web Access lets people access email and calendars with a web browser.
Good	**Microsoft Office 2003** provides a good level of integration with **Microsoft SharePoint Portal Server 2003**, which introduced MySites. It was the first time the products co-shipped, and the integration allows users to create documents, organize team meetings and activities, work with SharePoint lists in Microsoft Office Excel®, and use Microsoft Office FrontPage® 2003 to customize lists or Web Parts on SharePoint sites. **Exchange Server 2003** with Office 2003 helps people plan for and organize meetings by storing and sharing agendas, visuals, document links, attendee lists, and other documentation in a location everyone can access. This release also provided a cached Exchange mode and introduced RPC over HTTP for improved online/offline syncing with Microsoft Office Outlook®.
Better	**Microsoft Office 2007** provides contextual integration with **Microsoft Office SharePoint® Server 2007,** which allows people to interact with SharePoint sites without leaving their Microsoft Office programs, and provides online/offline access with two-way synchronization for select information through Outlook and Microsoft Office Groove®. The Business Data Catalog (BDC) was introduced, enabling line-of-business (LOB) data to be surfaced through SharePoint and Office. **Exchange Server 2007** with Office 2007 provides people with rich access to e-mail, calendars, attachments, and contacts from more locations and devices. Unified messaging capabilities let users receive voice mail, e-mail and faxes in their Outlook inbox. The first release of **Office Communications Server 2007** enables people to communicate and collaborate easily with others in different locations using a variety of options, including instant messaging (IM), voice, audio and video conferencing, with rich presence indicators integrated in Office 2007 applications.
Best	**Microsoft Office 2010** with **SharePoint 2010** gives people the ability to seamlessly view and edit information from a PC, browser, and smartphone[5]. Microsoft SharePoint® Workspace 2010 (formerly Groove) makes it easier for people to take information online and offline and Business Connectivity Services (BCS) makes it easier to enable users to work with LOB information from within familiar Office applications. The new Microsoft Office Backstage™ view helps to surface SharePoint 2010 capabilities in the context of Office applications, including greater automation of metadata capture and streamlined access to document libraries and SharePoint sites. Also, integration between these two products provides the ability to co-author documents, presentations, worksheets and notebooks. **Exchange 2010** with Office 2010 provides a more powerful user experience for staying up-to-date on the go through a PC, phone or browser. New capabilities provide IT Pros with simplified administration tools and users with new inbox management tools that boost productivity and calendaring capabilities that simplifying scheduling. MailTips is a new feature to help prevent information leakages and embarrassing e-mail mistakes. **Office Communications Server 2007 R2** surfaces presence information with contact cards and provides the ability to initiate voice or IM conversations from directly within Office 2010 applications—through Backstage view author information, Outlook contacts and co-authoring indicators. Desktop-sharing capabilities allow users to collaborate with one another while they talk to each other using enhanced audio conferencing features.

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[5] Some mobile functionality requires Office Mobile 2010 which is not included in Office 2010 applications, suites, or Web Apps

Best Productivity Experience across PC, Phone, Browser

Mobile work is no longer just about the sales force. More than ever, employees in a variety of roles are expected to be "always on and always connected," even when they are away from the office. To enable the fast response they want to provide, these workers need the ability to access information from more places and on more devices. Taking action on the go can be difficult, especially if workers cannot connect to the business network or access the right information for their jobs. And while telecommuting and working on the go can reduce costs and increase productivity, it potentially opens up access and security concerns.

Microsoft Office 2010 and related server capabilities are helping people access Office applications, documents and their inboxes (IM, e-mail, and voice mail) across a range of devices, virtually regardless of location.

Office 2010 with Related Business Productivity Servers

Enable people to access and respond to information from virtually anywhere, with confidence that content changes and fidelity are highly maintained across locations and devices.

With Microsoft Office 2010 and related server capabilities, information access is extended to enable people to work from more places and on more devices with a browser, and to keep everyone more productive, even on the go. New mobile access enhancements offer a familiar experience tailored to mobile devices, so co-workers in different locations can share, edit, and comment on documents or presentations from their mobile devices. Whether they view or edit documents, spreadsheets, or presentations on a PC, browser, or mobile device, they can experience high fidelity across all devices.

Scenario

Enable people who travel without a PC to comment on a press release.

Let's consider an example in which the Finance Director, Robert Lyon, is heading out for a long weekend in the country. He leaves his PC behind but brings his mobile device. While he is away, some late-breaking company news requires him to review and edit a press release.

FEATURES
Mobile Access Enhancements
Viewing and Editing Documents, Spreadsheets, Presentations, and Notebooks in a Browser

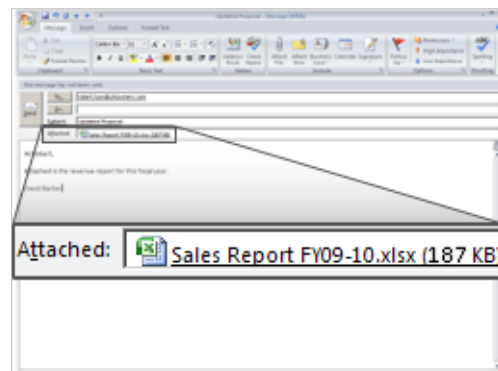| Microsoft Office 2010 with 2010 Servers	Microsoft Office 2007 with 2010 Servers
- Before Robert revises the press release document to announce fourth-quarter earnings, he needs to update the regional revenue in the quarterly earnings report in Excel. - Robert uses the browser on his mobile device[6] to navigate to the SharePoint 2010 library and opens the revenue report in the Excel Web App (running in the browser), confident that changes he makes on his mobile device will not change the quality or format of the spreadsheet's appearance. - Robert updates the revenue figures with the confidence that the changes are saved as he intends and the whole team will stay up-to-date. - Using Microsoft Office Communicator Mobile 2007 R2, he finds that his colleague, David Bradley, is available. Robert quickly sends an instant message asking David to update the press release and saying that he will review it once he gets back to the hotel. - The team takes Robert's figures and rebuilds the quarterly earnings section of the press release. - Meanwhile, Robert needs to add executive commentary to support the new data. When he arrives	- Before Robert revises the press release document to announce fourth-quarter earnings, he needs to update the regional revenue in the quarterly earnings report in Excel. - Robert sends an e-mail to his colleague, David Bradley, to forward the revenue report in Excel 2007, as it is hosted in SharePoint 2010 and he does not have access to it. - The next day, David sends the document to Robert as an e-mail attachment. - Robert receives the revenue report as an e-mail attachment and updates the revenue figures in the Excel 2007 report by using Microsoft Office Mobile.

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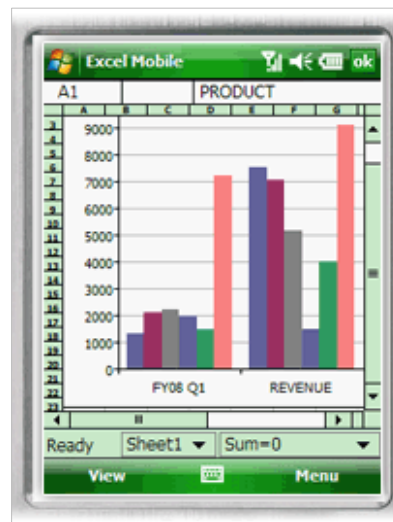
[6] Given mobile connectivity to corporate resources, most Smartphones using the microbrowser standard (iPhone, RIM, Symbian and Windows Mobile) can access documents stored on a server via their Smartphone browser.

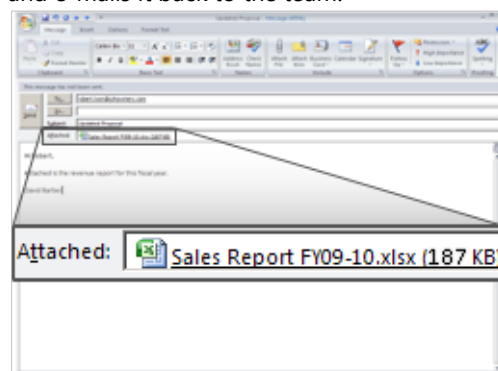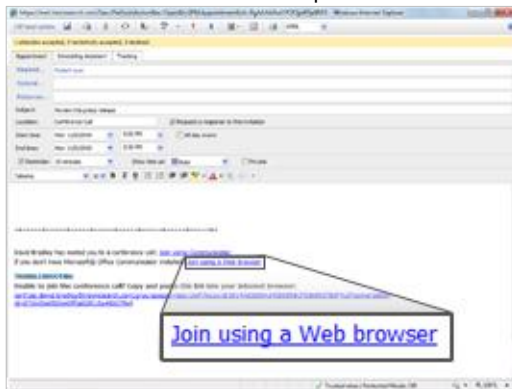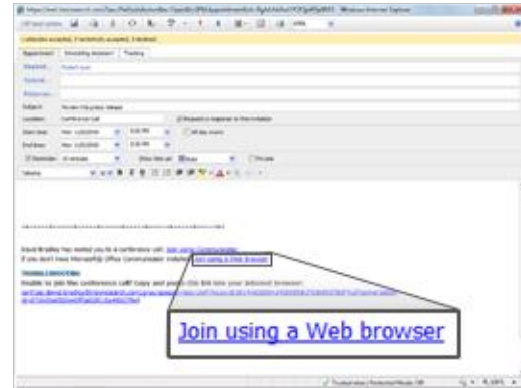| Microsoft Office 2010 with 2010 Servers	Microsoft Office 2007 with 2010 Servers
at his vacation destination, he finds that the hotel has a small business center with a PC and Internet access. • The PC does not have Microsoft Office installed, but Robert can use Web Apps to view the documents—just as he is used to seeing them on his PC—and make the necessary edits. • Using the PC's browser, Robert navigates to a document library within his company's SharePoint sites and opens the draft press release in the Word Web App. • From within the browser, Robert views the press release document, just as he would see it on his PC, and makes minor edits. • He saves his changes to the document, and now has to update the Microsoft Office PowerPoint® presentation that will accompany the earnings report. • By using the PowerPoint Web App, Robert opens the slide deck, revises some of the figures and slide notes, and saves his changes. Even though Robert used a Web browser to edit the presentation, he knows content and formatting will be maintained. He also knows that the confidential information in the presentation is secure because his company hosts the Web Apps on premises, with SharePoint 2010.	• Robert sends the e-mail with the updated Excel report attached. • Using Office Communicator Mobile 2007 R2, he finds that his colleague, David Bradley, is available. Robert quickly sends an instant message asking David to update the press release and saying that he will review it once he gets back to the hotel. • The team takes Robert's figures and rebuilds the quarterly earnings section of the press release. • Meanwhile, Robert also needs to add executive commentary to support the new data. When he arrives at his vacation destination, he finds that the hotel has a small business center with a PC and Internet access. • The PC does not have Microsoft Office installed, so he cannot get access to the file. • Robert heads out to find a local Internet café where the PCs have Office 2003 installed. • At the café, he signs in to his e-mail through the Outlook Web App, where he can get the press release document and presentation from an e-mail attachment. • Robert downloads the document and presentation to the PC. Fortunately, the computer has the Office file converter pack installed since the files were originally created with Office 2007. • He makes some edits to the press release document and e-mails it back to the team. • Then he makes edits to the presentation, including changes to a SmartArt diagram. He doesn't realize that these SmartArt changes will be broken when he sends them back to his team since he is using Office 2003. • When done with edits, he e-mails the files back to his team and deletes the files from the computer to avoid any breaches of the confidential information. Since the presentation was a large file and he is on a low bandwidth connection, he has to wait several
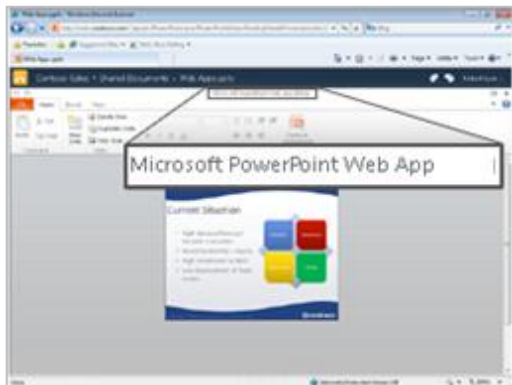
Microsoft Office 2010 with 2010 Servers	Microsoft Office 2007 with 2010 Servers
	minutes to ensure that the file has been sent.
	• The rest of his team collects Robert's changes and updates the press release.
	• Robert finds a meeting request for a conference call from David through the Outlook Web App. Since using a shared machine, he clicks on the link to "Join using a Web browser" and has the call sent to his mobile phone.
• Robert is finished with the last-minute changes. The rest of his team collects Robert's changes from SharePoint 2010, updates the press release, and sends Robert an instant message to his mobile device, asking for a final review. Robert responds that he can attend a Web conference to review.	
• Robert returns to the hotel's PC, opens the Outlook Web App, and finds the conference call appointment from David. Since he is using a shared machine, he clicks on the link to "Join using a Web browser" and has the server call his mobile phone.	

Benefit: Productivity for all Workstyles and Mobile Situations
  ◦ Save time and resolve issues faster
  ◦ Support telecommuting which can save on overhead costs of real estate and facilities

Office 2010

Manage your Inbox and create more compelling presentations.

With increasing e-mail volume, people can fall victim to "information overload." Out-of-the-box capabilities in Microsoft Office 2010 help you cut through the ever-increasing information that you receive daily. New e-mail management capabilities remove duplicate information and help you process e-mails faster. You can also quickly create, format, and deliver more compelling documents and presentations.

Scenario

Quickly organize e-mail and create a presentation.

Consider the example below where Judy Lew, a manager at a franchise of national sporting goods store Adventure Works, returns from her honeymoon and finds that she must quickly create a compelling sales presentation for an executive visiting her store.

FEATURES
Outlook Conversation View, Clean Up, Ignore
Excel Sparklines
Paste with Live Preview
Photo/Video Editing

Microsoft Office 2010	Microsoft Office 2007
• Judy has just returned from her honeymoon. When she opens Outlook 2010, the information bar immediately reminds her to turn off her automatic out of office reply, so that co-workers will know she is back in the store. • In her Inbox she finds hundreds of unread e-mails that arrived while she was on vacation. The updated ribbon toolbar in Outlook 2010 provides a highly visual layout of commands. She clicks Show as Conversation to change the e-mail organization from Date to Date (Conversations). Now multiple e-mails are condensed into discussions reducing hundreds of emails to just a few conversations. • As Judy reviews her Inbox, she sees several irrelevant e-mail threads such as unimportant e-mail messages to a mass distribution list (*'Remember to empty the break room refrigerator'*) She clicks Ignore, which sends those messages and related items to her Deleted Items.	• Judy must remember to change her automatic out-of-office reply. She has a small Out of Office indicator at the very bottom of Outlook 2007. She clicks Out of Office to turn off Out of Office auto-replies. • Judy has hundreds of unread e-mails organized by date. She starts by going through the earliest e-mails of hundreds she has received. • She reviews updates to one e-mail conversation multiple times. • As Judy sees e-mails that are not relevant she deletes them individually, which means she must individually delete 10 responses to the 'Remember to empty the break room refrigerator' e-mail.
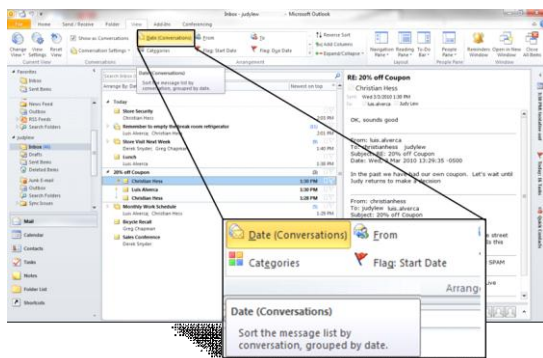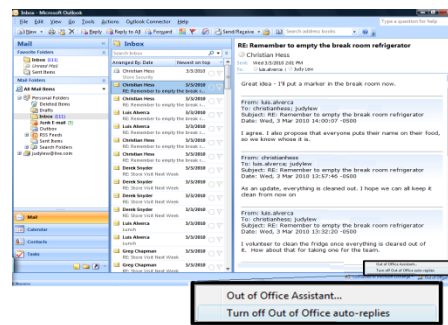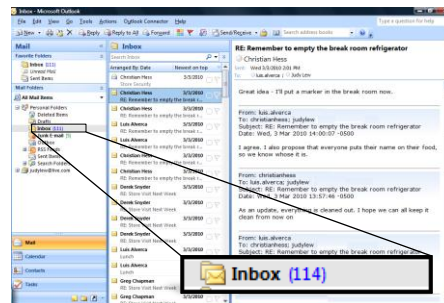
Microsoft Office 2010	Microsoft Office 2007
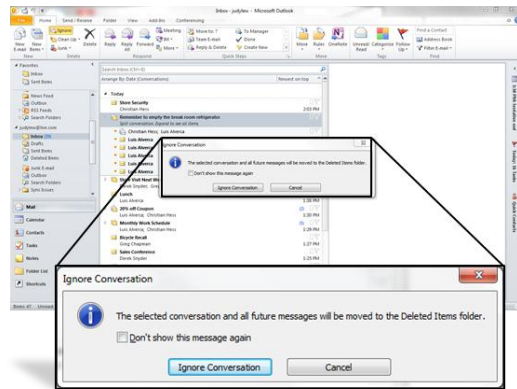
- She sees an e-mail thread from Derek Snyder, the National Sales Director. Judy clicks Clean Up Conversation which removes all redundant e-mails and allows her to identify the last e-mail from the cleaned up thread. She sees that Mr. Snyder is visiting her store the next day and is requesting a presentation on how Judy's store has effectively increased the sales of bicycle helmets.
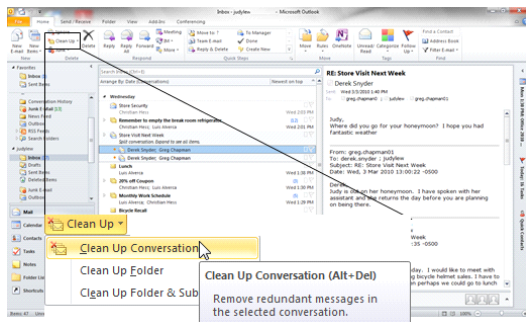
- Judy opens her monthly sales spreadsheet in Excel 2010 and applies conditional formatting to better show actual sales versus sales goals. She confirms that the data shows a television commercial and promotion helped increase sales of bicycle helmets in June. Judy also wants to show Mr. Snyder the store's monthly sales, which she can do visually within a single cell for each product using Sparklines.
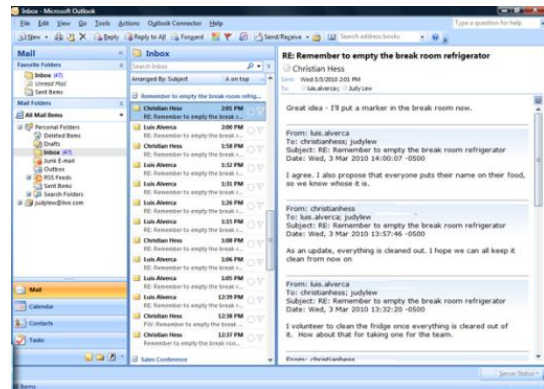
- Judy finds an e-mail from Derek Snyder that she believes is important. From one e-mail message it appears that he is coming to visit the store. Judy is unsure which e-mails from Derek and his assistant contain new information. There are also split conversations where someone responded to a different e-mail thread, which means she can't just review the last e-mail to see message history. She must review dozens of e-mails from Derek and his assistant, reading messages multiple times before understanding that he is visiting her store the next day and is requesting a presentation on sales of bicycle helmets.
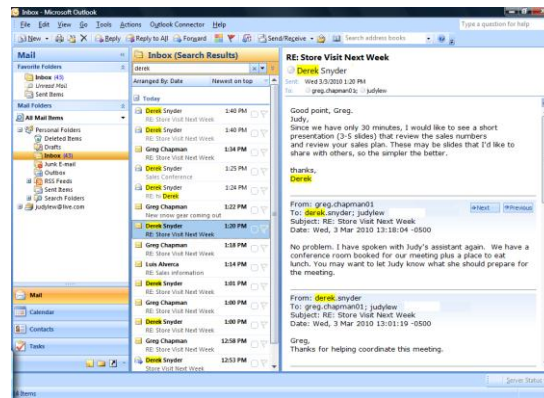
- Judy opens her monthly sales spreadsheet in Excel 2007. To show the monthly sales trend, she must create a separate graph. She spends several minutes formatting the chart which is difficult to read and also takes up much of the worksheet.
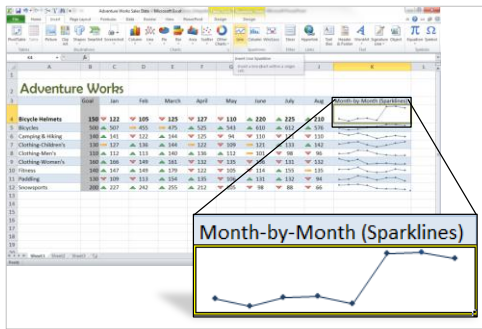
Microsoft Office 2010	Microsoft Office 2007
• Pressed for time, Judy begins to create a three-slide PowerPoint presentation. On the first slide she wants to present the sales numbers by copying the Excel sales data. Judy can preview how pasted content will look in PowerPoint 2010 with Paste using Live Preview. The preview helps her get the pasted format right the first time.	• In PowerPoint 2007, Judy pastes the numbers from Excel 2007 in a format without knowing how they will look. Because they do not appear the way she likes, she clicks Undo, and uses paste special to paste them in again using a different format. After several tries, she finally pastes the numbers in a format she likes.
• On the second slide she lists the actions she took to help boost sales. Using the SmartArt library with more options in Office 2010, she turns the bulleted list into a professional-quality process diagram.	• On the second slide, she lists the actions she took to help boost sales. She uses the SmartArt library in Office 2007 (though with fewer options than Office 2010) to turn the bulleted list into a professional-quality process diagram.
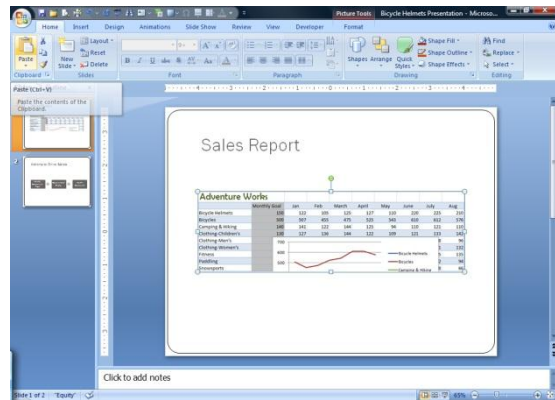
Microsoft Office 2010	Microsoft Office 2007

Microsoft Office 2010

Actions to Drive Sales
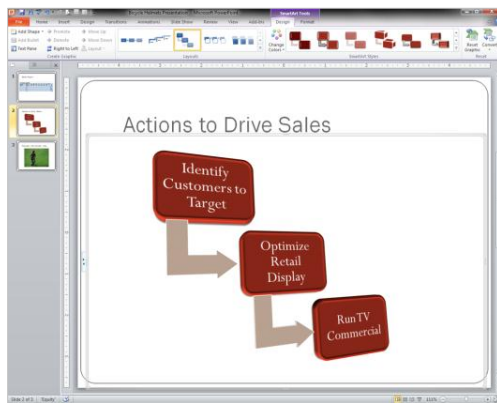
- On the third slide, she decides to show a portion of the television commercial that helped boost sales. After she inserts the video into PowerPoint, she trims the start and end time for the section about bicycle helmets because she doesn't need to show the whole clip during her presentation. She crops the video to fit the slide better, adds a border, and inserts other video effects to make it feel professionally produced.

Television Commercial - Clip
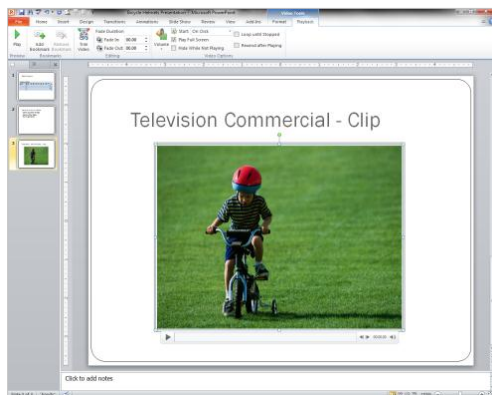
- Judy saves the file, but the file size is too large to send to her co-workers for review. She opens the Backstage View and clicks Compress Media. She chooses the quality level for compression and saves a smaller version of the file, making it easier for her to send out for comments.

Microsoft Office 2007

Actions to Drive Sales
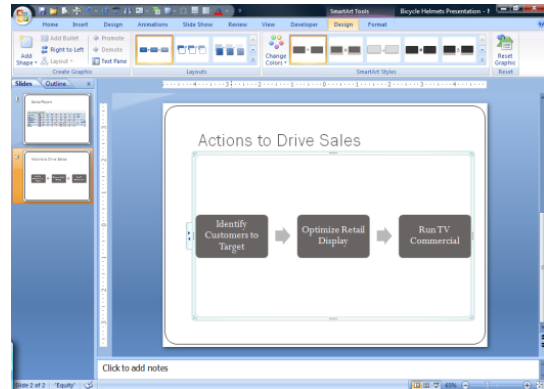
- Judy wants to show a video of the television commercial. She can not edit the video in PowerPoint 2007, so she enlists the help of a graphic designer who uses a third-party tool to edit the video and insert video effects.

- Judy inserts the movie into the PowerPoint 2007 presentation.

- After inserting the video, she realized that she needs further edits. She asks the graphic designer to edit the video again.

- She inserts the video into PowerPoint 2007 again.

Microsoft Office 2010	Microsoft Office 2007
	• When the file size of a presentation is too big, she may be unable to e-mail it and it takes up a lot of storage. The only way Judy can compress the file size is by individually deleting objects in the presentation.

Benefit: Productivity for all Workstyles and Mobile Situations
  ◦ Save time managing e-mail, analyzing data, and creating presentations
  ◦ Save on third-party editing tools and resources

Unified Communications

Communication has increased over the last ten years, both in volume and in the methods people use to connect. Because of this, people can easily fall victim to information overload and it can be difficult to find the right people quickly.

Unified Communications means having one solution for voice mail, e-mail, IM, and conferencing tools that work together Unified Communications provides the ability to effectively communicate and collaborate with others, as well as to deliver interactive presentations to anyone, virtually anywhere, using just a PC and an Internet connection. It also provides a software-based VoIP solution to interoperate with existing telephony infrastructure. With Unified Communications, organizations can improve access to people and information while reducing the cost of communications, travel, training, and facilities.

Office Communications Server 2007 R2 streamlines communications, enabling people to find and interact with the right person, right now, from the applications they use the most. The flexibility and familiarity of a common user interface, whether on the PC, in a browser, or on a mobile device, helps to meet demands for greater business mobility.

Office 2010 with Related Business Productivity Servers

Simplify team communication by managing voice mail and e-mail in a single, familiar interface.

When Office 2010 works with the related business productivity servers, people can have all their messaging capabilities on their PCs—all accessible in a familiar, consistent interface. They can manage voice mail from their inbox, where they can archive, search, share, and manage it with SharePoint. IT departments can reduce the resources required and costs of telephony and conferencing by combining voice and e-mail in a single solution.
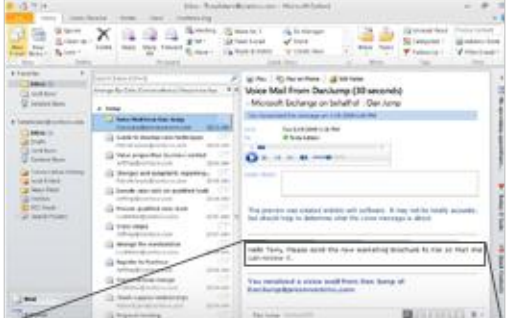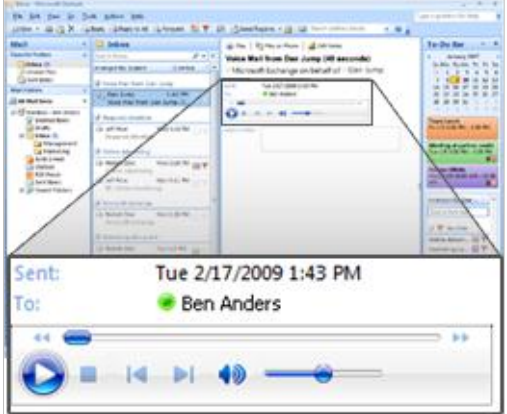
With presence indicators and social capabilities in Outlook 2010, people connect and work more fluidly with others while spending less time switching back and forth between applications. Using the new social connector in Outlook 2010, people can view e-mails, instant messages, calendar entries, and information for their contacts. As they read or compose a new message to a contact, they can quickly view past e-mail threads and attachments and can see the contact's online presence.

Scenario

Provide a consolidated way for people to access their e-mail and voice mail and connect with others.

Let's consider an example in which the Marketing Manager, Terry Adams, and her team need to submit a brochure to print for an upcoming marketing event.

<table>
<tr><td colspan="2" align="center">FEATURES
Voice mail
Transcribing voice mail
Outlook Social Connector
Find a contact</td></tr>
<tr><td align="center">Microsoft Office 2010 with 2010 Servers</td><td align="center">Microsoft Office 2007 with 2010 Servers</td></tr>
<tr><td>

- While in a meeting, Marketing Manager Terry Adams misses a phone call at her desk from her manager Dan Jump. With Outlook 2010 and Exchange 2010 working with Office Communications Server 2007 R2, she receives a recording and a transcript of the voice mail directly into her Outlook inbox regarding the support for an upcoming marketing event.
- She sees that Dan has asked her to send the new marketing brochure to Kim for review.

- Terry recalls that Dan was the last one to review the brochure, so she brings up a recent e-mail from him. With the Outlook Social Connector, she can view all the communication she has had with Dan, including e-mail attachments. This makes it easy for her to find the message where he sent the latest version of the brochure.

</td><td>

- While in a meeting, Terry Adams misses a phone call at her desk from her manager Dan Jump.
- With Outlook 2007, Terry receives voice mail recording directly into her inbox regarding the details for the upcoming marketing event.
- She senses urgency but doesn't want to disturb the meeting, so she exits the room with her PC to listen to the voice mail. Dan has asked Terry to send the new marketing brochure to Kim for review.

- Terry decides that she can multi-task so she re-enters the meeting. She recalls that Dan was the last one to review the brochure.
- She uses the Instant Search feature of Outlook 2007 to search for e-mail from Dan with the keyword like "Brochure."
- After navigating through the search results, Terry finds the marketing brochure to be forwarded to Kim.

</td></tr>
</table>

Microsoft Office 2010 with 2010 Servers	Microsoft Office 2007 with 2010 Servers
• She doesn't recall Kim's last name, but she does remember what she looks like. So she enters "Kim" into the Search Contacts field in her Outlook Contacts list. There are several results for "Kim," but she is able to recognize the correct contact from her picture, now included in contact cards. 	• She realizes that she doesn't know Kim's last name or e-mail address. • So she logs into Office Communicator 2007 R2 and sees that Dan is available. She sends Dan an instant message to provide her with Kim's last name.
• She clicks on Kim's contact card and IMs her, double-checking that she's the one who needs the brochure, and Terry IMs the file directly to her. • Kim senses the urgency and escalates the IM to a voice call through Communicator to discuss the request.	• Dan opens his Outlook 2007 and searches for e-mail from Kim. • After a short while, he replies back to Terry's IM with the e-mail address of Kim. • Terry IMs the file to Kim. Kim senses the urgency and escalates the IM to a voice call through Communicator to discuss the request.
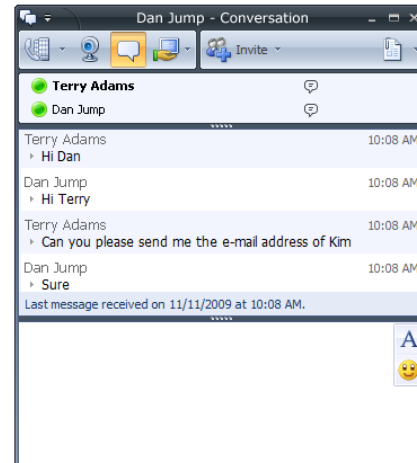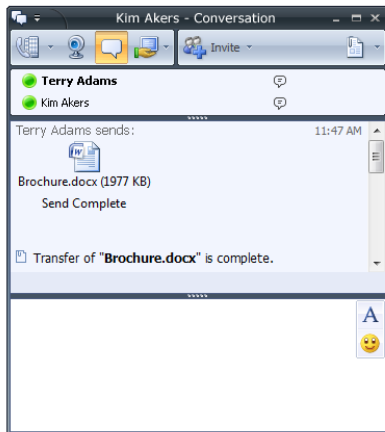
Microsoft Office 2010 with 2010 Servers	Microsoft Office 2007 with 2010 Servers
• Terry doesn't want to disturb the meeting so she transfers the call to her mobile number and steps out of the meeting to answer the call and talk.	• Terry doesn't want to disturb the meeting so she transfers the call to her mobile number and steps out of the meeting to answer the call and talk.
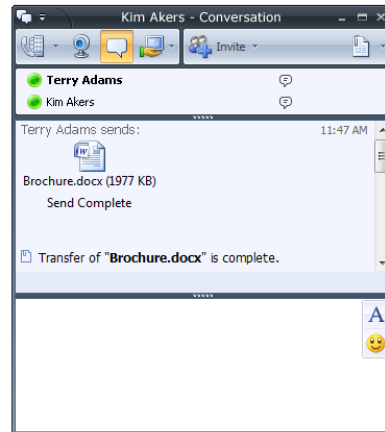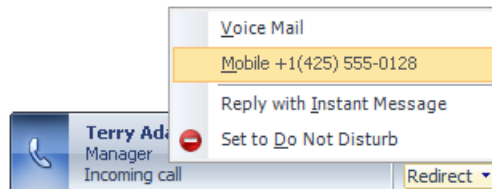
Benefit: Empower All Your People for Critical Interactions
  ◦ Reduce costs and resources required for telephony and conferencing
  ◦ Complete projects faster

Office 2010 with Related Business Productivity Servers

Streamline real-time communications by connecting participants with meetings and events.

With Office 2010 and the related business productivity servers, people can conveniently and efficiently schedule appointments, share calendars and availability, and better manage their work schedules. Presence integrated within Office 2010 applications enables the real-time status of employees—based on calendar information, login, activity status, and user preference—to be displayed across the organization and to selected outside colleagues. This information enables people to contact the right person the first time, using the best method to communicate. Besides using the telephone or e-mail, they can conduct audio and video conferences and share applications and desktops in real time.

Scenario

Provide people the ability to work together, both internally and externally and in real time.

Let's consider an example in which the Proseware, Inc., CEO, Jonathan Mollerup, must work with the Head of Legal, Sean Chai, the Finance Manager, Jim Kim, and their lead technical writer, Mike Miller, to quickly put together a venture capital proposal.

Microsoft
Office Communications
Server 2007 R2

Microsoft
Exchange Server 2010

Microsoft
Office 2010

Microsoft
SharePoint 2010

FEATURES
Scheduling Meetings
Federation to Collaborate across Different Organizations
Group Scheduling
Federated Calendars
Out-of-Office Notifications when Scheduling Meetings
Sharing Files and Applications

Microsoft Office 2010 with 2010 Servers	Microsoft Office 2007 with 2010 Servers
• Jonathan, Mike, Sean, and Jim are seeking venture capital to expand their business overseas. • While reviewing the numbers in the proposal, Jonathan notices that the interest rate has changed, invalidating the financial model. He needs to find out who made these changes, so he goes to the Backstage view of Microsoft Word 2010 and sees that Sean was the last editor. • Since presence is shown in that view, Jonathan sees that Sean is available, and he can communicate with him without quitting Word. He clicks on Sean's presence icon and initiates a call to discuss the revised interest rate. 	• Jonathan, Mike, Sean, and Jim are seeking venture capital to expand their business overseas. • While reviewing the numbers in the proposal, Jonathan notices that the interest rate has changed, invalidating the financial model. • He needs to find out who made these changes, so he closes the Word proposal and navigates to the document library where it is stored on SharePoint 2010 and sees that Sean was the last editor. He wants to initiate a meeting to discuss why the change was made. • Jonathan sees that Sean is available, using the integrated presence indicator in SharePoint 2010. He clicks on Sean's presence indicator and initiates a call to discuss the revised interest rate. • After a quick conversation, they decide to set up a more formal meeting with others. Sean opens Outlook 2007 and creates a new meeting request with all attendees (Jonathan, Jim, and Mike) to discuss the proposal. • He selects a meeting time and clicks on the Scheduling Assistant to see others' free/busy information.

Microsoft Office 2010 with 2010 Servers	Microsoft Office 2007 with 2010 Servers
• After a quick conversation, they decide to set up a more formal meeting with others. Sean opens Outlook 2010 and creates a new meeting request with all attendees (Jonathan, Jim, and Mike) to discuss the proposal. • He uses the Group Scheduling View in Outlook 2010 to see the calendars of all attendees side-by-side. This information helps him to schedule the conference according their availability. He finds that all attendees are available later that day except for Mike, who is out-of-office for the next three days. • Sean also sees that Mike has a MailTip that names Jim Akers as his alternate contact, so he adds Jim to the group scheduling view and sees that he is available for the call. 	 • He finds that all attendees are available later that day except for Mike, whose calendar is busy for the next three days. He decides to schedule the meeting in hopes that Mike can arrange his schedule. • He clicks on "Conference Call" to include all information required for joining this conference from a PC, browser, or mobile device. • After sending the meeting request, Sean receives an Out-of-Office automatic reply from Mike with a message that has named Jim as his alternate contact. • He then forwards the meeting request to Jim, so he adds Jim to the scheduling assistant view and sees that he is available for the call.
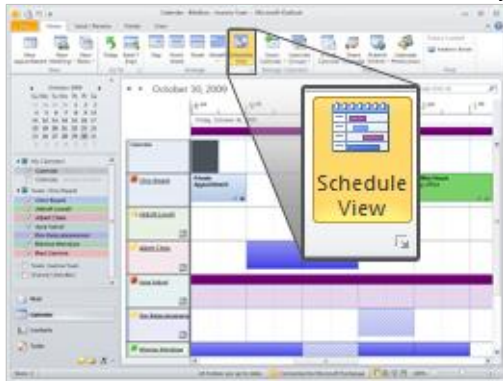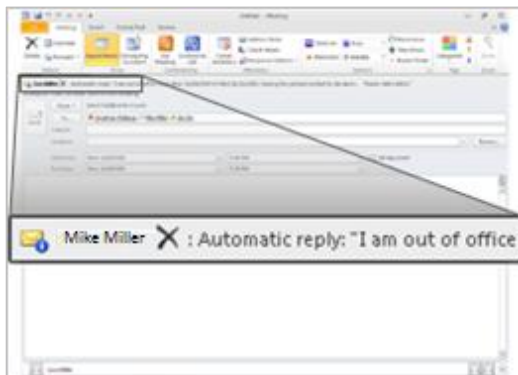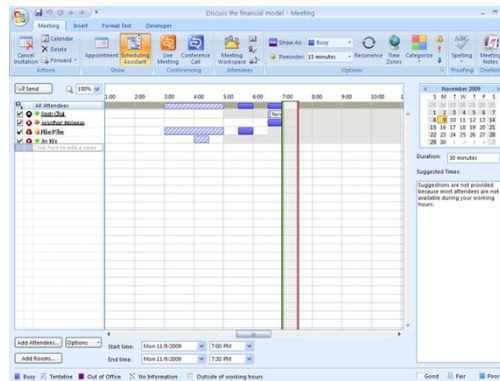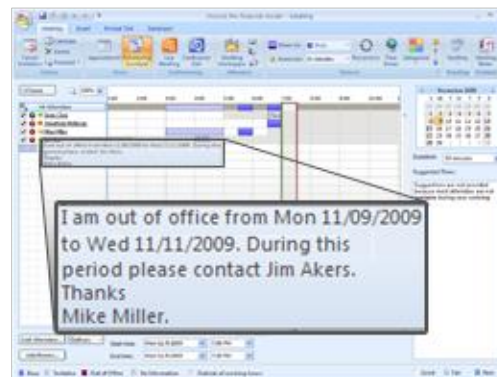
Benefit: Empower All Your People for Critical Interactions
- ◦ Complete projects faster
- ◦ Save time communicating in the context of your work and documents

Business Intelligence

People frequently have incomplete views of key business information, making it difficult to make wise choices for complex issues. Traditionally, organizations find information analysis and reporting solutions difficult to use and too costly for broad adoption.

Business Intelligence provides reporting, analysis, data warehousing, and performance management solutions to assemble and display business-critical information from disparate sources across the organization. It provides people with secure access to the information they need to make critical business decisions.

The 2010 releases of Office and SharePoint help democratize the information within organizations. IT can provide self-service analysis tools that give the right information to the right people at the right time, while keeping security in mind. Ultimately, this decreases the burden on IT resources, drives broader adoption, and improves business insight.

Office 2010 with SharePoint 2010

Provide self-service access to information to help people make more informed business decisions and to reduce the burden of report requests.

With Microsoft Office 2010 and SharePoint 2010 capabilities, people can create and share powerful analyses right from their desktops or browsers. With PowerPivot for Excel 2010, people can quickly calculate data sets with millions of rows from multiple sources. They can also use Excel Services, which allows them to load more workbooks and supports Excel 2010 analysis features. With improved analysis capabilities, people can make better, smarter decisions and share sensitive business information more broadly with co-workers, customers, and business partners in a security-enhanced environment.

Scenario

Provide people with self-service access to sales information to analyze massive data sets.

Let's consider an example in which Director of Sales, Mike Miller, wants to see how his company's sales are going so far this year.

FEATURES
Formatting and Analysis with Data Slicers in Excel
PowerPivot for Excel
Publishing and Sharing through Microsoft Office Backstage, Excel Services

Microsoft Office 2010 with Servers 2010	Microsoft Office 2007 with Servers 2010
• Mike opens a report that has all of his company's sales data for the year in a Microsoft PivotTable® dynamic view so he can analyze which products are performing best—it contains information from multiple data sources. • Because Mike is using PowerPivot for Excel, a free Web download, he can pivot the different fields at lightning speed, even though the worksheet contains hundreds of millions of rows. • Mike inserts Slicers beside the PivotTable report to make it easy for others who are not comfortable with PivotTables to view different combinations of data. • Mike selects a category and can easily see the sales figures. • To share the sales analysis with other team members, Mike publishes the sales analysis charts in SharePoint 2010. To do so, he uses Microsoft Excel® Services from the Office Backstage view in Excel 2010. Security groups that have been set up in SharePoint 2010 ensure that only his sales team and marketing can view	• Mike asks the IT department create a custom sales report like one they have provided in the past which combines information from multiple data sources. • Mike receives the Excel spreadsheet from IT a few hours later. Data is split across multiple worksheets, so he combines the worksheets by copying and pasting and builds a PivotTable to provide the analysis he needs. • By using a custom spreadsheet he copied from the corporate LOB system, Mike sifts through the large data tables using PivotTable views and finishes the analysis. • To share his analysis with the team, Mike manually navigates to the SharePoint 2010 site to publish the sales report. • He publishes the Excel 2007 sales report in
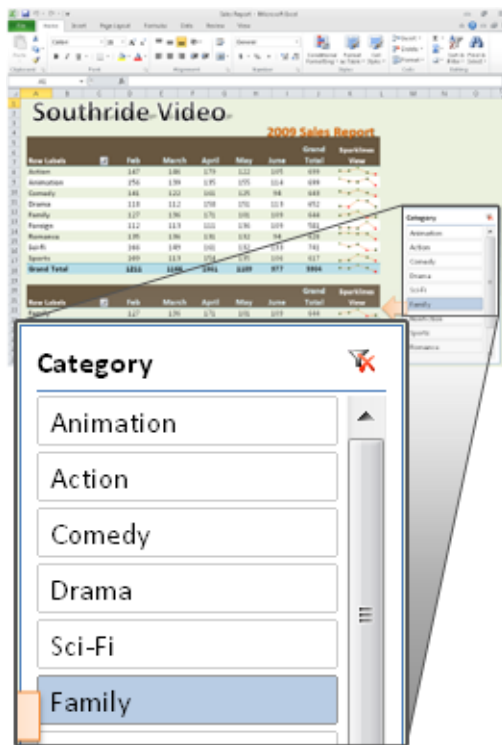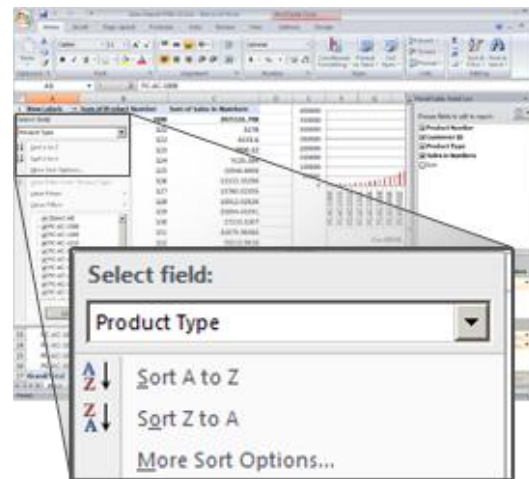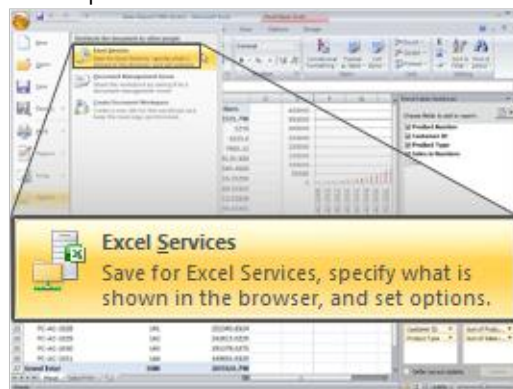
Microsoft Office 2010 with Servers 2010	Microsoft Office 2007 with Servers 2010
or edit the analysis. • Because the Backstage view is extensible, Mike uses a button he has customized to publish the view to his team site so he does not have to remember the URL. • The team can enjoy the same data analysis capabilities with the Slicers when they work with the report online through Excel Services reports. 	SharePoint 2010 and specifies which components of the workbook will be visible when they are published to the Excel Services site. • When the team uses Excel 2007 content that is published in SharePoint 2010, they have a read-only view of the PivotTable.
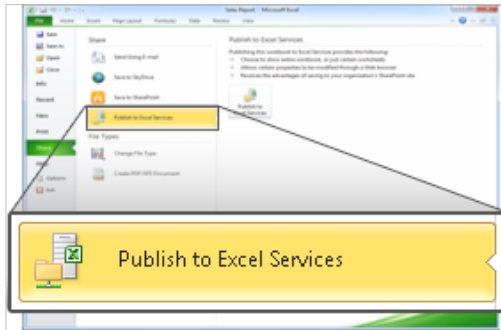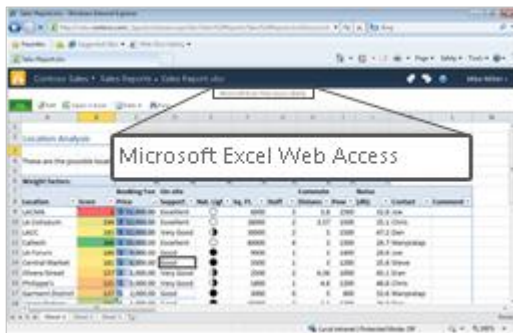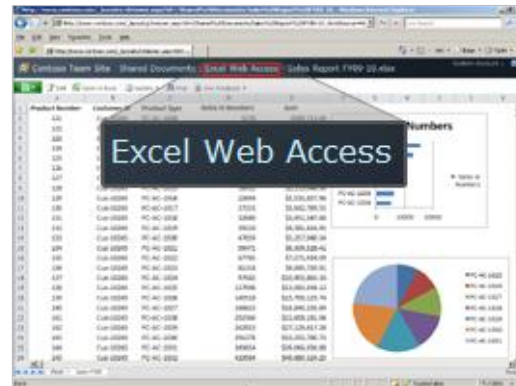
Benefit: Make Better Decisions and React Quickly to Change

  ◦ Decrease IT cost of generating reports

  ◦ Avoid cost of 3rd party BI solutions

Enterprise Content Management

Many organizations lose time recreating content and struggling with the burden of compliance requirements.

Enterprise Content Management (ECM) helps organizations streamline the management of documents, records, Web content, and forms-based business processes across the organization. With document and records management, people can store and access documents and records from one central location. They also can manage the entire lifecycle of documents from creation to expiration. Web Content Management provides easy-to-use functionality to create, approve, and publish Web content with a consistent look and feel. Using forms, people can more securely and accurately collect information, both inside and outside the organization and easily integrate the information into line-of-business (LOB) systems, store it in document libraries, or use it to start workflow processes.

With the 2010 release, it is even easier to navigate and find relevant information using features such as automated metadata capture, simplified content creation, and enhanced digital asset management. The new capabilities can help an organization achieve a "Compliance Everywhere" vision by eliminating the risks related to unmanaged content.

Office 2010 with Related Business Productivity Servers

Streamline content creation and publishing and automate business processes to empower users to quickly respond to competitive market pressure.

With Microsoft Office 2010 and related business productivity servers, people can bring innovative, new products and services to market with the speed and agility that sets them apart from their competitors. They can quickly create and manage portals and external-facing sites to more effectively engage, retain, and provide self-service features for employees, partners, and customers.

Scenario

Provide people with automated processes for quickly creating, publishing, and delivering content over the Internet, intranet, and extranet.

Let's consider an example in which the Marketing Manager, Ryan Gregg, needs to work on new product launch documentation and introduce an external-facing site to respond to competition.

FEATURES
Branding
Document Sets
Automatic Metadata

Microsoft Office 2010 with Servers 2010	Microsoft Office 2007 with Servers 2010
• Ryan opens the PowerPoint 2010 presentation for a proposal and updates the product details in it. • Because a Word 2010 template is also part of the document set, Ryan can easily identify the template. He needs to update the template to include the new product details. • Throughout the development of product launch documents, Word 2010 and SharePoint 2010 provide better metadata capture with Office Backstage; they automatically add document information and use AutoComplete to speed metadata entry. This automation encourages people to use the documents, while also helping to ensure that the product documents are properly managed and easier to find. • Ryan fills in the custom metadata fields to ensure that all necessary information relating to the product launch is captured.	• Ryan opens the PowerPoint 2007 presentation for a proposal and updates the product details in it. • Because a Word 2007 template is also part of the document set, Ryan can easily identify the template. He needs to update the template to include the new product details. • Word 2007 and SharePoint 2010 provide a customizable document information panel to capture metadata. • Ryan fills in the custom metadata fields to ensure that all necessary information relating to the product launch is captured. • When the product launch document is ready, he starts a custom workflow that assigns a task to the site designer, Molly Clark, to update and publish the site content. • Molly receives the alert, and she quickly creates the SharePoint site by using default site templates that are available in SharePoint 2010.
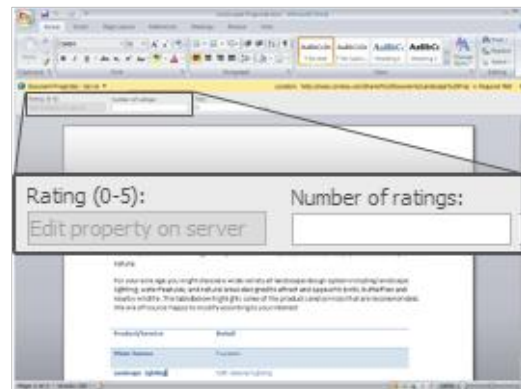
Microsoft Office 2010 with Servers 2010	Microsoft Office 2007 with Servers 2010
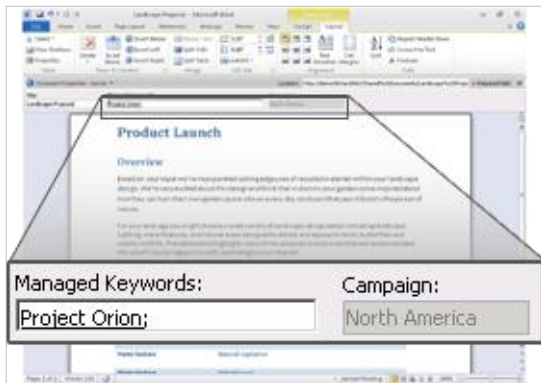
- When the product launch document is ready, he starts a custom workflow that assigns a task to the site designer, Molly Clark, to update and publish site content.
- Molly receives the alert, and she quickly creates the SharePoint site directly in Microsoft SharePoint® Designer 2010 by using Site Templates.
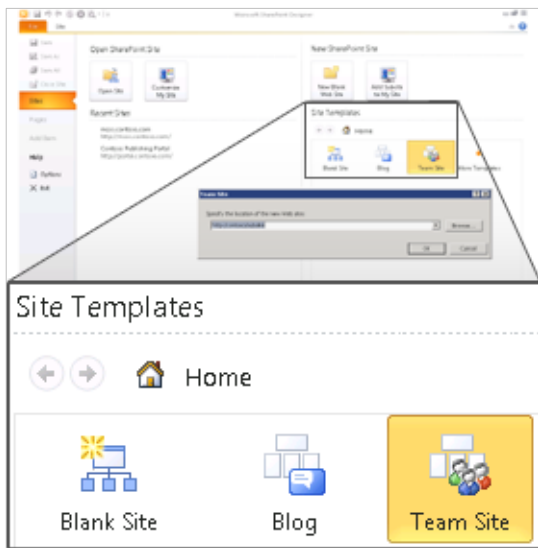
- While Molly is updating the site, she needs to confirm with Ryan if the product logo is approved and ready to be published. She also needs to discuss some other modifications to be made in the product launch document.
- Molly replies to an e-mail message from Ryan with a meeting request. The subject of the e-mail becomes the subject of the meeting. All she needs to add is the location and time.
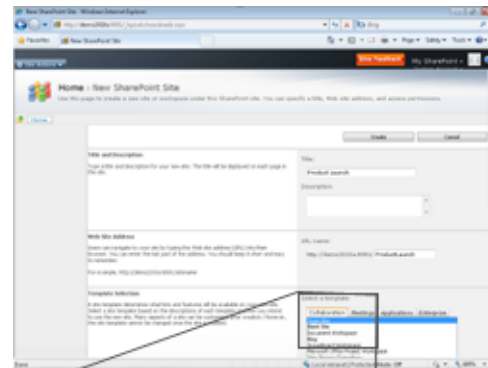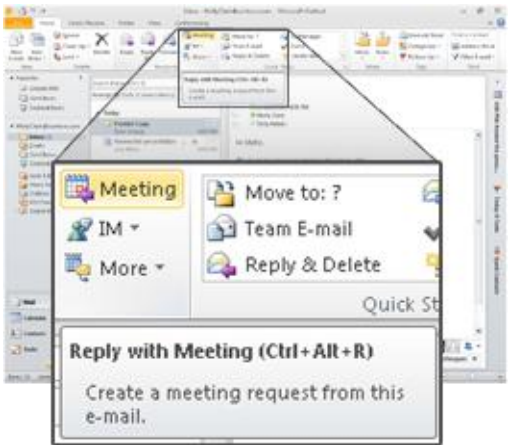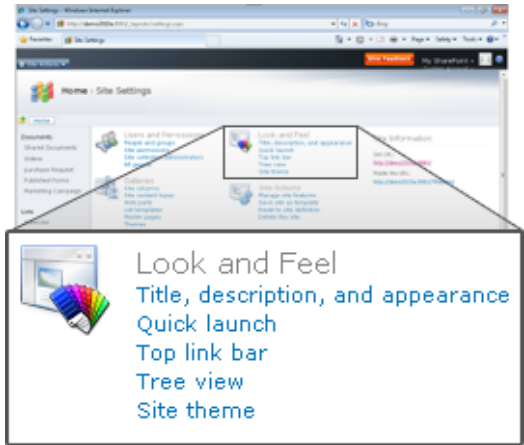
- While Molly is updating the site, she needs to confirm with Ryan if the product logo is approved and ready to be published. She also needs to discuss some other modifications to be made in the product launch document.
- Molly creates a new meeting request. She attaches an e-mail he had sent to her to provide more context, and then adds the subject, location, and time for the meeting, and forwards it to Ryan.
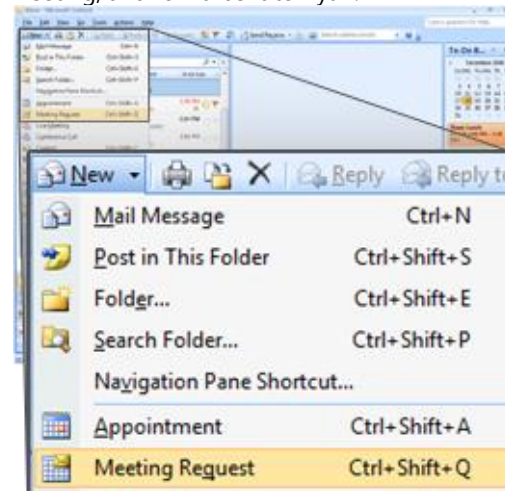
- After the meeting, Molly creates the site content according to the product launch document and applies branding by using default SharePoint 2010 themes and master pages.

Microsoft Office 2010 with Servers 2010	Microsoft Office 2007 with Servers 2010
• After the meeting, Molly updates the site content according to the product launch document and applies branding to the new product launch SharePoint site, all in an IT-managed environment that has greater flexibility and a fail-safe mechanism.	

Benefit: Leverage the Information Your Organization Creates
- Reduce cycle time for content management
- Locate information more quickly
- Reduce the re-work on projects leading to faster cycle time
- Reduce cost of compliance

Collaboration

Teamwork is critical to the workplace, but technology and travel expenses create challenges when teams are distributed across geographies. Versioning and coordination can delay response time.

Collaboration describes how people share information and expertise across organizations, such as through the use of shared workspaces, a robust portal framework, and social computing tools. Organizations that collaborate well can gain improvements in productivity and benefit from cost savings and faster time to market, while also consolidating resources.

Office 2010 and related business productivity servers introduce collaboration capabilities that enhance organizational agility with a modern, dynamic information workplace in a single infrastructure that enables IT to maintain control. This release adds a number of social features that are the perfect complement to traditional team and document collaboration tools, allowing people to share knowledge and connect with each other easily and effectively.

Office 2010 with Related Business Productivity Servers

Enable people to respond faster by offering document collaboration with IT control.

With Microsoft Office 2010 and collaboration capabilities, people can craft accurate and quick responses and meet deadlines with information that is compiled from experts across the organization. People in various roles and departments need to combine information in a variety of ways every day—from creating formal documents such as a press release, annual report, or legal contract, to gathering information about a potential client, detailing product specs, or creating onboarding materials for new employees.

Scenario

Craft request for proposal (RFP) documents with greater speed, effectiveness, and quality to remain competitive.

Let's consider an example in which the Director of Sales, Jonathan Mollerup, must work with the Head of Legal, Sean Chai, and the Finance Manager, Jim Kim, to quickly put together an accurate and up-to-date RFP document.

FEATURES
Coauthoring Documents and Presentations
Author Highlights in a Shared Notebook

Microsoft Office 2010 with Servers 2010	Microsoft Office 2007 with Servers 2010
• The team has been contributing ideas on how to best respond to the RFP by using a Microsoft OneNote® 2010 shared notebook hosted on SharePoint 2010. As changes are made, OneNote tracks each person's notes and edits. • When Jonathan, the Director of Sales, views the notebook, he sees the automatic highlighting of unread changes—OneNote lets him quickly see what the team has done since he last opened the notebook. • After making some final notes in the shared notebook, Jonathan quickly drops the information into the company's RFP template in Word. • By using workflow services in SharePoint 2010, Jonathan can submit the document into the company's RFP workflow directly from the Office Backstage view in Word 2010, which routes it to finance, engineering, and legal contributors so they can fill in their RFP sections. 	• The team has been contributing ideas on how to best respond to the RFP by using a OneNote 2007 shared notebook hosted on SharePoint 2010. • Jonathan reads through the notes to identify what has changed since he was last in the notebook and copies and pastes sections into an RFP template in Word. • Jonathan sends an e-mail message to Sean and Jim to ask them to contribute to their respective RFP sections. He includes a link to the RFP document hosted in SharePoint. • Jonathan checks out the document from the SharePoint library to update his RFP sections.
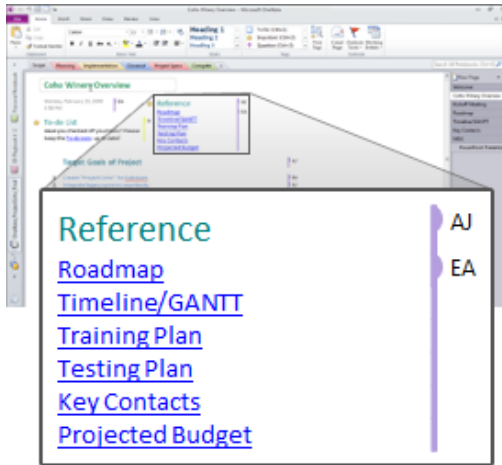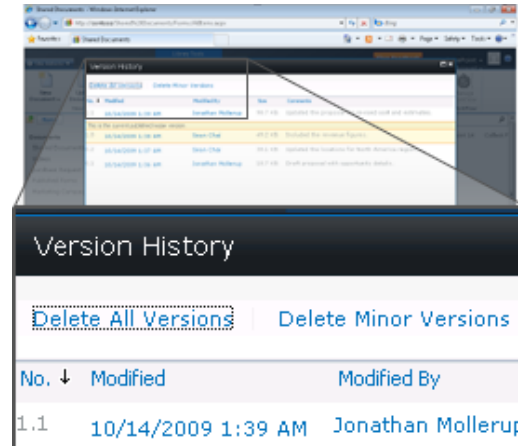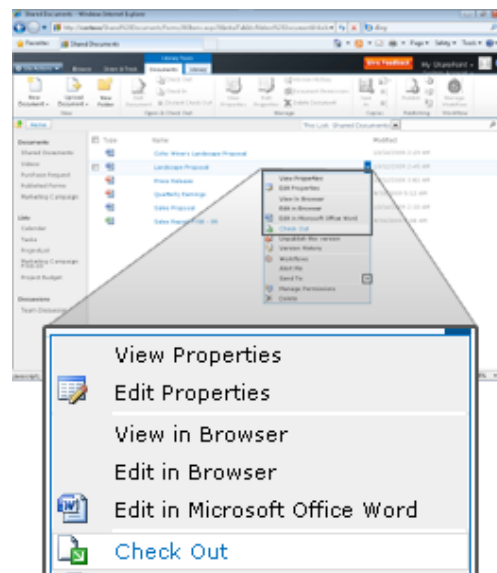
Microsoft Office 2010 with Servers 2010	Microsoft Office 2007 with Servers 2010
• By using Microsoft Office 2010 and SharePoint 2010 together, Jonathan, Sean, and Jim can all edit the document simultaneously, each editing their own sections without worrying about conflicting changes and syncing when desired. • Jonathan can see the presence and availability of other authors and has the ability to call or IM them with a single click from right within Word since Office Communications Server 2007 R2 is running. • Jonathan clicks on Jim's contact card, which has been enhanced with photos so he knows he's contacting the right person, and quickly sends Jim an instant message, asking him to include the financial details.	• After Jonathan finishes making his updates and checks the document in, Jim checks out the document and makes his updates. • Sean needs to work on the document at the same time, but because it is checked out to Jonathan, he must create a new version. Sean saves the RFP document to his desktop, makes his changes, and then e-mails the separate version to Jonathan as an attachment. • Jonathan, who is assembling the final version of the RFP document, needs to pull together all the edits from the team. He sees tracked changes and inline comments from Jim's document in SharePoint, and he sees Sean's edits in the separate copy. • Jonathan finds that the financial details are missing in the RFP document. Using Office Communicator 2007 R2, he sees that Jim is currently available and sends him an instant message, asking him to include the financial details while he is reviewing the RFP. • Jim updates the RFP document with the financial details, and after all iterations are received, Jonathan spends
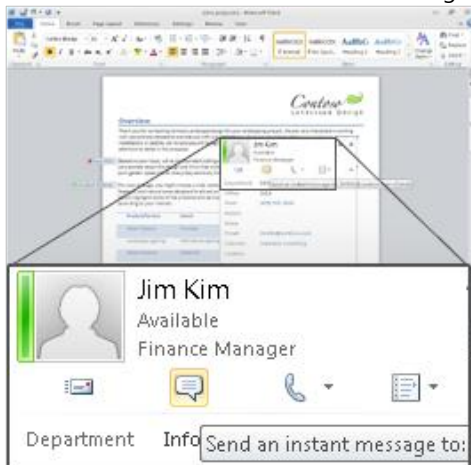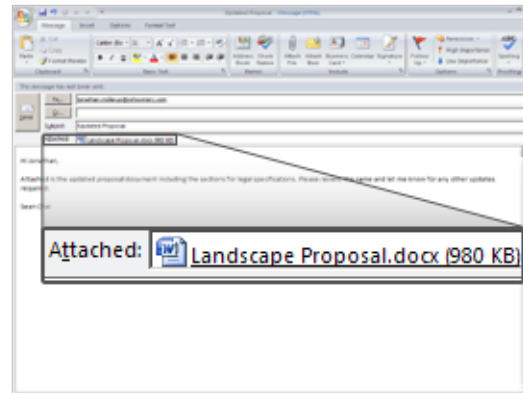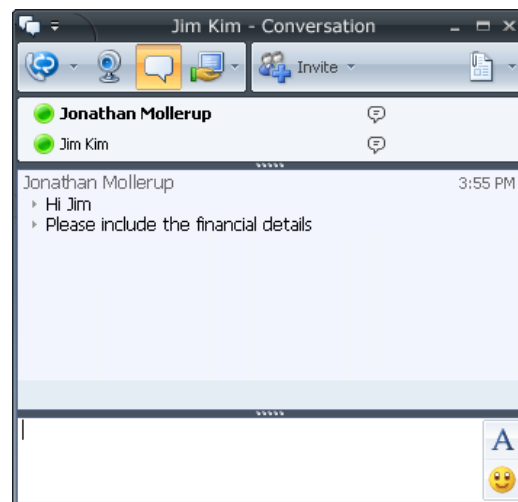
Microsoft Office 2010 with Servers 2010	Microsoft Office 2007 with Servers 2010
	several hours consolidating the edits from the different versions created by the team. He submits the final version of the RFP to the customer right before the deadline.
• As they work, each person can see the others' edits highlighted as changes are made. It's clear that this document is coming together quickly as the RFP deadline looms.	
• Jonathan does a final review of the entire RFP, reviewing Sean's and Jim's contributions. He doesn't have to worry about reconciling their changes—they were all working on the same document at the same time, so each person was aware of changes as they were made.	
• Because the document was collaboratively edited and managed within the RFP workflow of Office 2010 and SharePoint 2010, a final approval pass was not needed.	
• Jonathan sends the RFP to the client long before the submission deadline, making a good impression by delivering before the competitive bids.	

Benefit: Empower All Your People for Critical Interactions
   ◦ Reduce sales proposal response time
   ◦ Reduce re-work and time spent reconciling document changes

Office 2010 with Related Business Productivity Servers

Help people stay productive wherever they are with the tools that seamlessly synchronize online and offline changes.

With Microsoft Office 2010 and SharePoint 2010, Exchange 2010, and Office Communications Server 2007 R2, people can enjoy a seamless online and offline experience and stay productive, even when they are away from the office. These solutions enable people to work from more locations, stay up-to-date, and respond effectively to information—regardless of whether they are at home, at work, or on the move.

Scenario

Enable people to stay productive anywhere—online or offline—and update team information at the office, at a customer site, on the road, or from home.

Let's consider an example in which the Marketing Director, Jeff Phillips, is traveling from the United States to Asia for several customer visits. He wants to update a presentation for a product launch while he is on the plane or in the hotel.

FEATURES
Offline and Online Collaboration
Working Offline with Improved Access

Microsoft Office 2010 with Servers 2010	Microsoft Office 2007 with Servers 2010
• Before leaving the office to catch the flight, Jeff uses the Backstage view in Outlook 2010 to quickly set his out-of-office auto-reply message. • He is in a hurry to catch his flight, and he does not download the presentation to his laptop. • Fortunately, he had the presentation stored on a SharePoint site that he has synced to his desktop through SharePoint Workspace 2010. It took only a single click to set up initially. At the airport, he opens his laptop and starts working on the presentation. He saves his updates back to SharePoint Workspace 2010. • Jeff also updates product information by using offline SharePoint list forms in Microsoft InfoPath® 2010 from within SharePoint Workspace 2010. Information entered in the forms will be automatically synchronized to the SharePoint list when he reconnects.	• Before leaving the office to catch the flight, Jeff uses the Out-of-Office Assistant in Outlook 2007 to set his out-of-office auto-reply message. • Although Jeff is in a hurry to catch his flight, he has to manually synchronize the SharePoint 2010 library with Groove 2007 on his laptop before he leaves the office. • At the airport, Jeff opens the PowerPoint 2007 presentation, updates it, and saves it back to the Groove 2007 workspace. • Once aboard his flight, Jeff would like to make some changes to the company's product information Microsoft Office Access database. However, the database is stored on a file share on the corporate network so he is unable to get to it while offline on the flight. Instead, he composes an e-mail with his updates to one of his colleagues, who will have to
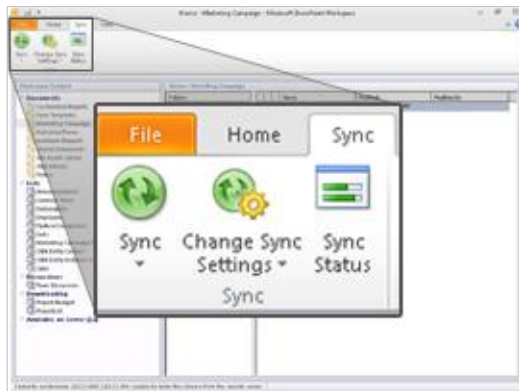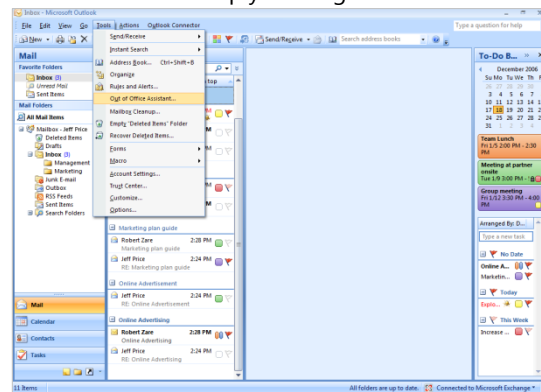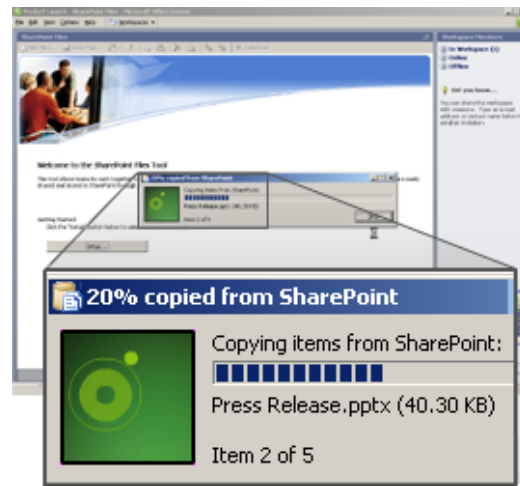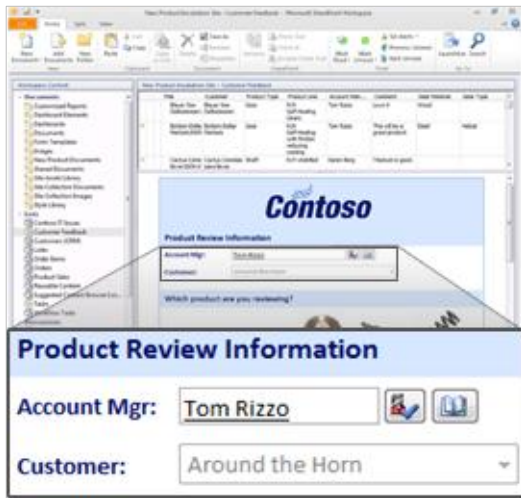
Microsoft Office 2010 with Servers 2010	Microsoft Office 2007 with Servers 2010
  • Once aboard his flight, Jeff decides to make some changes to the company's product information database in Access 2010, which has been published to Access Services in SharePoint 2010. He can continue to work offline because the database is cached locally on his PC. • While in flight and disconnected, Jeff makes changes to Access 2010 forms, reports, queries, and macros offline, knowing that Access 2010 will take care of updating the company's database when he regains a connection to SharePoint. • He also composes a message to his team to make a few changes to his presentation. • When Jeff arrives to the hotel, he connects to the Internet and connects through a virtual private network (VPN). Despite the low bandwidth connection, all changes are automatically synchronized between	enter them manually into the database at the office. • When Jeff is back at the hotel, he connects through a virtual private network (VPN) to provide his team with the changes he made to the Access database • Jeff also synchronizes the updated presentation in Groove 2007 with the SharePoint 2010 library. Since there are many graphics in the presentation, it is a large file and the synchronization across the low network bandwidth is time consuming. • Jeff receives a meeting request to review the presentation updates from his team in his Outlook inbox. The meeting request indicates that he has a conflict at the time requested. • He switches opens the calendar view to see what the conflicting meeting is about and discovers that it is a lower priority. • He switches back into his inbox to accept the meeting request, and starts preparing for the meeting with the customer.
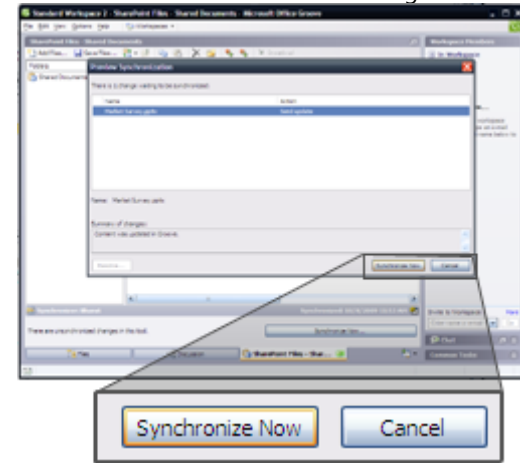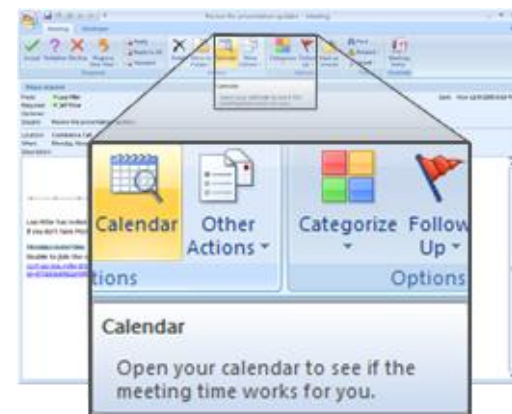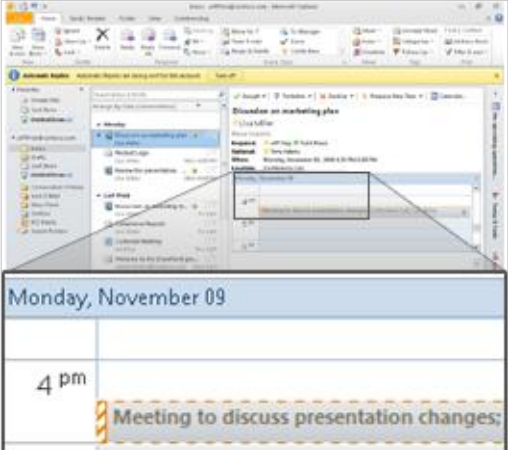
Microsoft Office 2010 with Servers 2010	Microsoft Office 2007 with Servers 2010
SharePoint Workspace and SharePoint quickly since only the changes are sent and received. • His team receives the message and updates the presentation while Jeff has dinner. • Jeff returns to find a meeting request in his inbox from his team to review the presentation updates and finds that the file has been updated in SharePoint Workspace. • Since the meeting request includes the Calendar Preview feature new to Outlook 2010, he sees a slice of his calendar in the meeting request allowing him to read the request and check his availability at the same time. • It shows that he has a conflicting meeting during the time requested, but based on the meeting subject he decides to skip it, accepts the new meeting request, and starts preparing for his customer visits.	

Benefit: Empower All Your People for Critical Interactions
   ◦ Save time working away from the office
   ◦ Resolve customer or other issues faster

Unified Business Platform

Today's business world demands that the IT department support the organization in diverse ways, helping to overcome increasingly complex challenges while operating within a reduced budget. At the same time, organizations must support a broader array of devices securely and meet compliance requirements with fewer resources, better response times, and lower costs.

Office 2010 with SharePoint 2010

Unlock more value from line-of-business (LOB) systems while helping people across the organization to increase productivity.

With Microsoft Office 2010 and SharePoint 2010 capabilities, people are empowered with read and write access to LOB applications and external data sources (such as SQL, Oracle, SAP, CRM, Siebel, Web services, and custom applications), whether they are online or offline. They can now access the back-end data and business processes through their familiar Microsoft Office applications with no additional training, and can extend the reach of LOB data across the organization.

Scenario

Provide people with read and write access to external data sources, as well as the capability to take data offline.

Let's consider an example in which the LOB Manager, Chris Barry, has to update the budget information for an internal project and get it approved by the Finance Director, Sara Davis.

FEATURES
Business Connectivity Services
Offline and Online LOB Data Integration

Microsoft Office 2010 with Servers 2010	Microsoft Office 2007 with Servers 2010
• The company that Chris works for has taken advantage of SharePoint 2010 Business Connectivity Services (BCS) to create reports that enable users to stay within Excel 2010 to read LOB information from the company's ERP system and write back changes made in Excel to the system. • Chris opens the budget monitoring report in Excel 2010 to look into the budget information for an internal project, Payroll System Upgrade. He needs information such as actual budget, planned budget, variance, and more.	• Chris's company has taken advantage of the SharePoint 2010 ability to connect and surface LOB information from the company's ERP system and use it in Excel 2007. • Chris opens the custom budget monitoring report in Excel 2007 to look into the budget information for an internal project, Payroll System Upgrade. He needs information such as actual budget, planned budget, variance, and more.
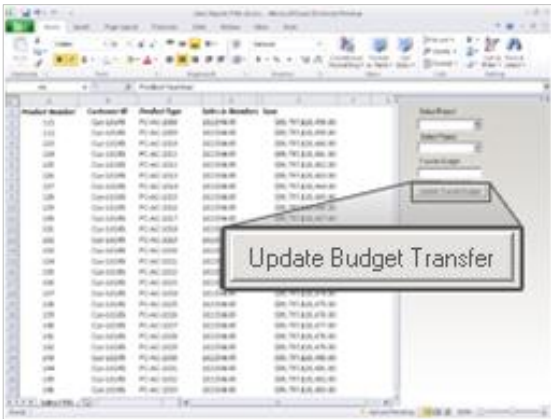
• He transfers 10 percent of the budget from another internal project, Office Equipment Tracking System, to this internal project in the Excel report. At the same time, he previews the budget variances with easy-to-understand charts. • Chris clicks the *Update Budget Transfer* button in the Excel report, and then saves changes back to SharePoint 2010, which synchronizes data with the ERP database. • The submission of an Excel report triggers an alert for Sara to validate the budget transfer. Sara is about to disconnect from the company's intranet and leave the office, so she takes the budget data offline in SharePoint Workspace 2010. • While she is on the bus, Sara opens SharePoint Workspace 2010 to review the budget transfer and make some updates. She then saves the changes.	 • Chris sees that he needs to transfer 10 percent of the budget from another internal project, Office Equipment Tracking System, to this internal project in the Excel report. At the same time, he previews the budget variances with easy-to-understand charts. • Chris goes into the ERP system to transfer the budget. The next time the report runs in Excel, the change will also appear there.
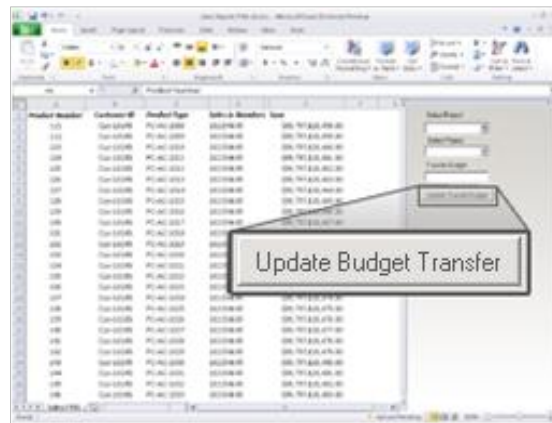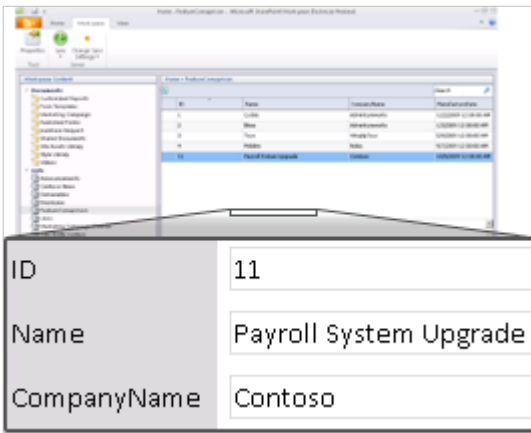
Microsoft Office 2010 with Servers 2010	Microsoft Office 2007 with Servers 2010
  • After she reconnects to the network at home that evening, Sara's updates are reflected back to SharePoint and the ERP system.	• Sara is about to disconnect from the company's intranet and leave the office. Before she does so, she requests that Chris send her a copy of the Excel 2007 report he has been using. • While on the bus, Sara reviews the budget transfer, makes some updates in her copy, and saves the changes. • After she reconnects to the network at home that evening, she puts these same new figures in the ERP system manually, and they are accessible by Chris and the rest of the finance team.

Benefit: Rapidly Deliver Customized Business Productivity Solutions

◦ Reduce training costs

◦ Improve adoption of solutions

◦ Reduce development costs

Conclusion

When used together, Microsoft Office 2010, SharePoint 2010, Exchange 2010, and Office Communications Server 2007 R2 help maximize existing investments by extending server and services capabilities to people's desktops, mobile devices, and browsers through familiar and intuitive applications. The latest versions of these products were developed together for maximum performance integration, with the expressed purpose of delivering a wealth of server and services capabilities to information workers and enabling the most powerful user experience possible. While these tools provide much new and improved functionality compared to their previous versions, *the combined deployment of the latest client programs and server technologies is necessary to achieve the best capabilities, performance, and benefits for your business.*

Appendix: Capability Comparison Tables

The tables in this section contain a detailed comparison of the capabilities of different versions of Microsoft Office with SharePoint 2010, Exchange 2010, and Office Communications Server 2007 R2.

Below is an explanation of the symbols you will see throughout the comparison tables:

●	Capability is fully supported
◑	Capability is partially supported
○	Capability is not supported

Best Productivity Experience across PC, Phone, and Browser

Capability	Microsoft Office 2010	Microsoft Office 2007	Microsoft Office 2003
View and Edit Documents, Spreadsheets, Presentations, and Notebooks in the Browser Allow editing, even if applications are not loaded on a PC.	● With Office Web Apps 2010-online companions to Word, Excel, PowerPoint, and OneNote--you can review and make light edits to documents from a supported Web browser. Your content can go on a "round trip" across the PC, phone, and browser with great document fidelity and consistent formatting.	○	○
Mobile Access Enhancements View and edit documents from a mobile device, even when on the go.	● Office Mobile 2010 delivers an improved authoring and editing experience for Word, Excel, and PowerPoint, which is available from Windows and Nokia e-series phones. It also offers improved touch-friendly navigation and introduces SharePoint Workspace Mobile for browsing SharePoint sites and opening and synching documents to a phone.	○	○

Capability	Microsoft Office 2010	Microsoft Office 2007	Microsoft Office 2003
Broadcast Slide Shows in PowerPoint Share a PowerPoint presentation over the Web for remote or networked viewers.	⬤ Instantly broadcast your slides to a remote audience who can view them online even if they don't have PowerPoint installed.	◯	◯

Capability	Microsoft Office 2010	Microsoft Office 2007	Microsoft Office 2003
Publish Access Databases to the Web Securely publish database applications to the Web so IT managers can meet requirements for data compliance, backup, and audits.	● While publishing data, Access 2010 checks for incompatible objects and builds a report of any runtime differences between the client and server. Access Services is a new SharePoint 2010 feature that gives you the ability to create Web databases in Access, host them on a SharePoint site, and make them fully accessible through a Web browser. As a result, organizations can save time and reduce development and maintenance costs.	◐ While publishing data from Access 2007, people must manually check whether objects created in Access can be supported in the server or not.	○

Collaboration

Capability	Microsoft Office 2010	Microsoft Office 2007	Microsoft Office 2003
Coauthor Documents and Presentations Share ideas with other people simultaneously and see what areas of a document have changed.	● Simultaneously edit a Word 2010 document or PowerPoint 2010 presentation for documents hosted on SharePoint 2010.	○	○
Simultaneously Edit Spreadsheets and Notebooks Work together on content using a Web browser.	● Use Excel Web App to edit the same workbook at the same time or simultaneously edit the same shared notebook with others through the OneNote Web App.	○	○
Share a Team Notebook Enable multiple people to add to and change the same shared notebook; author names appear in near real time as authors	● Shared OneNote 2010 notebooks provide a clear trail of what other authors have changed since the	◐ Share OneNote 2007 notebooks with other people, but without a complete audit trail.	○

Capability	Microsoft Office 2010	Microsoft Office 2007	Microsoft Office 2003
make changes.	user last opened the notebook.		
Save Documents and Presentations Directly to SharePoint from Office Automatically discover the SharePoint document library to make saving the content easy and intuitive.	⬤ People can save Office 2010 documents directly to the SharePoint 2010 document library from Office Backstage view.	◐ Save documents to SharePoint, but without the simplicity of the Backstage view	◯

Capability	Microsoft Office 2010	Microsoft Office 2007	Microsoft Office 2003
Collaborate Offline and Online Work offline with SharePoint 2010 content, and when reconnected to the network, changes are synchronized.	● With SharePoint Workspace 2010, you can take SharePoint lists and document libraries offline. After completing offline work and reconnecting, only the changes are synched, so updates are faster.	◐ Microsoft Office Groove 2007 (new to Office 2007) includes a SharePoint Files Tool, so you can take SharePoint document libraries offline.	○
Work Offline with an Improved Experience in Microsoft Office Access Edit Access forms, reports, queries, and macros offline and synchronize changes in SharePoint when reconnected to the network.	● Data in SharePoint 2010 lists is cached in Access 2010 by default.	◐ Before working offline with data from SharePoint sites, people must manually create links between Access 2007 tables and SharePoint 2010 lists.	○

Enterprise Content Management

Capability	Microsoft Office 2010	Microsoft Office 2007	Microsoft Office 2003
Automate Metadata Capture Make information more findable, perceptible, discoverable, navigable, manageable, and reusable.	● Use Word 2010 to provide better and more automated metadata capture from Backstage view, including document information either added automatically or typed quickly in AutoComplete fields.	◐ Use the document information panel to manually capture metadata from within Microsoft Office 2007.	○
Use Office Backstage View Seamlessly connect Microsoft Office applications with SharePoint 2010 to provide workflow integration, the ability to enter metadata, and social context.	● The new Microsoft Office Backstage view gives everyone quick access to important operations such as viewing document information, saving, printing, and sharing.	○	○

Capability	Microsoft Office 2010	Microsoft Office 2007	Microsoft Office 2003
Access SharePoint Templates Access document templates stored on SharePoint 2010 more quickly and easily.	● People can access document templates stored in SharePoint 2010 via the New Document Wizard in Microsoft Office applications.	○	○
Apply PowerPoint Themes to SharePoint Sites Make customization of SharePoint 2010 sites more flexible with themes that are also used in presentation decks.	● People can theme SharePoint 2010 sites by using the same themes as in PowerPoint 2010.	○	○
Use Reusable Workflows Support workflows that can be used multiple times, and provide workflow templates for later use in SharePoint 2010.	● SharePoint Designer 2010 supports reusable workflows and workflows attached to content types.	○	○
Visualize Workflow Allow a workflow designer to see the steps in a SharePoint 2010 workflow in a visual format.	● Workflows developed as drawings and exported from Microsoft Office Visio® 2010 can be imported into SharePoint Designer 2010 for modification and deployment.	○	○
Use Forms-Based Applications Forms-based applications connect with back-end data and include workflow, reporting, custom Web pages, and other components.	● Integrate InfoPath 2010 forms with back-end data by using external lists in SharePoint 2010, and include custom sandboxed solution code.	○	○

Capability	Microsoft Office 2010	Microsoft Office 2007	Microsoft Office 2003
Enhance Information Security and Integrity with Digital Signatures Help ensure the integrity of information contained in forms with the controls necessary to enable single, co-sign, and counter-sign scenarios for the full form or portions of the form.	● InfoPath 2010 and SharePoint 2010 support cryptography next-generation (CNG) digitally signed content.	○	○
Publish Forms in a Single Click Avoid clicking through the Publishing Wizard every time you update forms published in SharePoint 2010.	● Use "quick" publish functionality in InfoPath 2010 to publish forms to SharePoint 2010 in a single click.	◐ Publish data from forms through the Publishing Wizard.	○
Manage Forms More Easily More easily manage form versions, updates, and upgrades in SharePoint 2010 to ensure that team members are working on the correct version of a form.	● Automate template version management with SharePoint 2010 and InfoPath 2010 to provide an improved process for checking for template updates.	○	○
Fill In Forms Offline SharePoint list forms are synchronized with the workspace so people can work offline.	● SharePoint 2010 list items open in an InfoPath 2010 form that is hosted in SharePoint for edit in display mode.	○	○
Extend the Reach of Forms Fill in InfoPath forms from a Web browser, while online or offline, and from a mobile device.	● The InfoPath 2010 forms solution offers embedded solutions using InfoPath controls that can be hosted.	◐ Limited InfoPath 2007 controls work on Web-enabled and mobile forms.	○

Business Intelligence

Capability	Microsoft Office 2010	Microsoft Office 2007	Microsoft Office 2003
PowerPivot for Excel PowerPivot for Excel 2010 provides streamlined integration and Web-based analysis in SharePoint 2010. Use data from many sources and manipulate data sets that have up to hundreds of millions of rows.	● PowerPoint for Excel 2010, a free add-in available for download provides calculations of sets of hundreds of millions of rows of data from multiple sources at lightning speed.	○	○
Publish and Share Through Excel Services Share analysis and results across the organization by publishing Excel spreadsheets to the Web or other SharePoint site (intranet or extranet).	● Use Office Backstage view in Excel 2010 to selectively publish parts of a worksheet, hide formulas, and stage data to SharePoint 2010. Publish and share analysis with less effort and enable others to enjoy the same Data Slicers and fast-query capabilities, even when they work in Excel Services reports.	◐ Manually navigate to SharePoint sites and specify which components of the workbook will be visible when published to the Excel Services site.	○
Microsoft Office Access Design for the Web Access applications developed in **Design for Web** mode can be designed and edited for publishing to SharePoint 2010, so people can share, collect, and report on data.	● Use Access 2010 to publish data, forms, logic/macros, and reports with nearly the same look and feel in the browser as Access 2010 on a PC.	○	○

Unified Communications

Capability	Microsoft Office 2010	Microsoft Office 2007	Microsoft Office 2003
Integrated Presence in Office Applications Eliminate the need to switch between applications to IM or call another author while working together.	● Using the integrated presence indicator in Office 2010, see the status of other authors and call or IM them with a single click, even from within Word, Excel, and PowerPoint.	◐ Microsoft Office Communicator 2007 makes it easier to stay in touch with colleagues. Instant messaging (IM) and audio or video conferencing are accessible	○

Capability	Microsoft Office 2010	Microsoft Office 2007	Microsoft Office 2003
	Buddy list in Outlook shows recent and group contacts.	from a single screen. With presence technology, start a conversation simply by clicking a person's name in a Word document or Outlook e-mail message.	

Capability	Microsoft Office 2010	Microsoft Office 2007	Microsoft Office 2003
Contact Card A consolidated view of a person's contact details, including presence	● Click to communicate with others via IM, phone, mobile, and see their status, calendar summary, location, department, title, and other details.	○	○
Group Scheduling Conveniently and efficiently schedule appointments, share calendar availability, and manage work schedules.	● When you receive a meeting request in Outlook 2010, get a preview of your calendar to see how the request affects other calendar items—without leaving your inbox. Schedule View, Group Scheduling Tools, and Team Calendar make it easy to see what everyone on the team is scheduled to do.	◑ Meeting Scheduling Assistant helps you view multiple calendars to simplify organizing a meeting	○
MailTips Help people to avoid accidentally replying to a large distribution list, sending unnecessary e-mail messages to out-of-office contacts, and distributing confidential information outside the company.	● MailTips give important information before you click Send to avoid the distribution of unnecessary embarrassing or even potentially damaging e-mail.	○	○
Voice Mail Preview Gain a good sense of the recorded content by looking at the voice mail transcription.	● By the time a voice mail arrives in the inbox, Unified Messaging inserts a voice mail preview, which is machine-generated text derived from the voice recording. Text in the preview is indexed, so you can search for voice messages without Audio Notes.	○	○
Ribbon Interface Easily use commands that are arranged logically	● The Ribbon toolbar is now part of all Office	◑ The results-oriented Office Fluent user interface is	○

Capability	Microsoft Office 2010	Microsoft Office 2007	Microsoft Office 2003
rather than scattered across several different dialog boxes with multiple tabs.	applications, improving discoverability across the suite. Outlook 2010 has multiple Home tabs—one each for Mail, Calendar, Contacts, Tasks, and Notes—along with the Send/Receive, Folder, and View tabs.	introduced to most applications with the Ribbon toolbar, making it easier to find the commands that are needed most and to reveal new ones.	

Capability	Microsoft Office 2010	Microsoft Office 2007	Microsoft Office 2003
Conversation View Improve the tracking and management of e-mail conversations while saving valuable inbox space.	In Outlook 2010, Conversation View combines message threads, Clean Up removes duplicate information, and Ignore lets you delete current and future irrelevant messages with one click. ●	○	○
Enhanced Search Quickly find and manage large quantities of e-mail, calendar items, and contact files.	Outlook 2010 offers improved search capabilities with Saved Searches, which allows you to create custom searches that can be repeated with a single click, so you spend less time finding the information you need. ●	Outlook 2007 offers instant search to help find messages faster ◐	○
Web and Mobile Access Stay connected to work and personal connections using the new Outlook experience.	Enjoy all the new features and benefits of Outlook 2010 on a Microsoft Windows Mobile®-based smartphone or the Web by using Outlook Web App. ●	Outlook Web Access 2007 gives you improved browser-based access to e-mail, calendar, and contacts. ◐	Outlook Web Access 2003 gives you basic functionality through a browser ◐
Quick Steps Save time by creating and defining multistep tasks that can be executed with a single click.	With Quick Steps in Outlook 2010, reply with a meeting, move to a specific folder, create a new e-mail to assigned groups, and more with a single click. ●	○	○
Meeting Requests Efficiently handle meeting requests with a simplified preview of calendars.	With Calendar Preview in Outlook 2010, see a slice of calendar in the meeting request, which allows reading the request and checking that date on calendar at the same time. ●	○	○
Suggested Contacts Avoid searching through	●	○	○

Capability	Microsoft Office 2010	Microsoft Office 2007	Microsoft Office 2003
the inbox to locate addresses manually.	Suggested Contacts in Outlook 2010 maintains a list of people you have e-mailed and who have e-mailed you who are not in the contacts folder.		
Capability	Microsoft Office 2010	Microsoft Office 2007	Microsoft Office 2003
Backstage View Get to needed tasks more quickly and complete work more efficiently.	In Outlook 2010, the Backstage view is where you will find Automatic Replies (out of office), Mailbox Cleanup, Rules and Alerts, and more. ●	○	○
Enhanced Contact Cards Provide visual and audio assistance when looking for a contact, reviewing meeting attendees, and learning how to pronounce someone's name.	Outlook 2010 and Exchange 2010 include Photo Contacts and Name Pronunciation along with other contact and presence information. ●	○	○
Federated Calendars Quickly find meeting times and set up meetings with external people.	E-mail administrators can set up federated calendars for sharing free/busy information with common business partners, which users can view in Outlook 2010. ●	○	○
Reply with Meeting Request Provide an efficient way to communicate and schedule a meeting.	With Outlook 2010, reply to an e-mail message with a meeting request. When you do this, the subject of the e-mail becomes the subject of the meeting. All you need to add is a location and time for the meeting. ●	○	○
Enhanced People Search Make searching for and communicating with people more easy and	Outlook 2010 integrates with Office Communicator to simplify searching for ●	○	○

Capability	Microsoft Office 2010	Microsoft Office 2007	Microsoft Office 2003
effective.	and communicating with people through IM, e-mail, or phone.		

Unified Business Platform

Capability	Microsoft Office 2010	Microsoft Office 2007	Microsoft Office 2003
Use Line-of-Business Data in Applications Provide a SharePoint-based framework for creating Office business applications.	● Business Connectivity Services (BCS) provides the read/write capability to connect SharePoint 2010 and Microsoft Office client applications to external data sources (such as SQL, Oracle, SAP, CRM, Siebel, Web services, and custom applications).	◐ Use BCS within SharePoint to provide read access and surface line-of-business (LOB) information in Office client applications.	○
Integrate LOB Data Offline and Online Take LOB data offline and then synchronize changes automatically when back online.	● Synchronize LOB data in both directions between SharePoint Workspace 2010 and enterprise LOB systems by bringing LOB data into SharePoint 2010 Sites and then taking that data offline via SharePoint Workspace 2010.	◐ Groove 2007 can provide offline access to some SharePoint information	○
Use Business Data Applications Design forms for SharePoint 2010 that create, read, update, and delete business data from a back-end system.	● Business data applications start with an external list in SharePoint 2010 and use InfoPath Designer 2010 to create custom forms on top of the list.	○	○
Package and More Easily Move InfoPath Applications More easily move InfoPath applications from site to site and server to server.	● InfoPath 2010 applications can be packaged more quickly and easily by using the Windows SharePoint Services Solutions (.wsp) and SharePoint Site Template (.stp) file formats.	○	○