



Microsoft Office 2010

Product Guide

Microsoft

Table of Contents

Introduction	4
Office 2010 At-a-Glance	6
Create Incredible Content that Gets Your Ideas Noticed	6
Save Time and Simplify Your Work	7
Get Easy to Use Data Management and Analysis Tools	8
Redefine Working Together	9
Work, Share, and Communicate Whenever and Wherever You Choose	11
Office 2010—A Closer Look	12
Edit Pictures from within Select Office 2010 Programs <i>New and Improved!</i>	13
Embed, Edit, and Manage Videos from Within PowerPoint 2010 <i>New!</i>	16
OpenType Typography from Word 2010 and Publisher 2010 <i>New!</i>	19
Inspiring Text Effects from Word 2010 <i>New!</i>	21
Customizable Ribbon <i>Improved!</i>	23
Microsoft Office Backstage View <i>New!</i>	24
Preview Options Before You Paste <i>New!</i>	30
Easily Capture and Access All of Your Info with OneNote 2010 <i>New and Improved!</i>	32
Navigation Pane and Integrated Find Experience in Word 2010 <i>Improved!</i>	34
Recover Unsaved Versions of Your Office 2010 Documents <i>New!</i>	37
Analyze Your Information and Create Compelling Visualizations Using Excel 2010 <i>New and Improved!</i>	39
Tools for Efficient Database Creation <i>New and Improved!</i>	46
Forms Designer in InfoPath 2010 <i>New and Improved!</i>	53
64-bit Support for Office 2010 <i>New!</i>	55
Co-authoring in Office 2010 <i>New!</i>	56
Share Your Presentation Instantly with Anyone, Using PowerPoint 2010 <i>New!</i>	58

E-mail Management Tools <i>New and Improved!</i>	60
Stay Connected with Outlook Social Connector <i>New!</i>	65
See Availability and Communicate Instantly <i>New and Improved!</i>	67
Tools to Help Protect and Manage Your Office 2010 Documents <i>New and Improved!</i>	70
Simplify Working Across Languages with Office 2010 <i>Improved!</i>	72
Manage and Track Customer Contact Information with Outlook 2010 with Business Contact Manager <i>New and Improved!</i>	74
Office Web Apps <i>New!</i>	77
Office Mobile 2010 <i>Improved!</i>	81
Offline Access to SharePoint Server 2010 Content <i>New!</i>	86
What's New in Office 2010 by Application	88
Access 2010	89
Excel 2010	98
InfoPath 2010	111
OneNote 2010.....	115
Outlook 2010.....	123
Outlook with Business Contact Manager	135
PowerPoint 2010	138
Publisher 2010.....	154
SharePoint Workspace 2010.....	166
Word 2010	173
Resources.....	185
Feature Requirements/Disclosures.....	186

Introduction

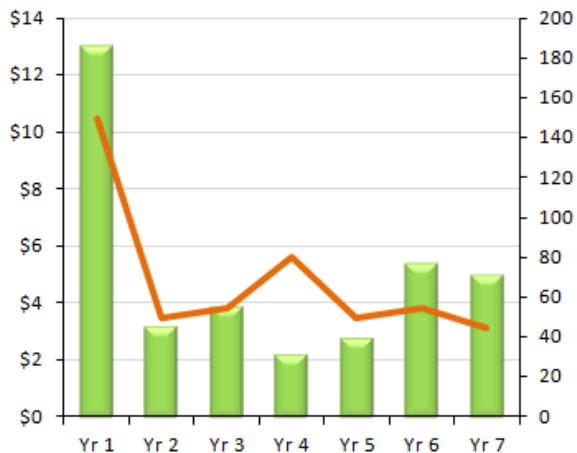
We on the Office team are excited to be releasing Microsoft® Office 2010. We believe we've raised the bar again and delivered the best productivity experience across the PC, phone and browser. It is the result of constant, in-depth research and analysis of feedback and data that we receive from our half-billion customers like you around the world. With each version we have two primary objectives: 1) Build on the essentials you use today and 2) create tools that anticipate your changing needs. In that spirit, Office 2010 makes common tasks easier and faster, while bringing new tools that we believe will become the essentials of your work tomorrow.

Even the best ideas can get lost in the growing sea of information. So, Office 2010 is designed to help you make your ideas stand out. Whether your ideas are intended to inspire one person or transform an international organization, Office 2010 is designed to help those ideas flow and flourish. Use enhanced picture and video tools to create a compelling presentation to ace a class or close a deal. Make sense of volumes of information using new and enhanced tools to visually display key trends in your data, even within a single cell. But it's not just about more and better; it's about faster and easier. With the enhanced Ribbon and new ways to navigate through your work, your ideas can keep flowing from start to finish.



Spreadsheet

Historical Trends			
	Trend	High	Low
Yr 1	↑	\$ 32.6	\$ 4.0
Yr 2	↘	\$ 16.9	\$ 1.0
Yr 3	↑	\$ 15.7	\$ 2.5
Yr 4	↘	\$ 13.2	\$ 3.4
Yr 5	↓	\$ 12.9	\$ 1.3
Yr 6	→	\$ 22.3	\$ 2.7
Yr 7	↑	\$ 22.1	\$ 2.1



The best ideas often result from several minds working together. Office 2010 offers new and enhanced ways for you to work on ideas with more people and with less hassle. With co-authoring, edit the same document at the same time with others. No more multiple versions or waiting your turn. And with Microsoft Office Communicator integrated throughout several Office 2010 applications, you can view the presence of your team members and communicate with them in the context of the work at hand and the flow of your ideas.

Sometimes your best ideas come to you when you're away from your computer. Office 2010 is designed to give you the flexibility to work when, where, and how you want. With Microsoft Office Web Apps, Microsoft Office Mobile 2010, and expanded offline capabilities, you can work confidently and seamlessly across different devices.¹

Office 2010 is all about helping your ideas flow and flourish, across the PC, phone, and browser. We are excited to have you experience all the ways it will help you bring your ideas to life.

¹ Web and smartphone access require an appropriate device and some functionality requires an Internet connection. Web functionality uses Office Web Apps, which require a supported Internet Explorer®, Firefox, or Safari browser and either SharePoint® Foundation 2010 or a Windows Live™ ID. Some mobile functionality requires Office Mobile 2010 which is not included in Office 2010 applications, suites, or Office Web Apps. There are some differences between the features of the Office Web Apps, Office Mobile 2010 and the Office 2010 applications.

Office 2010 At-a-Glance

Take a glance at how Office 2010 is designed to give you the best productivity experience across PC, phone and browser. Then, get a closer look at the new and improved features in the sections that follow.

Bring Your Ideas to Life

Do more with images, videos, text, and data to make a bigger impact on your audience.

Create Incredible Content that Gets Your Ideas Noticed

Whether you're working on the pitch of your career, embarking on a team presentation, or preserving your family memories, you want the content you create to be extraordinary. Office 2010 delivers an exciting range of new and improved features that help you make the right impression every time. For example:

- Use new and improved [picture editing tools](#) available across several Office 2010 programs. Spectacular artistic effects and advanced correction, color and cropping tools help you fine-tune all of the images in your Office 2010 documents without the need for additional photo-editing programs.
- [Embed and edit video](#) right within Microsoft PowerPoint® 2010. You may be amazed at how easy it is to trim your video, add fades, formatting effects, and even trigger animations from key points in your video—for the perfect multimedia experience every time.

- Add some flair to your text with new **OpenType typography** available in Microsoft Word 2010 and Microsoft Publisher 2010. Create the look of professional typesetting in just a few clicks with support for ligatures, stylistic sets, and other typography features available in many OpenType fonts.
- Apply impressive **text effects**—such as gradient fills and reflections—directly to the text in your Word 2010 documents. Now you can be your own graphic artist with effects that are as easy to apply as bold or underline.

Save Time and Simplify Your Work

No matter what the task at hand, you want to focus on getting it done. Fortunately, Office 2010 delivers new and improved tools that simplify and save you time at every step.

- Get easier access to the right tools, at the right time. **Customize the improved Ribbon** to make the commands you need more accessible. The new **Microsoft Office Backstage™ view** replaces the traditional File menu to provide a single point of reference for all of your file management tasks and more, bringing related but separate features together for easy access.
- Save time and improve your results using the new **Paste with Live Preview** feature, available in many Office 2010 programs. Preview options before you paste content between Office 2010 documents or from other applications. Getting it right the first time is always easier than doing it over.
- **Capture all of your information, thoughts, and ideas** in one centralized, easily searchable resource with Microsoft OneNote® 2010. Take notes while working in other programs and your notes automatically link back to the source content—or quickly file copies of content from almost any program in your OneNote 2010 notebooks.
- Jump to the right place in your document, easily rearrange headings, and find what you need quickly using a new search results list and automatic hit highlighting. The improved **Navigation Pane with integrated Find tools** in Word 2010 makes it easy to find your way.
- **Recover files that you closed without saving!** That's right. Microsoft Excel® 2010, Word 2010, and PowerPoint 2010 enable you to easily access versions of files you thought you had lost.

Get Easy to Use Data Management and Analysis Tools

Office 2010 delivers powerful new features to help you manage and sift through your information, and obtain the power you need to accomplish your tasks quickly. From your personal budget to your work or school projects, Office 2010 makes it easier to get what you need done more intuitively, with more flexibility and visual results.

- **Turn complexity into clarity with new visualization and analysis tools** in Excel 2010. Easily display a visual summary of your analysis near your values with new tiny charts called Sparklines. Or, use a Slicer to dynamically filter data in a PivotTable® view or PivotChart® view and display only the relevant details. If you need additional power for your analysis, PowerPivot for Excel 2010, a free add-in, was designed for you. Experience lightning-fast manipulations of enormous quantities of data.
- Forget the learning curve. **New templates and reusable components make Microsoft Access® 2010 a fast and simple database solution.** New features such as Application Parts and Quick Start fields enable you to build your database in no time. Select from common Access components and add groups of frequently used fields in just a few clicks. And, you can now simplify database navigation by easily creating Navigation Forms—no code required.
- Make forms that function. Save your organization time and money, while collecting better information, faster. Microsoft InfoPath® 2010 **Forms Designer** streamlines business processes with easy-to-make—and easy-to-use—electronic forms. Reduce redundant data entry and raise the quality of the information you collect.
- Work with massive datasets in Excel—more than 2 gigabytes—and maximize new and existing hardware investments by using the **64-bit** version of Office 2010.²

² This option can only be installed on 64-bit systems. For installation instructions and more information visit: <http://office.com/office64setup>.

Work Together More Effectively

Work together with more people, with less hassle and less waiting your turn. Stay connected and focused with new ways to manage e-mail, streamline communications, and share your ideas with others.

Redefine Working Together

Communication and sharing are essential elements for any collaborative project. And when it comes to working with others, you want to focus on the task as opposed to the processes. Office 2010 provides new and enhanced features to help you work better together and more efficiently share your work with others. They're simple and hassle-free so you can get your work done with less effort and better results.

- Office 2010 gives you the power to get things done more quickly and easily with **new co-authoring capabilities**. Edit the same Word 2010 document or PowerPoint 2010 presentation simultaneously with people in different locations. Compare ideas and information in the same OneNote 2010 shared notebook with others who are using OneNote on their desktop or in a browser. Or, use Microsoft Excel Web App to improve your teamwork by editing the same workbook at the same time.³
- **Share your PowerPoint 2010 presentations live** with a remote audience, whether or not they have PowerPoint installed. Use the new Broadcast Slide Show feature to broadcast your presentation online as you deliver it. And, for those who can't attend the event, create a high-quality video of your presentation with just a few clicks.⁴
- **Stay on top of your daily communications and quickly take action on e-mail with ease** in Microsoft Outlook® 2010. The improved Conversation View enables you to easily manage large amounts of e-mail. New Quick Steps perform multi-command tasks, such as moving an e-mail to another folder and replying to it with a meeting request, in a single click.

³ Co-authoring capabilities require either Microsoft SharePoint Foundation 2010 or a free Windows Live ID. Co-authoring for Word 2010, PowerPoint 2010, and OneNote 2010 via Windows Live SkyDrive will become available in the second half of calendar year 2010.

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

- Get additional information about people, such as mutual friends and other social information, while staying better connected to your social and business circles through the [Outlook Social Connector](#).
- Your favorite instant messaging application has an improved, expanded reach. See [presence information and a new contact card](#) for your friends and colleagues and easily initiate a conversation directly from within select Office 2010 applications. And, if you use Office Communicator, you get additional tools, such as the ability to initiate voice calls without ever leaving your work.⁵
- Save time and simplify working with others by using [new features for helping to secure, manage, and share your documents](#). Documents that originate from an Internet source now automatically open in Protected View. The Trusted Documents feature saves you steps when working with files you already know. And, the Accessibility Checker inspects your file for content that may be difficult for people with disabilities to read.
- Work and communicate more easily across multiple languages. Use the [improved language tools](#) in several Office 2010 programs to specify separate editing, display, Help, and ScreenTip languages.
- Use [Microsoft Outlook 2010 with Business Contact Manager](#) to keep track of the people and organizations with which you do business. Create and customize records that reflect your business—mechanics, vendors, customers, etc. Track leads and opportunities from inception to successful close. Watch your business's revenue, gross margin and other metrics in the dashboard. Seamlessly share business data with colleagues. Create and follow marketing campaigns and execute projects. And do all of this within Outlook, the application you're already familiar with for managing e-mail and calendaring.

⁵ Instant messaging and presence information require one of the following: Microsoft Office Communications Server 2007 R2 with Microsoft Office Communicator 2007 R2, Windows Live Messenger, or another instant messaging application that supports IMessenger. Voice calls require Office Communications Server 2007 R2 with Office Communicator 2007 R2 or an instant messaging application that supports IMessengerAdvanced.

Anywhere Access to Your Work

Where, when, and how you get your work done is now—more than ever—up to you. You may just have some time to get re-acquainted with your life.

Work, Share, and Communicate Whenever and Wherever You Choose

If your ideas, deadlines, and emergencies don't always occur at convenient times, you no longer have to wait. Office 2010 gives you the freedom and power to get things done when and where you need to, from the Web or even from your smartphone.⁶

- When you are away from your home or office and away from your own computer, you can still make a quick change before that big presentation, have an impromptu brainstorming session with your team, or help your best friend with their resume. Using [Office Web Apps](#), you can save files online and then access, edit, and share them from virtually any computer with an Internet connection.⁷
- [Microsoft Office Mobile 2010](#) brings the powerful Microsoft Office 2010 tools you use every day at work, home, or school to your Windows® phone with an interface specifically suited to your mobile device's screen.⁸
- Microsoft SharePoint® Workspace 2010 expands the boundaries of working with files and collaborating with others by enabling you to continue working even when you are offline. With [offline access to Microsoft SharePoint Server 2010 content](#), easily update documents and lists and be confident that everything will automatically synchronize to the server when you're back online.

⁶ Web and smartphone access require an appropriate device and some functionality requires an Internet connection. Web functionality uses Office Web Apps, which require a supported Internet Explorer, Firefox, or Safari browser and either SharePoint Foundation 2010 or a Windows Live ID. Some mobile functionality requires Office Mobile 2010 which is not included in Office 2010 applications, suites, or Office Web Apps. There are some differences between the features of the Office Web Apps, Office Mobile 2010 and the Office 2010 applications.

⁷ Office Web Apps include Microsoft Word Web App, Microsoft Excel Web App, Microsoft PowerPoint Web App, and Microsoft OneNote Web App.

⁸ Office Mobile 2010 includes Word Mobile 2010, Excel Mobile 2010, PowerPoint Mobile 2010, OneNote Mobile 2010, and SharePoint Workspace Mobile 2010. Outlook Mobile 2010 comes pre-installed on Windows phones (Windows Mobile® 6.5 or later) and will be the default e-mail client at the general availability of Microsoft Office 2010.

Office 2010—A Closer Look

Explore new ways Office 2010 can help you get things done, whether you're working on your own, together, or on the go.

Many of the features in Office 2010 are available across multiple applications. Look for the Office 2010 product icons in the following sections to see where you can find the features described.

-  Microsoft Access® 2010
-  Microsoft Excel® 2010
-  Microsoft InfoPath® 2010
-  Microsoft Office Communicator 2007 R2
-  Microsoft OneNote® 2010
-  Microsoft Outlook® 2010
-  Microsoft PowerPoint® 2010
-  Microsoft Publisher 2010
-  Microsoft SharePoint® Workspace 2010
-  Microsoft Word 2010

Bring Your Ideas to Life

Edit Pictures from within Select Office 2010 Programs **New and Improved!**

Save time and money when you edit the pictures in your Office 2010 documents like a pro, without the need for additional photo-editing programs.

You're putting together an important business report, history term paper, or community newsletter—regardless, you want your message to be memorable and look its absolute best.

Fortunately, Office 2010 makes you look like a design expert with a range of new and improved tools for working with images. Apply artistic effects—such as paint strokes, glass, or watercolor sponge—with just a couple of clicks; use professional-quality correction and color tools to fine-tune your pictures in no time; and use advanced cropping and a new background removal tool so that you always display exactly what you want your audience to see.

Quick Tip

Available in:     

- Use Live Preview to save time when editing photos. The Picture Tools Format tab appears whenever you select a picture. Point to an option in a gallery on that tab—such as Corrections, Color, or Artistic Effects in Word, Excel, PowerPoint, or Outlook—to preview the selected formatting applied to your picture.
- New and improved picture editing features in Publisher 2010 differ from those in Word, Excel, PowerPoint and Outlook. See the Product-Specific Highlights table on page 15 for details.



An advanced cropping tool displays your full image in shadow while you crop. The crop to shape feature shown here is available in Word, Excel, PowerPoint, and Outlook.

Product-Specific Highlights



- All new artistic effects, such as marker, line drawing, blur, glass and pastels help you look like a design expert.
- New correction tools, including sharpen, soften, and improved brightness and contrast help you perfect pictures in no time.
- New color tools, including color saturation and color tone, and an improved recolor tool, give you more flexibility for coordinating the images in your documents.
- An improved cropping tool enables you to crop to a shape or to a selected aspect ratio, or to pan and zoom in on key image elements just by dragging and resizing the picture within the crop area.
- A new remove background tool makes customizing image content a breeze.



- Improved photo-editing tools enable you to crop, pan, and zoom in on your images to always show your picture's best side.
- Improved picture placeholders make it easy to swap out pictures while preserving the look and layout of your document.
- New picture captions allow you to choose from a gallery of layouts such as placing the caption at the top, bottom, or sides of your photos, or overlaying text.
- A new picture swap tool enables you to swap the position of two selected images on a page, or swap the formatting of those images, with just a click.

Embed, Edit, and Manage Videos from Within PowerPoint 2010

New!

Deliver dynamic presentations that captivate your audience.

Embed and customize your video experience right in PowerPoint 2010, without the need for additional software. You can also easily insert linked videos that you've uploaded to Web sites for playback directly within your presentation.⁹

Make your media fit your message perfectly every time. Edit and manage videos you insert from your files with ease:

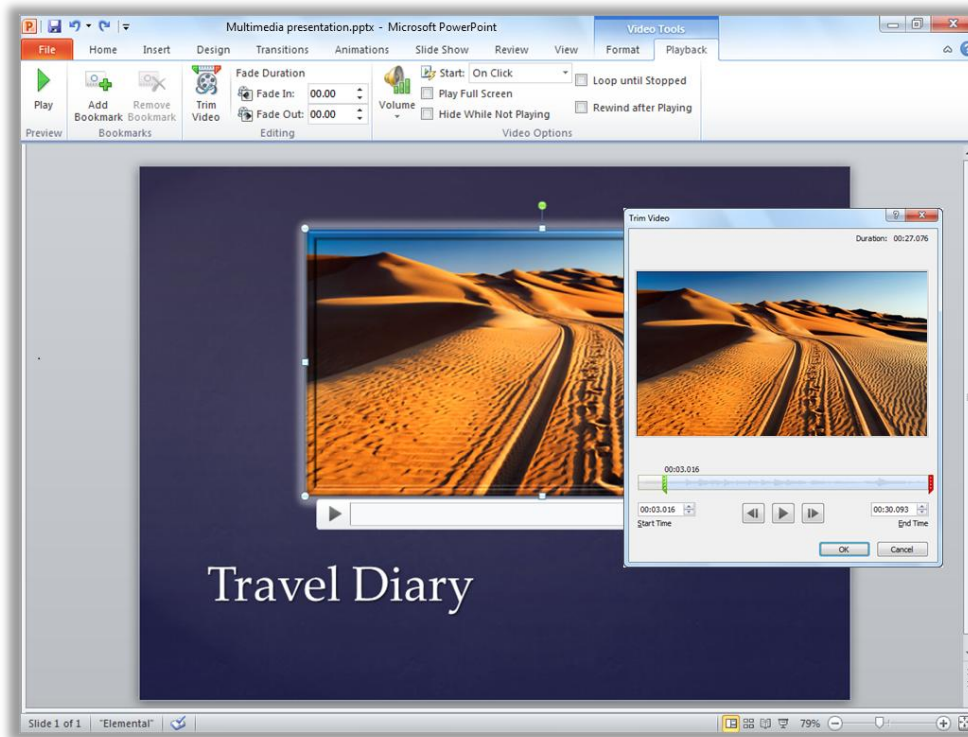
- **Embed videos.** Videos that you insert from your files are now embedded by default so you don't have to manage additional files when sharing your presentation with others.
- **Video bookmarks.** Bookmark key points in your video for quick access or trigger animations to start automatically when a bookmark is reached during playback.
- **Video trim.** Trim your video with a simple click and drag, so that your audience sees and hears exactly what you want.

⁹ Internet connection required for playback of linked video from a Web site location.

Quick Tip

Available in: 

- To insert a video from your files, on the Insert tab, click Video and then click Video from File. The Video Tools Format and Playback tabs appear automatically whenever a video is selected.
- To insert your video from a Web site, on the Insert tab, click Video and then click Video from Web Site.
- You can now also trim, add bookmarks, and add fades to audio that you insert in your presentation from your files.



Trim video directly from within PowerPoint 2010.

- **Video tools.** Add fades, video effects and styles. The formatting and effects that you apply to the videos you insert from your files are retained while the video plays.
- **Video poster frame.** Use your slide area to tell your story more effectively and avoid solid black rectangles that are difficult to print. Select a frame from the video or a picture from your files as an image that fills the object area when the video is not playing.
- **Play video as background.** Videos inserted from your files remain in the order you place them on a slide, slide layout or slide master, enabling you to playback video as a dynamic slide background or as part of a choreographed animation sequence during your presentation.

- **Optimize media compatibility.** When you need to share a presentation that contains embedded audio or video, or show it from another computer, use the Optimize Media Compatibility tool to help ensure the best possible experience.
- **Compress media.** Simplify sharing with reduced file sizes and improve playback performance by compressing the embedded media files in your presentation.
- **More format flexibility.** Insert a core set of audio and video formats, such as WMV, WMA, and MP3. Core formats supported out-of-box will vary with operating system. PowerPoint 2010 also supports additional formats, such as DivX, MOV, and H. 264 when you install DirectShow codecs available from third parties (fees may apply).



Use new controls to pause, rewind, fast-forward, jump to bookmarks and stop audio and video content while presenting, without leaving slide show mode.¹⁰

¹⁰ The new audio and video controls are available to media that you insert from your files. Videos that you insert from a Web site will have the controls as provided by that Web site.

OpenType Typography from Word 2010 and Publisher 2010 **New!**

Add your own flourish to documents and publications by getting the most out of OpenType fonts.

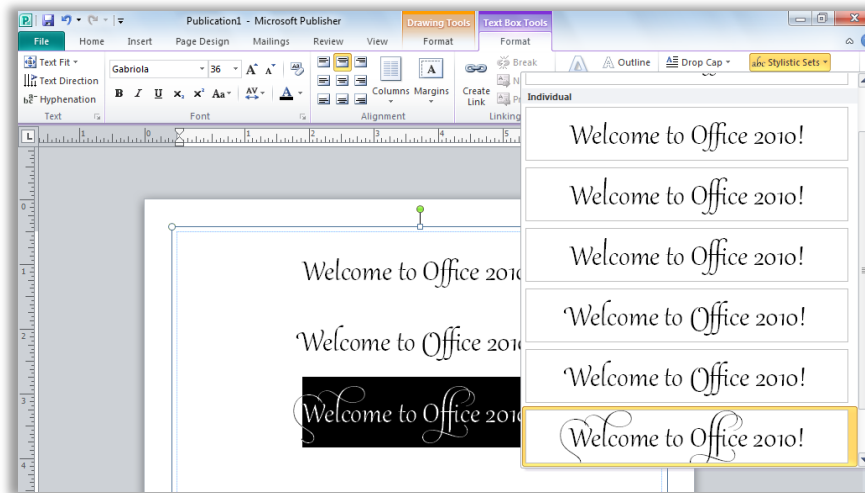
Word 2010 and Publisher 2010 make it easy to add impact to your text when you take advantage of the typography capabilities in many OpenType fonts. From your company letterhead to personal invitations, features including ligatures, stylistic sets, and more provide simple but effective ways to add sophistication to your documents and publications.

- Explore the OpenType typography features available in both built-in fonts and custom OpenType fonts that you own. For example, try the ligatures in Constantia or number forms and spacing in Calibri or Cambria. Or try Gabriola, a new font in Office 2010 that offers a rich array of stylistic sets.

Quick Tip

Available in:  

- In Word 2010, on the Home tab, in the Font group, click the dialog launch icon. In the Font dialog box, click the Advanced tab.
- In Publisher 2010, select text within any text box. Then, on the Text Box Tools Format tab, explore the options in the Typography group.
- Available features vary by font.



Add elegance to your documents and publications using stylistic sets.

Product-Specific Highlights



- New OpenType typography features include:
 - Stylistic sets
 - Number forms and number spacing
 - Ligatures
 - OpenType kerning



- New OpenType typography features include:
 - Stylistic sets
 - Stylistic alternates
 - Number styles (number forms & number spacing)
 - True small caps
 - Ligatures
 - OpenType kerning

Inspiring Text Effects from Word 2010 **New!**

Add extraordinary effects to your text as easily as applying bold or underline.

You might increase font size or change font color to draw attention to important text. But now, with Word 2010, you can take your text to new heights by using the same types of formatting effects that you use for graphics and images.

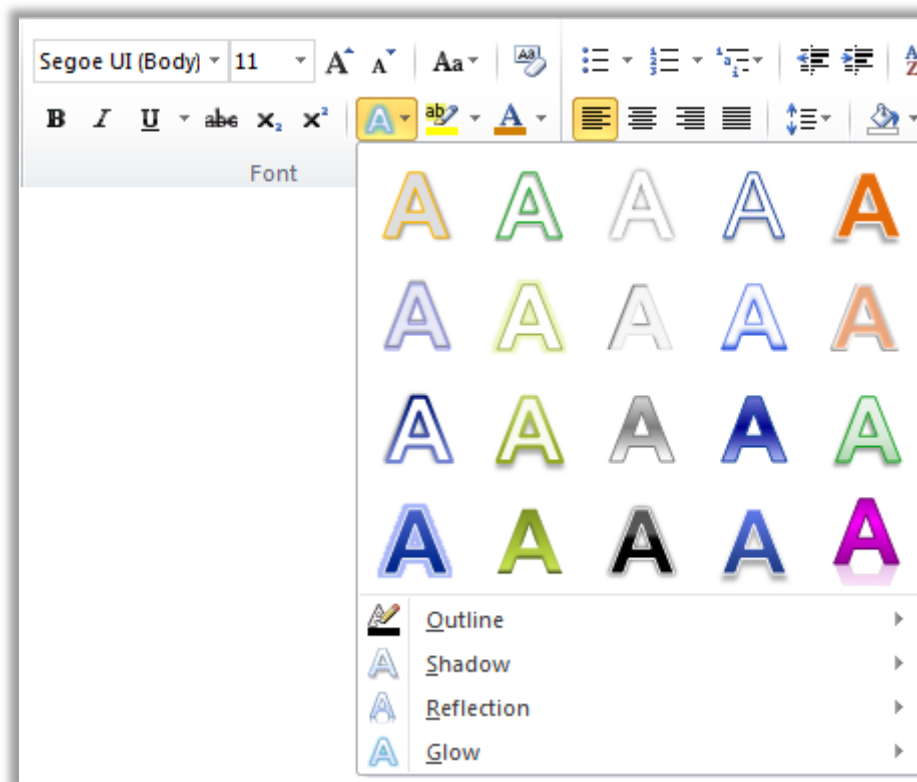
- Unlike WordArt from earlier versions of Word, you apply text effects to actual document text, so you can still edit and spell check that text and even add text effects to paragraph, character, list, or table styles.
- Available text effects include gradient fills, custom shadows, reflection, glow, soft edges, bevels and more, as well as a range of preset gallery options that enable you to quickly apply a coordinated set of effects.

Quick Tip

New in: 

Also available in:  

- For additional effects that you don't see in the Text Effects gallery, click the dialog launch icon in the Font group. Then, at the bottom of the Font dialog box, click Text Effects.
- These same text effects are also available as WordArt that can be applied to any text in PowerPoint 2010 and to text in graphics in Excel 2010.
- In addition to text, apply similar effects to shapes in Word 2010, just as you can in PowerPoint and Excel.



The Text Effects gallery in Word 2010 is available on the Home tab, in the Font group.

Customizable Ribbon *Improved!*

Locate the commands you need when and where you want them.

The improved Ribbon, available across Office 2010 applications, makes it easy to uncover more commands so you can focus on the end product rather than how to get there.

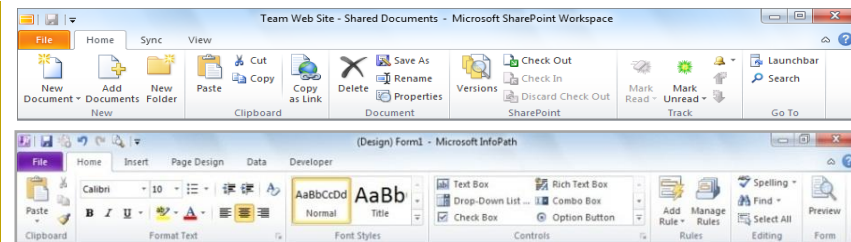
- Customize or create your own tabs on the Ribbon to personalize the Office 2010 experience to your work style.
- The standard tabs that you see on the Ribbon are organized to display commands relevant to a given task, so that you can find what you need more quickly.
- The Ribbon also provides contextual tabs to give you the right tools at exactly the right time. For example, when you select a picture in Word, a contextual tab appears on the Ribbon to provide all the tools you need for editing and formatting that picture.

Quick Tip

New in: 

Improved in: 

- To customize the Ribbon, click the File tab to open Backstage view. Click Options and then click Customize Ribbon.



The customizable Ribbon is new to OneNote, Publisher, InfoPath, and SharePoint Workspace.

Microsoft Office Backstage View **New!**

All the tasks you need are right at your fingertips for enhanced productivity.

In the upper left corner, next to the Home tab on the Ribbon, you see the File tab. Just click the tab for an all-access pass that makes it easier than ever to manage your files and customize your Office 2010 experience. The Ribbon, Mini Toolbar and Live Preview all help you work **in** your documents; Backstage view helps you work **with** your documents.

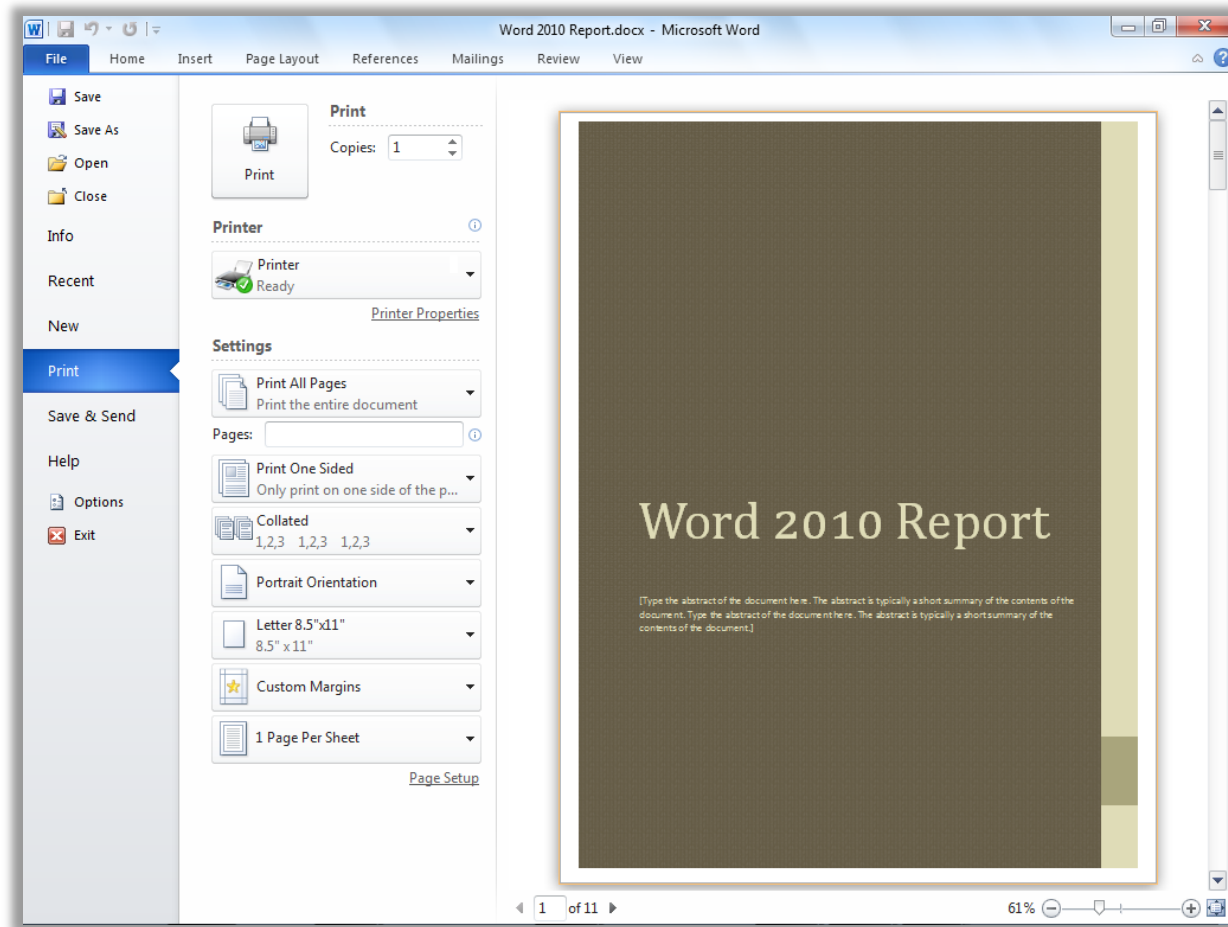
- Get easy, organized access to tools that were previously spread across several locations. For example, in several applications, print options (including Print Preview) are now combined on one effortless Print tab. Find commonly accessed commands when opening or finishing a document, such as creating, opening, and saving files; defining document properties; and sharing your content.
- Backstage view is extensible. For businesses, IT can incorporate work and information flows from other systems and highlight them right within the most useful Microsoft Office application. For example, Backstage view lets you bring those back-end accounting or HR workflows right into Office 2010.

Backstage view—both simple and powerful to use.

Quick Tip

Available in: 

- In Backstage view, click Options to access your application settings.
- Find online resources, such as product updates and self-support links, on the Help tab in Backstage view.



The integrated Print experience is available in Backstage view for many Office 2010 programs.

Product-Specific Highlights



- Recover unsaved versions of your documents, check for accessibility, or make sure your document is finalized and ready for prime time.
- Save documents to a Microsoft SharePoint® 2010 site or Windows Live™ SkyDrive™ folder so that you and others can open and edit them simultaneously.
- View the availability of the document author or other editors in the Properties pane and instantly communicate with them.



- Recover an unsaved version of your workbook, check for accessibility, or make sure it's finalized and ready for prime time.
- Save documents to a SharePoint 2010 site or Windows Live SkyDrive folder so that you can share them with others.
- View the availability of the workbook author or other editors in the Properties pane and instantly communicate with them.



- Manage your media with ease using tools to compress and optimize the embedded video and audio files in your presentation.
- Broadcast your slide show live to a remote audience or create a high-quality video of your presentation.¹¹
- Recover an unsaved version of your presentation, check for accessibility, or make sure your presentation is finalized and ready for prime time.
- Save documents to a SharePoint 2010 site or Windows Live SkyDrive folder so that you and others can open and edit them simultaneously.
- View the availability of the presentation author or other editors in the Properties pane and instantly communicate with them.



- Manage your account settings, such as add a new e-mail account.
- Configure automatic replies for when you are out of the office, modify your archive options, and organize your rules and alerts.
- Open an Outlook calendar or data file, import or export your files, settings, and RSS feeds, or open a shared folder.
- If your mailbox has a size limit, a new quota thermometer provides a visual representation of how much space is left in your mailbox.



- Share your work to SharePoint Server.

¹¹ Broadcast Slide Show requires either SharePoint Foundation 2010 or a free Windows Live ID. To broadcast via SharePoint 2010, Office Web Apps must be installed.



- Get started quickly with new built-in and community-submitted templates that are hosted online and can be accessed through Access.
- Publish your database to SharePoint Server 2010 via newly added Access Services to make it available through a Web browser.¹²
- Find essential database management tools, such as compact and repair or encrypt your database with a password.
- Easily save a copy of your database in another file format and share it with others. Use the new database template format for efficient reuse or make a back-up copy of your database in just a few clicks.
- Save database objects in PDF or XPS format to share them with those who don't have access to your database.



- Get started quickly with new built-in and community-submitted templates that are hosted online and can be accessed through Publisher.
- Use the integrated print experience to adjust print settings while viewing a large print preview of your publication with rulers and page numbers. Or, use the new backlight feature to see "through" the paper to preview the other side of your two-sided publication and ensure that it prints the way you want it to appear.
- Save a PDF or XPS format version of your publication, or save a copy of your publication in your choice of several image formats, such as JPEG, for easy printing and sharing.
- Save your business information to automatically include it in publications, check your publication for design errors, or manage commercial print settings.

¹² This feature requires Microsoft SharePoint Server 2010 and Access Services must be enabled. To access a Web database via a Web browser, an appropriate device, Internet connection and supported Windows Internet Explorer 7 for Windows, Safari 4 or later for Mac, and Firefox 3.5 or later for Windows, Mac, or Linux browser are required.



- View and manage settings for all of your open notebooks and sync shared notebooks.
- Create and access shared notebooks, including those stored on the Web, so that you can edit your notebook simultaneously with others using OneNote 2010 and Microsoft OneNote Web App.¹³



- Change online connection settings, set alerts for workspace changes, manage your account settings, or view and manage your message history and contacts.
- Create new workspaces, make your account accessible from another computer, or share files on your PC and invite others to your workspaces.

¹³ Saving and accessing shared notebooks from the Web, as well as using OneNote Web App, requires SharePoint Foundation 2010 or a free Windows Live ID. On Windows Live, OneNote Web App and the ability to simultaneously edit shared notebooks will become available in the second half of calendar year 2010.

Preview Options Before You Paste **New!**

Save time when reusing content across applications.

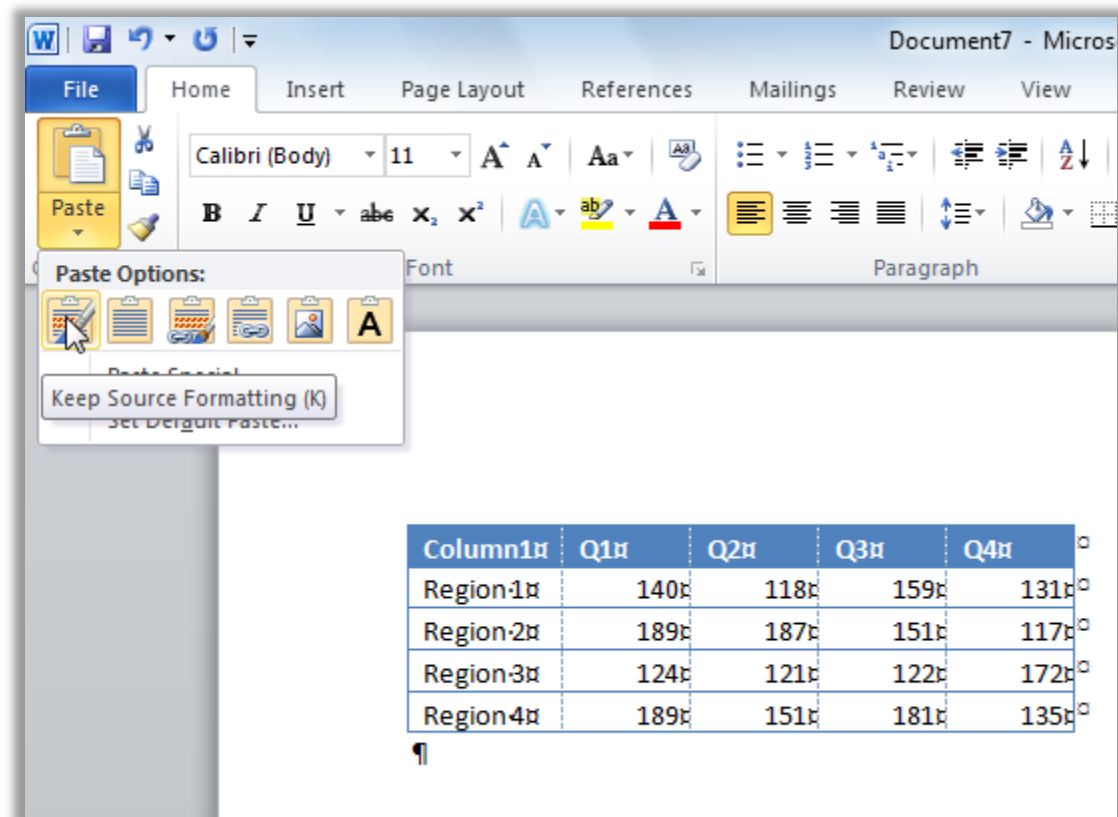
The content that you copy between documents and programs comes from a variety of sources—tables from Web pages, charts and graphics from documents, presentations, or workbooks, or other content from your notes or e-mail messages. Regardless of where your information originates, pasting in Office 2010 has never been easier. Preview various Paste Options using Paste with Live Preview and determine how your pasted content will look before actually pasting. No more using Undo and trying again, Paste with Live Preview helps you get it right the first time.

- Ensure that the content you reuse appears exactly as intended, resulting in consistent, professional-looking documents.
- Available Paste Options change contextually to best fit the content you are reusing.

Quick Tip

Available in:     

- On the Home tab, in the Clipboard group, click the arrow beneath the Paste button to view Paste Options. Then, hover your mouse pointer on Paste Options to preview results before pasting.
- ScreenTips provide additional information to help you make a decision.
- The Paste Options gallery can be accessed after pasting. Click the icon that appears when you paste to expand Paste Options. Or, if you prefer to use the keyboard, press CTRL to expand Paste Options and then use the left and right arrow keys to move through the options.



Preview formatting before committing. For example, the options shown here enable you to preview how a table will appear in your document before you paste.

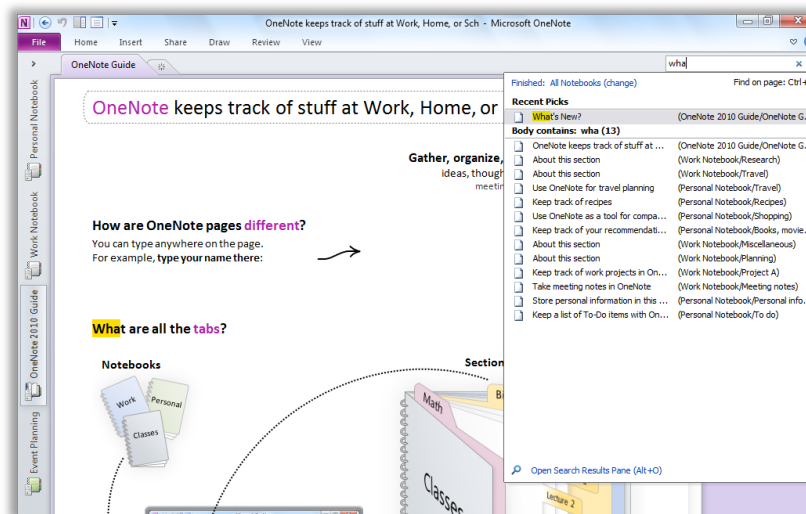
Easily Capture and Access All of Your Info with OneNote 2010 **New and Improved!**

Create one central resource for all of your thoughts and ideas.

You may already use OneNote to capture text, images, audio, and video. Now, OneNote 2010 introduces a host of new and improved features that help you keep all of your important information more readily accessible than ever before. Following are examples of how OneNote 2010 keeps you in control of your content.

Search Navigation

The improved search experience in OneNote 2010 shows you search results as you type—and a new ranking system learns from past choices, prioritizing notes, pages, page titles, and recent picks so you can get to exactly what you need faster and easier.



OneNote 2010 search filters through multiple types of content and shows you search results as you type.

Linked Notes

Dock OneNote 2010 on the side of your desktop and take notes while you work in Word 2010, PowerPoint 2010 or Windows® Internet Explorer®. OneNote automatically provides links to where you were in the source document at the time you took the note.

Quick Filing

It's easy to collect information while working in other programs. Place copies of the content you need from documents, Web pages, e-mail messages, or most any program in the exact location you want in your OneNote notebooks with just a few clicks.

Quick Tip

Available in: 

- To start taking linked notes in OneNote 2010, in Word 2010 or PowerPoint 2010, on the Review tab, click Linked Notes. In Internet Explorer 6 or later, on the Tools menu, click OneNote Linked Notes.
- To use quick filing, take a screen clipping from OneNote 2010, send an Outlook 2010 e-mail message to OneNote, start a linked note-taking session, or print a document to the Send to OneNote 2010 virtual printer. A dialog box automatically prompts you to select the location in your notebooks where you want to place the content.

Navigation Pane and Integrated Find Experience in Word 2010 *Improved!*

Stay on top of your document content—more easily than ever.

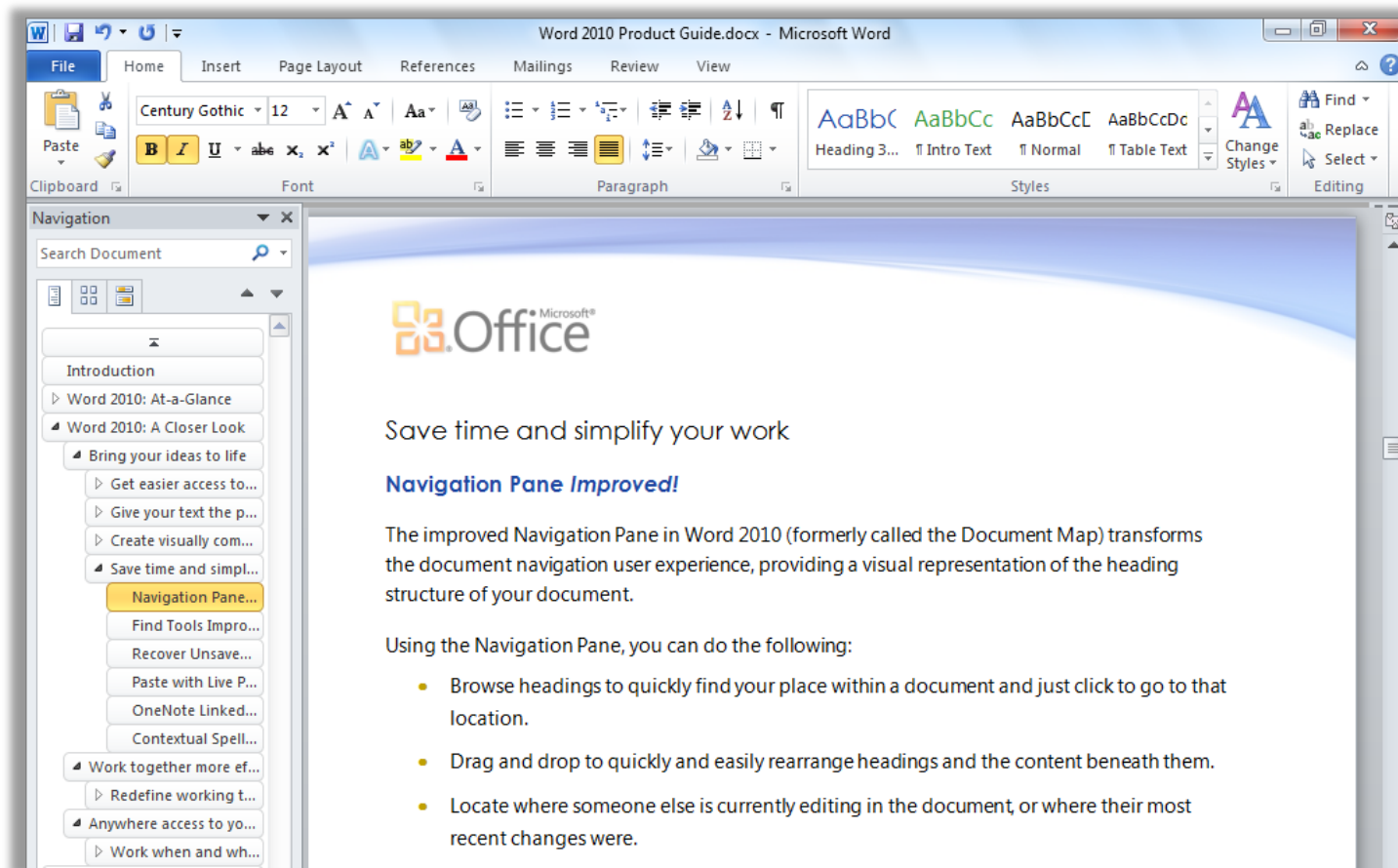
Long documents come in many forms—from annual reports to legal briefs, term papers, and personal manuscripts. But, all of these documents have one important thing in common: you need quick and easy ways to access and manage your content. Fortunately, the improved Navigation Pane in Word 2010 (formerly called the Document Map) integrates enhanced Find tools and seamlessly transforms the experience of navigating and organizing your document.

- Browse headings to quickly find the place you need within a document and then click to instantly move to that location.

Quick Tip

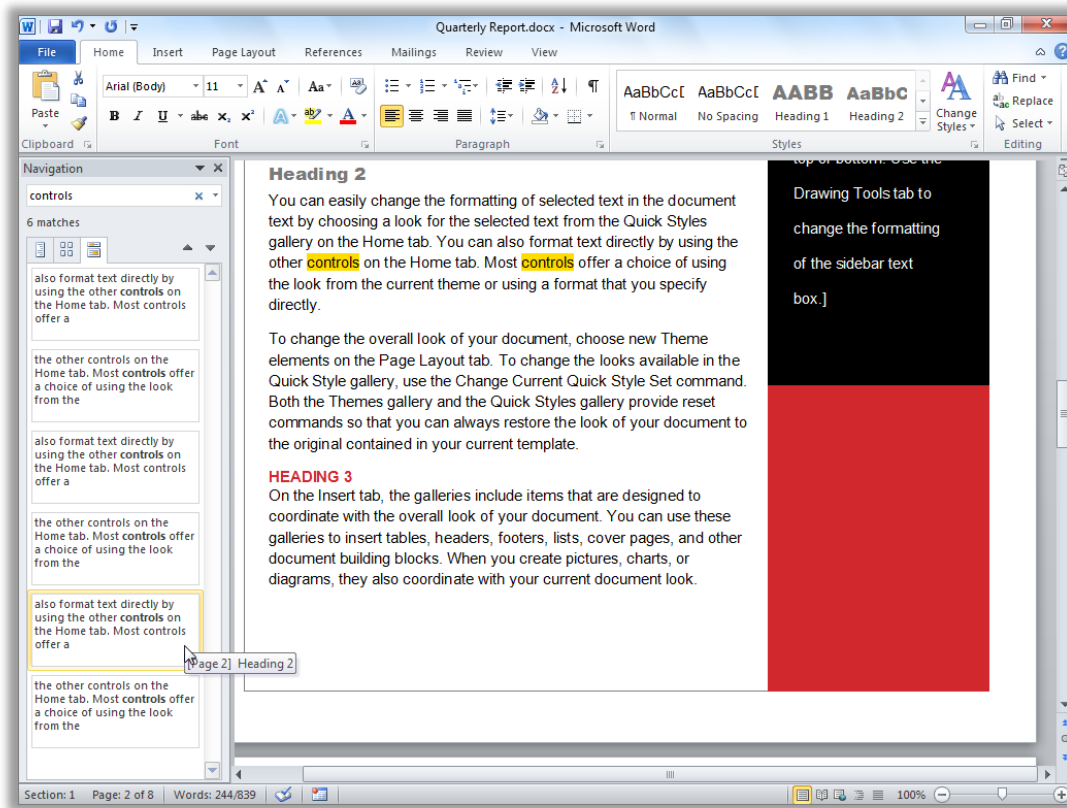
Available in: 

- Using the search tools in the centralized Navigation Pane, you can also browse the document by object type—including graphics, tables, equations, footnotes, endnotes, and comments. Or, access the familiar Find dialog box for more advanced searches or Find and Replace tasks. Click the arrow in the Search box for all of these options and more.



Drag and drop headings in the improved Navigation Pane to quickly rearrange document content.

- Get a quick preview of all search matches in the new results view of the Navigation Pane. Click any result preview to jump to that point in the document.
- See automatic highlighting of all search hits in the document. Headings are also highlighted in the Navigation Pane wherever search results occur.



The improved Find tools, integrated into the Navigation pane, include the new search results pane.

Recover Unsaved Versions of Your Office 2010 Documents **New!**

Work without the worry of wasted time.

Nothing is more frustrating than losing the work that you put so much time and effort into creating. But we've all done it. You work for a while, get the content just right, and then close the document without saving. Maybe you missed the prompt or you were distracted while closing the file. Regardless, the result is the same—your work and the time you spent to create it have been lost. Well, not anymore!

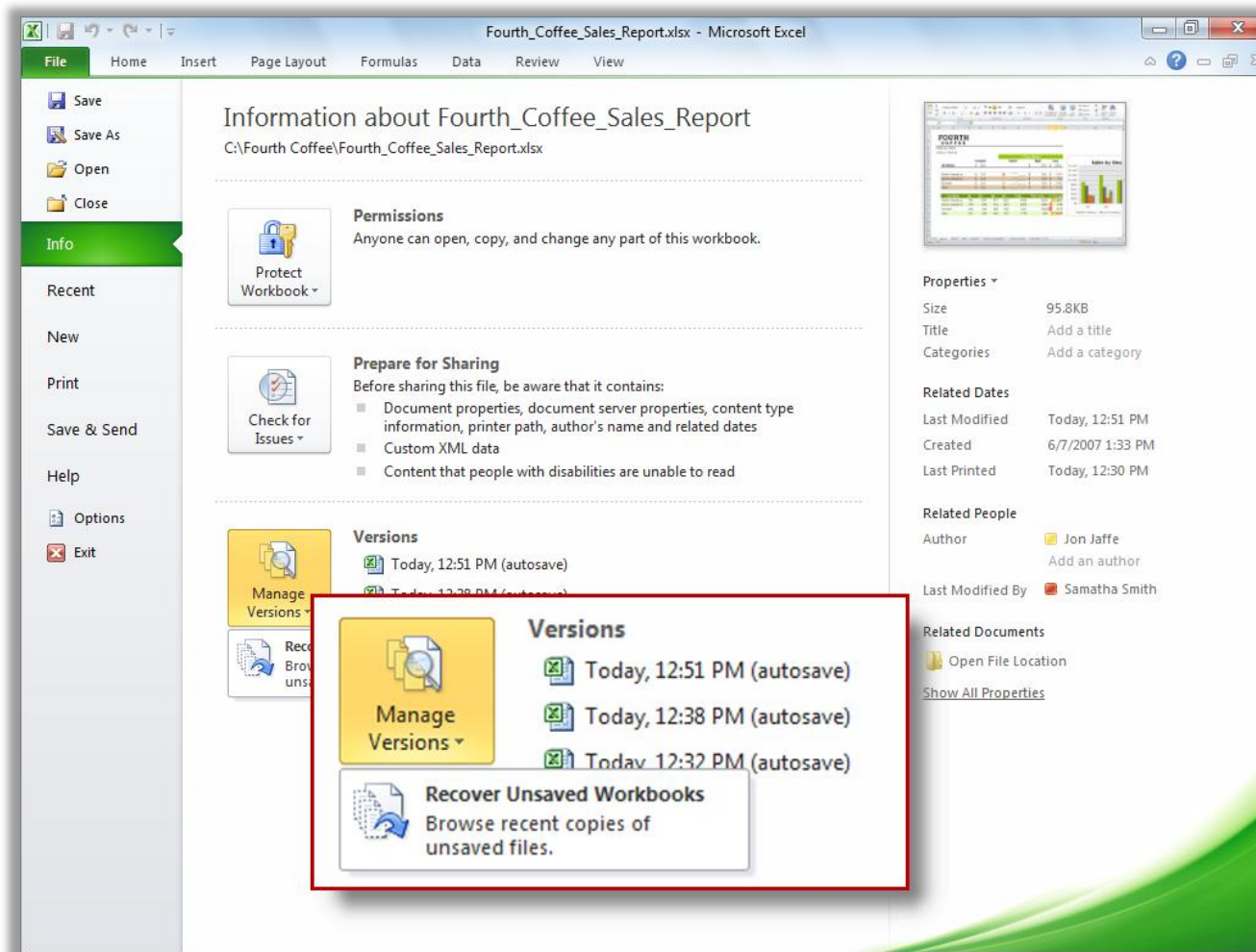
Expanding on the AutoRecover capabilities that you may know from earlier versions of Microsoft Office, you can now recover versions of files that you close without saving.

- **Access up to the last five autosave versions of your previously saved active document.** If you save and close your document, all autosave versions are automatically deleted. If you close a previously saved document without saving, your last autosave version is kept until your next editing session.
- **Recover unsaved versions of files that were never previously saved.** Unsaved files are saved for four days before they are automatically deleted.

Quick Tip

Available in:   

- Access these features from Backstage view. Recover unsaved files on the Info tab, under the Manage Versions button. Available autosave versions of previously saved documents appear automatically on the Info tab, under the Versions heading.
- Recovering available unsaved documents and autosave versions requires that you elect to save AutoRecover information. To keep an autosave version until your next editing session you must also elect to keep the last autosaved version when you close without saving. To access these options, in Backstage view click Options and then click Save.



Access autosave and unsaved files from the Info tab in Backstage view.

Analyze Your Information and Create Compelling Visualizations Using Excel 2010 *New and Improved!*

Quick and effective analysis.

Sparklines

Sometimes, numbers speak for themselves. At other times, charts or graphs can significantly clarify your information. With Excel 2010, you can take advantages of numbers and charts within the same cell. Sparklines are small charts in a worksheet cell that provide a clear and compact visual representation of your data for quick and easy reference.

- Use Sparklines to show trends in a series of values, such as seasonal increases, the price of your home, or your monthly expenditures.
- Highlight maximum or minimum values and increase impact by positioning a Sparkline next to its corresponding data.

Add Sparklines to chart data near your values.

Quick Tip

Available in: 

- Use the **Group** option on the **Sparkline Tools Design** tab to format selected Sparklines as a single unit or use **Ungroup** to format your Sparklines individually.

	Current	1 Year History		
		Trend	High	Low
All Departments	\$ 159.6		\$ 159.6	\$ 130.5
Women's Apparel	\$ 32.6	↑	\$ 32.6	\$ 30.2
Patio & Garden	\$ 16.2	→	\$ 16.9	\$ 15.1
Toys	\$ 15.7	↑	\$ 15.7	\$ 13.5
Electronics	\$ 14.9	↓	\$ 18.3	\$ 14.9
Baby Apparel	\$ 14.2	→		
Men's Apparel	\$ 13.5	→	\$ 13.2	\$ 12.8
Kid's Apparel	\$ 12.6	→	\$ 12.9	\$ 11.9
Furniture	\$ 11.4	→	\$ 14.5	\$ 8.7
Bed & Bath	\$ 11.1	↑	\$ 11.1	\$ 9.3
Kitchen	\$ 9.9	↑	\$ 10.1	\$ 2.3
Home	\$ 7.5	→	\$ 9.1	\$ 4.5

Conditional Formatting

Conditional Formatting comes with even greater formatting flexibility in Excel 2010. With conditional formatting you can discover and illustrate important trends and highlight data exceptions.

- Customize your rules with more icon set flexibility. Now you can mix and match icons from different sets or hide an icon for cells that meet a specified condition.
- Make better comparisons. With enhanced data bar length, negative values are more clearly displayed and zero values are now suppressed.
- Distinguish trends in your data. New gradient fills with borders and solid fills make it easier to add more visibility to your values.

Location	May	June	May - June	Total
France	\$160,828.22	\$197,504.50	\$36,676.28	\$395,009.00
Charente-Maritime	\$15,645.48	\$7,869.85		\$23,515.33
Essonne	\$27,055.33	\$27,055.33		\$54,110.66
Garonne (Haute)	\$1,888.94	\$1,966.23		\$3,855.17
Hauts de Seine	\$15,715.75	\$29,365.88		\$45,081.63
Nord	\$31,746.93	\$21,552.56		\$53,299.49
Pas de Calais	\$68.97	\$2,294.99		\$2,363.96
Seine (Paris)	\$30,847.17	\$35,761.72		\$66,608.89
Seine et Marne	\$12,651.41	\$4,786.61		\$17,438.02
Seine Saint Denis	\$12,524.59	\$28,555.29		\$41,079.88
Yveline	\$25,627.51	\$23,487.56		\$49,115.07

Quick Tip

Available in: 

- Position the axis of a data bar in the center of the cell to better emphasize your positive and negative values.
- Easily modify the color, fill, borders, icons, data bars, or the way Excel 2010 computes the highest, lowest, or midpoint values by selecting **More Rules** at the bottom of the respective Conditional Formatting gallery.

Use conditional formatting with gradient fills and borders, data bars, and icon sets to better analyze your data.

PivotChart interactivity

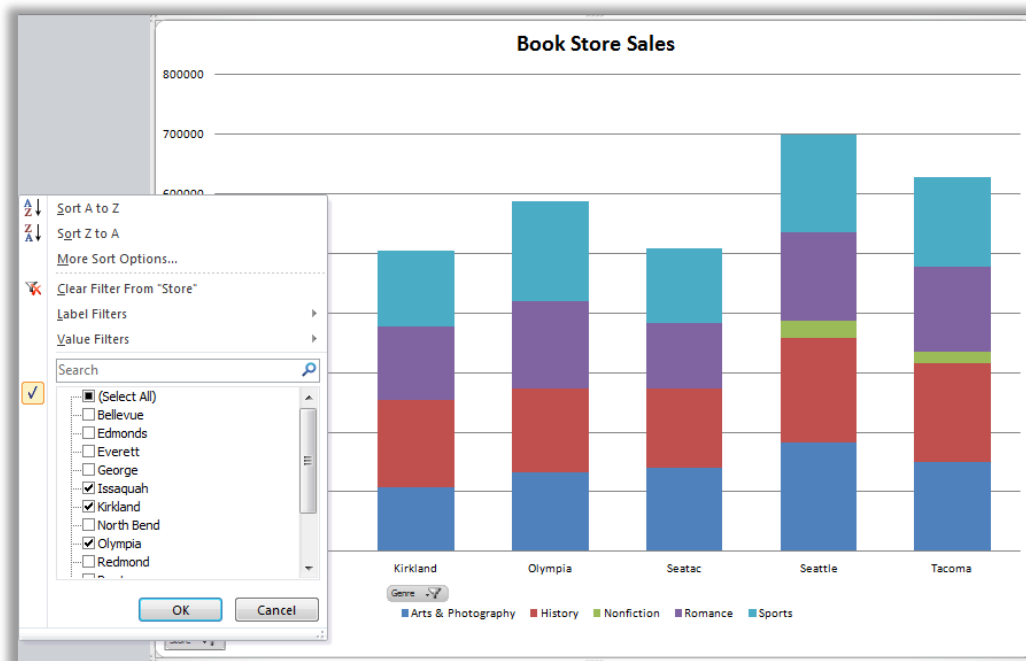
Excel 2010 takes the popular PivotChart, used for visual analysis and reporting, one step further. You can now filter your PivotChart directly using new interactive buttons.

- Stay in control of what you see on your screen and make filtering more accessible. Hide all interactive buttons for printing purposes or hide individual buttons that may not apply to your filtering needs.

Quick Tip

Available in: 

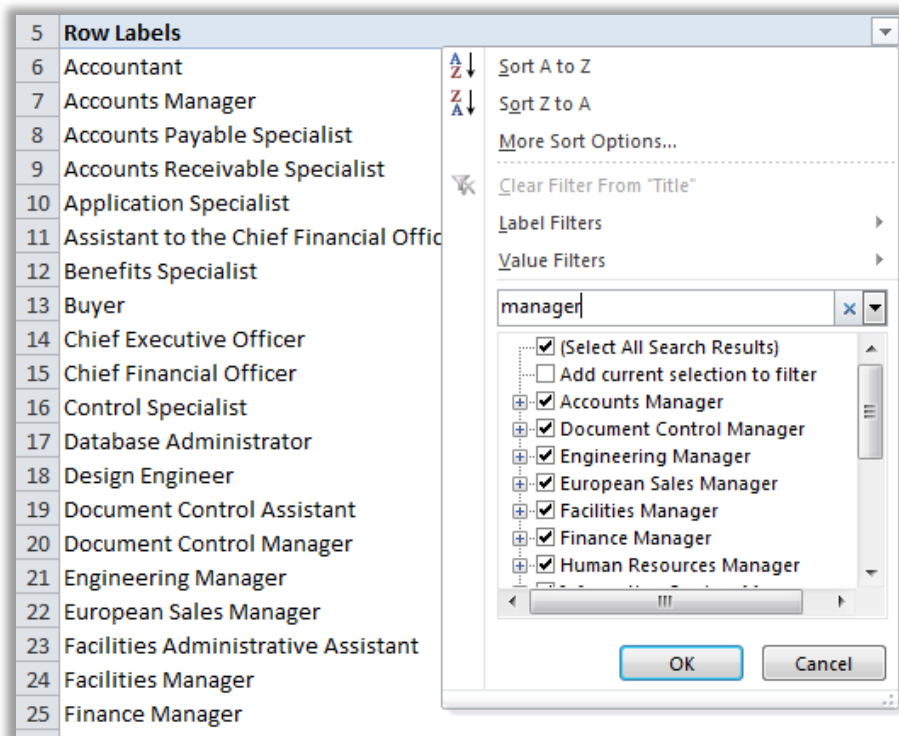
- After you filter your PivotChart, the interactive buttons will display a filter icon just as the PivotTable does today.



Quickly filter your PivotChart views with new interactive buttons.

Search Filter

Finding what you need efficiently is a must for large worksheets. Filtering enables you to quickly locate and display specific content in your tables, PivotTable and PivotChart views, but what about searching through the available filters? You could have thousands, or even more than a million, of available choices. With Excel 2010 you can use the new Search Filter and spend less time sifting through large data sets.



Quick Tip

Available in: 

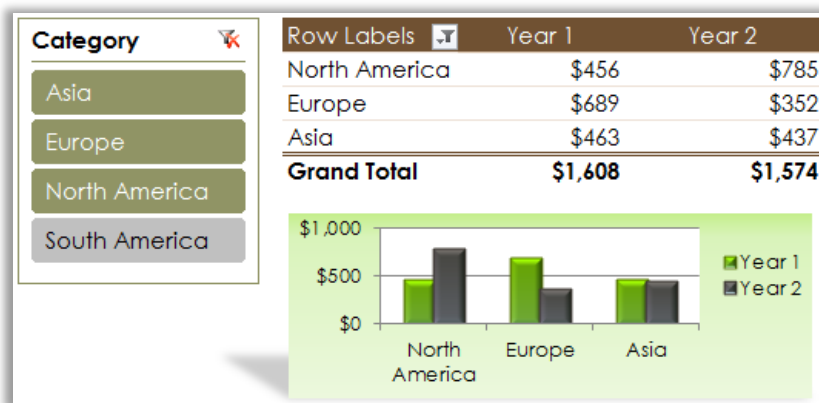
- Use **Format as Table**, on the **Home** tab in the **Styles** group, to quickly turn a data range into a table.
- Filter and sort regardless of location. In an Excel table, table headers replace regular worksheet headers at the top of columns when you scroll down in a long table. In Excel 2010, filter and sort options now remain visible with no need to freeze your panes.

Search Filter provides instant search in your filtering options. Start by typing your search term and relevant items instantly display. Use the Add current selection to filter option for subsequent searches to add additional filter items and maintain your previously filtered list.

Slicer

Collecting useful and detailed information is only half of the equation for data analysis. The other half is having the right tools in place to help you better understand your data. You can use a Slicer in Excel 2010 to help you interpret your information faster and easier. Enhanced PivotTable and PivotChart filtering lets you intuitively filter large amounts of data. Quickly find the relevant information you need and clearly see which items you are filtering in your report.

- Filter multiple PivotTable or PivotChart views. You can connect a single Slicer to any number of PivotTable views so you can filter multiple objects simultaneously.
- Filter on the fly—your Slicer will dynamically change and update as data in an underlying PivotTable or PivotChart changes.



Quick Tip

Available in: 

- Place your Slicers where you want them. A Slicer can be moved around and resized like a chart or a graph so you can control the look of your report.
- Display Slicer list items in multiple columns. Select the Slicer and on the **Slicer Tools Options** tab, in the **Buttons** group, modify the **Columns** count.

Use a Slicer to filter your PivotTable or PivotChart views in fewer steps than before and quickly display just the right details.

PowerPivot for Excel 2010

PowerPivot for Excel 2010 is a data analysis tool that delivers unmatched computational power directly within the application users already know and love—Microsoft Excel.

With PowerPivot, you can transform enormous quantities of data into meaningful information to quickly get the answers you need.

You can effortlessly share your findings with others, and IT departments can improve operational efficiencies through SharePoint-based management tools. Empower your insight and decision-making, share and collaborate with confidence, and help improve IT efficiency.

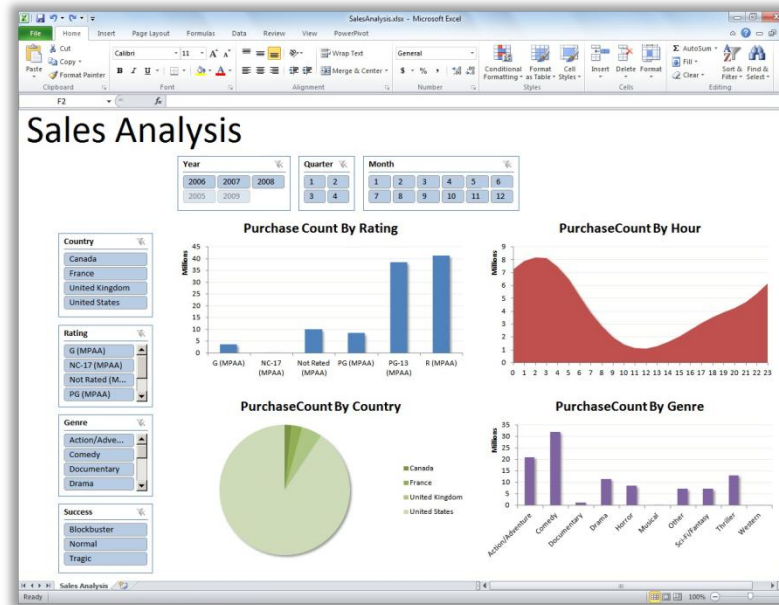
- **Excel-based in-memory analysis.** Overcome existing limitations of large data analysis on the desktop with efficient compression algorithms to load even the biggest data sets into memory.
- **Data Analysis Expressions (DAX).** Put powerful relational capabilities into the hands of power users who want to create advanced analytics applications such as SamePeriodLastYear(), ClosingBalances(), Previous Day(), and more.
- **Hit the ground running.** Leverage new Excel features such as Slicer and those you already know, including the Ribbon, PivotTable, and PivotChart views.
- **Virtually unlimited support of data sources.** Provide foundation to load and combine source data from any location for massive data analysis on the desktop, including relational databases, multidimensional sources, cloud services, data feeds, Excel files, text files, and data from the Web.

Quick Tip

Available for: 

- Get the free PowerPivot for Excel 2010 add-in at:
<http://www.powerpivot.com>.

- **SharePoint integration.** Enable users to share data models and analysis, and because the solutions are in SharePoint, you can configure refresh cycles to ensure the data remains current automatically.¹⁴
- **Collaborate on analytics solutions.** Turn your workbooks into shared applications accessible virtually anytime and from any location. Benefit from all the features that make SharePoint so effective, such as role-based security, workflows, versioning, and automatic data refreshing, and even reuse your shared workbook applications as data sources in new analysis.
- **PowerPivot Management Dashboard.** Enables IT administrators to monitor and manage shared applications to ensure advanced security, high availability, and performance.



Model and share powerful analysis from your desktop with PowerPivot for Excel 2010.

¹⁴ PowerPivot for SharePoint requires SQL Server® 2008 R2 or higher and SharePoint 2010.

Tools for Efficient Database Creation *New and Improved!*

Build your databases in Access 2010 faster and with less effort.

With Access 2010 you don't need to be a database expert to make the most of your information. Whether you're a large corporation, small business owner, non-profit organization, or even if you're looking for more efficient ways to manage your personal information, you'll find a variety of database templates to help get you started quickly and efficiently.

Pre-built database templates

Pre-built templates are designed with you in mind. From event organization, sales, and marketing projects, to tracking students, faculty, or charitable contributions, you'll quickly find a variety of database templates.

- Turn to your peers for inspiration. Start with a database template from the Access online community. Choose from built-in template categories such as Assets, Contacts, Projects, or Non-profit. Or, search Office.com for more template solutions without leaving Access—you'll even find sample templates to help you with specific database tasks.

Application Parts

Build your databases with new modular components. Application Parts simplify your database creation by enabling you to add common components, such as all of the tables, forms, and reports you need for tracking contacts, across your databases or organization in just a few clicks.

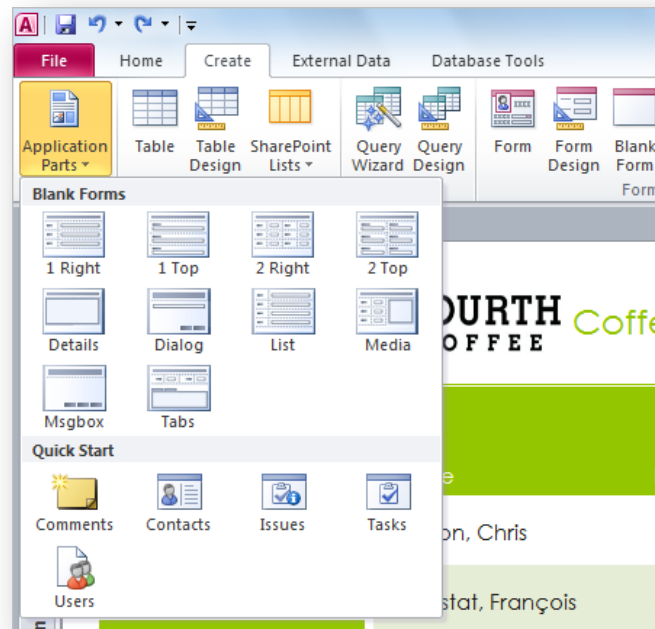
- Save time and effort by re-using parts built by others in your database.

Quick Tip

Available in: 

- Promote yourself by creating a Database Template and share it with the Access online community. Include a name for your database, a description, an application icon, a preview image—even sample data.

- Package your own Application Parts and reuse them across your databases and your organization.



Add Application Parts comprised of multiple components or select a blank form layout.

Quick Start fields

Add groups of fields simultaneously to your tables. With new Quick Start fields, you can add multiple related—and pre-formatted—fields quickly and efficiently. Not only does this save time, but it helps ensure consistency when creating tables that use similar fields.

- All it takes is a couple clicks to insert a single Quick Start field and add fields, such as Address, City, State, Zip, and Country.

- Create your own Quick Start field, or group of fields, for reuse in other tables and databases. For example, create a group of fields for frequently used calculations, and with newly added calculated fields in Access 2010, you can even include the calculated result.

Office themes

Apply professional designs across your Access database. Now you can take advantage of familiar and great-looking Office themes and apply them to your databases with high fidelity both on the Access client and the Web. Choose from a variety of themes, or design your own custom theme, to get great-looking forms and reports. With Office themes in Access 2010, you can change fonts—and even colors—for your entire database in a couple clicks.

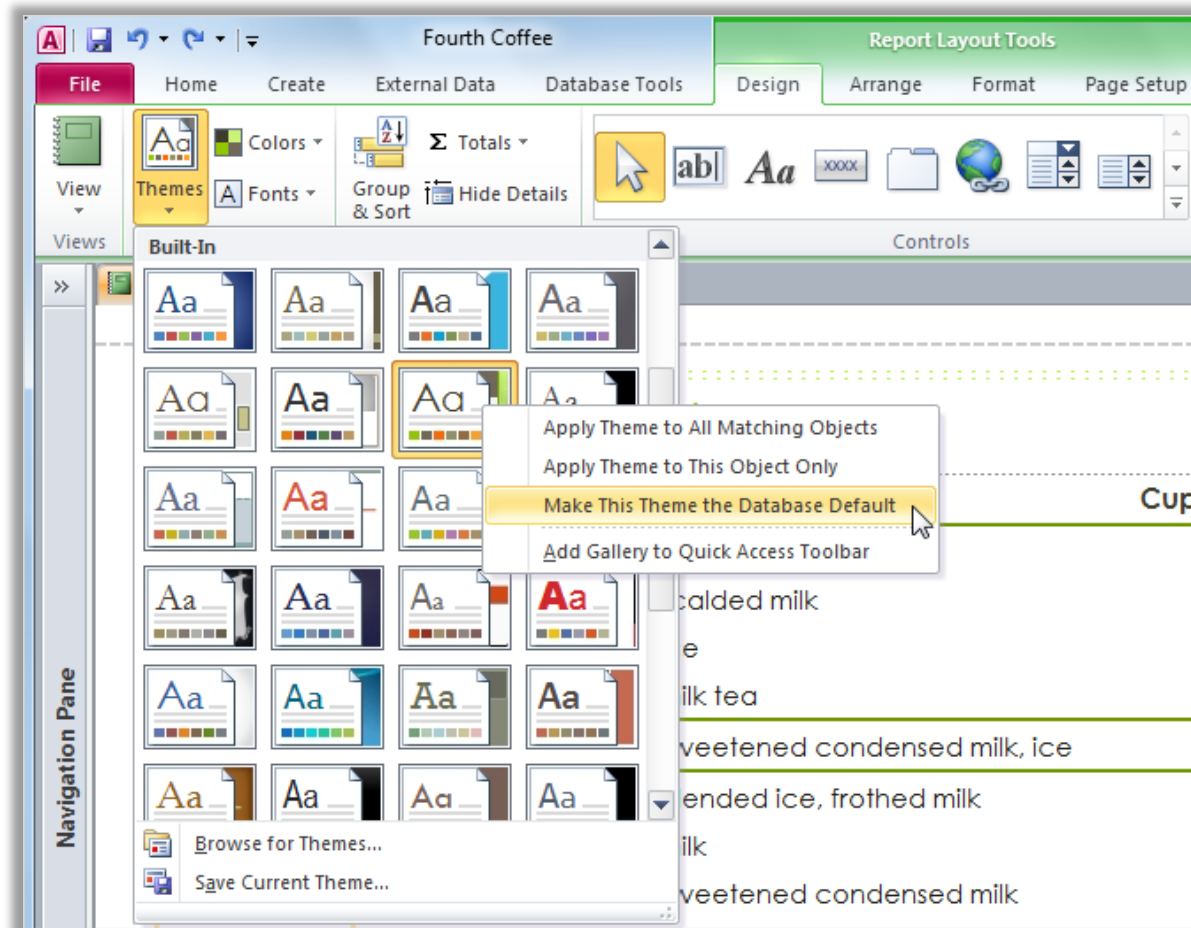
- Flexible formatting. Set an Office theme as your database default or apply a specific theme to select forms and reports. If you change or modify your theme, all items that use that theme are updated automatically.
- Coordinate your formatting. Office themes in Access 2010 use the same exact themes found in Excel, Outlook, PowerPoint, and Word, enabling you to easily create matching Office documents.

Quick Tip

New in: 

Also available in:    

- Access tables also support Office themes. Simply select theme fonts (Header or Detail fonts), and colors from the Theme Colors palette. If you select a different Office theme for your database, or modify the theme, your tables will automatically update to your new formatting selection.



Use Office themes and change the formatting for multiple database objects in a few simple clicks.

Navigation Form

Easily add navigation to your database using drag-and-drop functionality. Use a Navigation Form and make the forms and reports you use more accessible and readily available when you need them. Or, if you are creating a database for other users, you can create a Navigation Form so your users can perform the most common tasks and easily find the less common tasks.

- No code or logic required. Start by creating a new Navigation Form and simply drag and drop your frequently used forms and reports onto the Navigation Form.
- Easy-to-use built-in layouts. Choose from six predefined navigation templates with a combination of horizontal or vertical tabs.
- Even complex databases can implement Navigation Forms. Applications with a large number of Access forms or reports can be displayed using multi-level horizontal and vertical tabs.

Quick Tip

Available in: 

- Enhance your navigation controls with new shape tools found on the **Form Layout Tools Format** tab in the **Control Formatting** group. Use the **Quick Styles** gallery and select formatting options that match your selected Office theme. Use the **Change Shape** gallery to convert your controls to rectangles with rounded or snipped corners and more.



Create a Navigation Form for quick access to your frequently used forms and reports.

Conditional Formatting Rules Manager and Data Bars

Get easier access to your conditional formatting rules and more options. The Conditional Formatting Rules Manager in Access 2010 has been dramatically improved. You can now quickly switch between your fields to modify, add, or delete conditional formatting rules in a single, simplified view. Best of all, you can add up to 50 conditions to your fields, along with data bars, for greater impact and analysis.

- See your results instantly. Apply your conditional formatting rule without leaving the Conditional Formatting Rules Manager and refine it if necessary.
- Add data bars with gradient fills to your forms and reports to gain more insight on your values so you can make better decisions.

Quick Tip

Available in: 

- Easily modify the precedence in which rules are applied to your fields—there's no need to recreate your rules.
- Define your own threshold and set specific values for the length of the shortest bar and longest bar. Or, display only the data bar and suppress the values for more emphasis.

FOURTH COFFEE Supply Purchases

Product	Quantity	Unit Price	Discount	Total
Almond syrup Unit:Case (5)	20	\$50	0.00%	\$1,000
Brown sugar cinnamon (sugar free) syrup Unit:Case (5)	4	\$50	0.00%	\$200
Brown sugar cinnamon syrup Unit:Case (5)	40	\$50	0.00%	\$2,000
Caramel (sugar free) syrup Unit:Case (5)	195	\$50	3.00%	\$9,660
Caramel syrup Unit:Case (5)	100	\$50	0.00%	\$5,000

Visually see how one value compares to the others or identify trends with new data bars.

Macro Designer and data macros

Build your macros effortlessly using Microsoft IntelliSense® technology.

The revamped Macro Designer makes it much simpler for you to get started quickly and easily to create macros from scratch. And, if you are an experienced Access user, the Macro Designer will make it easier for you to create, edit, and manage macros and to extend your database application.

- Use Quick Info, AutoComplete, and ToolTips to quickly create your macros and reduce errors.
- Leverage the Macro Designer enhancements to increase your productivity with faster coding and easy reuse of your existing macros.
- Use Data Macros to add logic in your tables, and any form or query—even an outside application—that is connected to your table will automatically inherit your data macros since they are stored **in** the table, not the objects that **use** your table.

Quick Tip

Available in: 

- Share your macros with others or easily reuse macros written by others. Simply paste your code into any text editor and when it's pasted into the Macro Designer, Access will convert it to the correct format.

Forms Designer in InfoPath 2010 *New and Improved!*

Streamline your business processes—make forms that function, and save your organization time and money.

Collect better information faster. InfoPath 2010 streamlines business processes. Easy-to-make and easy-to-use electronic forms help reduce redundant data entry and raise the quality of the data you collect. Work with InfoPath 2010 client forms online or offline. Complete forms, even if you're not connected to the network. And, with the push of a button, the Forms Designer automatically generates great-looking forms based on SharePoint lists, using new pre-built rules, form layout sections, styles and more.

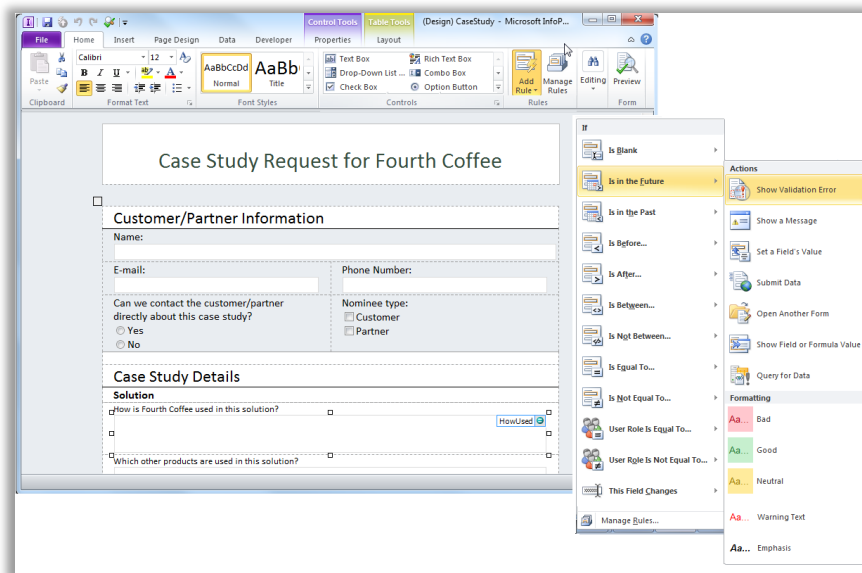
- Fill out a form in a straightforward way via InfoPath Filler. We removed all the extra tools for people who just want to open and fill out a form, and help is always close at hand with form data validation, screen tips and Conditional Formatting.
- With InfoPath 2010 and SharePoint Server 2010, all browser-form content is now Web Content Accessibility Guidelines (WCAG) 2.0 AA-compliant and accessible to users with disabilities.
- Work online or offline with a native implementation of forms in SharePoint Workspace 2010.
- InfoPath 2010 now helps ensure business process information integrity by preserving forms content via support of digital signatures.

Quick Tip

Available in: 

- To fill out a form someone designed for you, find InfoPath Filler under Microsoft Office programs on the Microsoft Windows Start menu.

- Learning the tool is a breeze with the familiar Microsoft Office interface, including benefits such as a spell-checker, font formatting, improved cut and paste, and other tools.
- Use InfoPath 2010 forms inside Outlook 2010 messages to easily collect data in a desired form in a centralized place (a SharePoint library or a database).
- Create an XPS or PDF version of your completed InfoPath 2010 form for ease of archiving.



Straightforward forms design in InfoPath 2010.

64-bit Support for Office 2010 *New!*

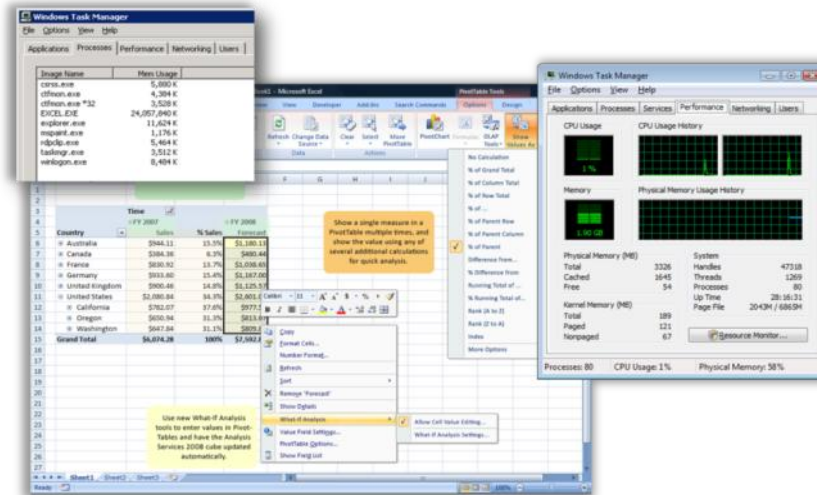
Power users: This is for you.

Take advantage of the 64-bit version of Office 2010. Excel 2010 64-bit, for example, harnesses the power of 64-bit machines to create and manage even bigger, more complex spreadsheets. Excel 2010 offers 64-bit scalability for the Excel guru or analyst working with massive, memory-intensive datasets, and provides support for gigabyte-sized spreadsheets.

Quick Tip

Available in: 

- Note:** This option can only be installed on 64-bit systems. For installation instructions and more information visit: <http://office.com/office64setup>.



Maximize new and existing hardware investments with 64-bit versions of Office 2010 applications.

Work Together More Effectively

Co-authoring in Office 2010 *New!*

Work with others without waiting your turn.

Office 2010 redefines working together with incredible tools that enable you to edit the same file at the same time with people in different locations.

- Simultaneously edit a Word 2010 document or PowerPoint 2010 presentation with colleagues or friends. Instantly initiate a conversation while editing, without leaving the program.
- Need to crunch numbers with a colleague or a client? Use Excel Web App to edit the same workbook at the same time, even if they don't have Excel installed on their computers.
- Need to hold a brainstorming session with your team remotely? Simultaneously edit the same OneNote 2010 shared notebook with others who are using OneNote on their desktop or in a Web browser.

Quick Tip

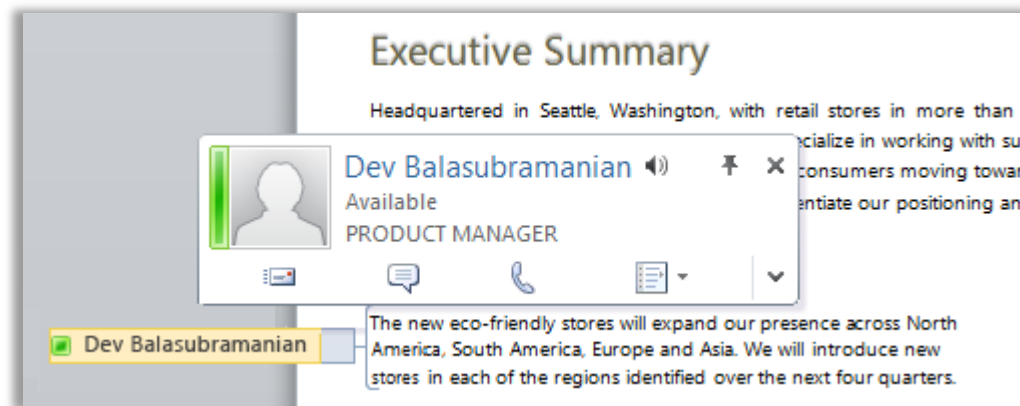
Available in:   

Available in Office Web Apps:  

For businesses: Requires SharePoint Foundation 2010.

For personal use: Requires a free Windows Live ID. Co-authoring via Windows Live for Word 2010, PowerPoint 2010, OneNote 2010 and Microsoft OneNote Web App will become available in the second half of calendar year 2010.

- Co-authoring in Excel Web App and OneNote Web App requires a supported browser. For a list of supported browsers for Office Web Apps, see page 77.
- When co-authoring in Word 2010 or PowerPoint 2010, you see changes that others make when you save the file. When co-authoring using OneNote 2010, Excel Web App or OneNote Web App, changes sync automatically in near real-time.



When using co-authoring in Word 2010, as shown here, or in PowerPoint 2010, view who else is editing a document with you and communicate with them instantly.¹⁵

¹⁵ Instant messaging and viewing the availability of other editors require one of the following: Microsoft Office Communications Server 2007 R2 with Microsoft Office Communicator 2007 R2, Windows Live Messenger, or another instant messaging application that supports IMessenger. Voice calls require Office Communications Server 2007 R2 with Office Communicator 2007 R2 or an instant messaging application that supports IMessengerAdvanced.

Share Your Presentation Instantly with Anyone, Using PowerPoint 2010 **New!**

Present a live show or make your own movie.

Broadcast Slide Show

Share your presentation live, with a remote audience. Viewers see your slides in high fidelity, even if they don't have PowerPoint installed.



Quick Tip

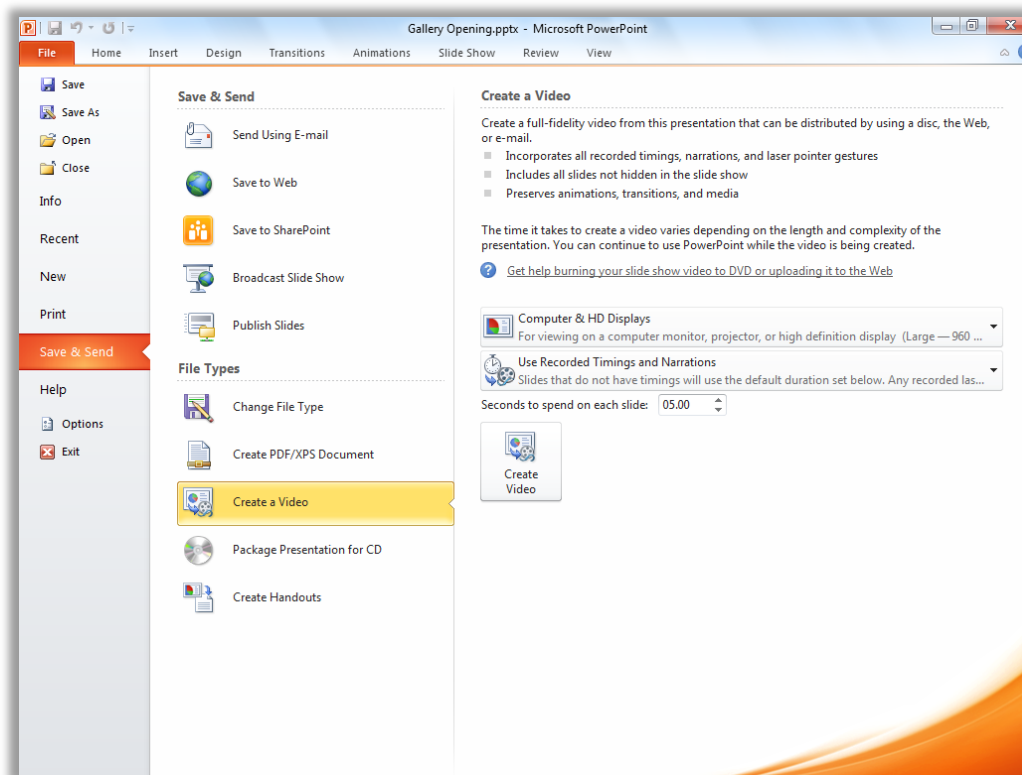
Available in: 

- Broadcast Slide Show requires either SharePoint Foundation 2010 or a free Windows Live ID. To broadcast via SharePoint 2010, Office Web Apps must be installed. Broadcasting via Windows Live is a free service that enables up to 50 attendees per broadcast.
- Access Broadcast Slide Show and Create a Video from the Share tab in Backstage view. Broadcast Slide Show is also available from the Slide Show tab on the Ribbon.

Viewers watch your slide show in real-time, from their Web browser.

Create a Video

PowerPoint 2010 makes it easy to share your presentation with those who missed the live event—or to create a presentation video for any purpose, such as recording your own video training course. It takes just a few clicks to create a video of your presentation. Include your saved narration, slide and animation timings, and even your laser pointer movements. PowerPoint builds the video for you while you work, so you don't lose a minute.



Easily create a high-fidelity video of your presentation.

E-mail Management Tools *New and Improved!*

Be the master of your information, not the other way around.

Think about how much information you receive and distribute electronically in a typical week. Compare that to a typical week five years ago. We've redesigned Outlook 2010 to reflect these changes to help keep up with the vast amounts of information coming at you every day. Stay organized and connected to those who matter the most. New options and shortcuts help keep your inbox efficient and under control.

Conversation View

Get straight to the relevant facts with the improved Conversation View and save time managing your e-mail. Conversation View condenses multiple e-mails in a discussion (called a conversation thread), and displays them as single line item—even if some messages in the conversation are located in other folders.

New conversation management tools, such as Clean Up and Ignore Conversation, can help you save valuable inbox space.

Not only do these features help reduce information overload, they also help improve the tracking and managing of related messages. Gain control over your inbox and get more time back in your day to focus on other things.

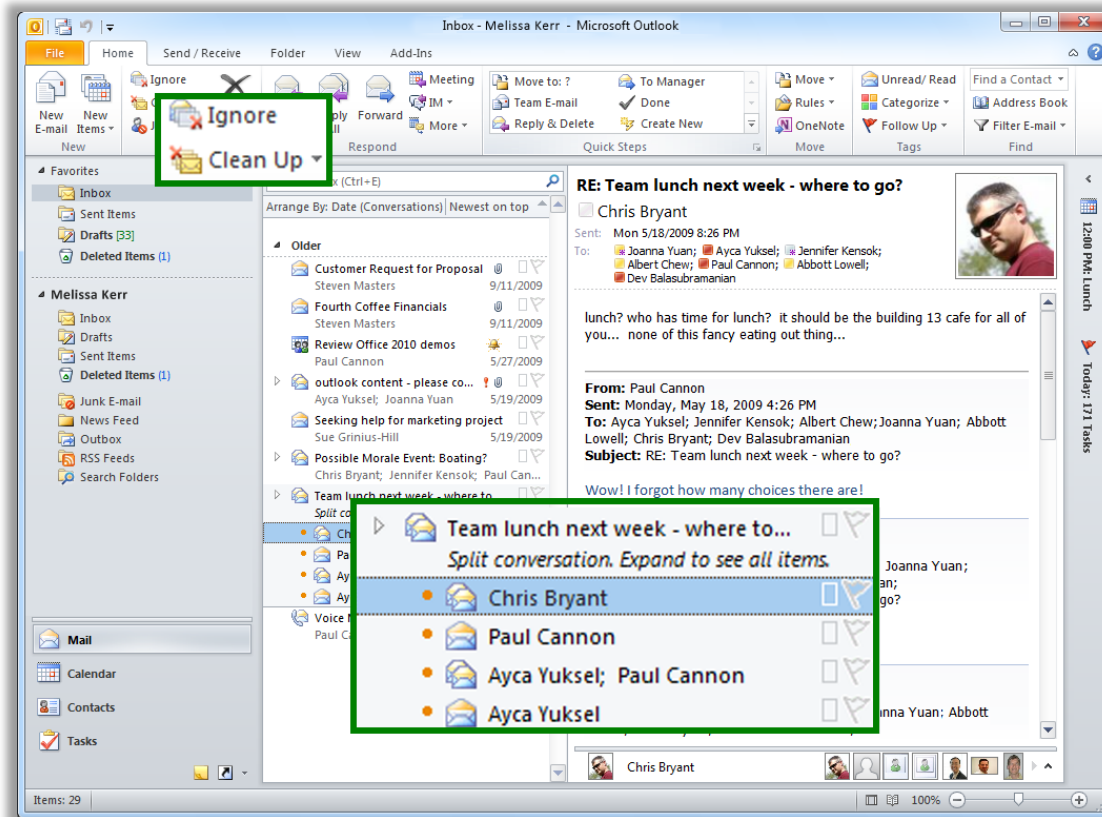
- Store fewer e-mails. All redundant e-mails in the conversation can be quickly eliminated using Clean Up and unique messages will be preserved.
- View only the relevant information. When you click on a conversation, Outlook shows you the latest message in the conversation. Expand the thread to see earlier or redundant messages and view individual contributors.

Quick Tip

Available in: 

- **Start harnessing the power of Conversation View!** On the **View** tab, in the **Conversations** group, select **Show as Conversations**.

- Quickly take action on the entire conversation in just a few clicks. Select the conversation subject and assign all messages in the thread to a category, mark them as read, move or copy them to another folder, and more.
- Take yourself out of irrelevant conversations. Use Ignore and send the entire conversation, and future messages, to Deleted Items.
- If you're a Microsoft Exchange user, when you Ignore a conversation, future messages will be sent to your Deleted Items folder even if you access your e-mail on Outlook Web App or your smartphone.



Conversation View helps reduce information overload. Clean up or ignore a conversation in just a few clicks.

Calendar Preview

Handling a meeting request usually involves three steps – reading the meeting request, checking your calendar, and responding to the request. Now when you receive a meeting request, a preview of your calendar helps you better understand how the request affects your calendar without leaving your inbox.

- Instantly review any calendar conflicts or adjacent items in a calendar snapshot, shown in the meeting request, so you can read the request and check the date on your calendar at the same time.

The screenshot shows an Outlook 2010 interface. On the left is the 'Search Inbox' pane with a list of messages. The selected message is 'Fourth Coffee Sales Promotion' by Brian Burke. The main pane displays the meeting request details for 'Fourth Coffee Sales Promotion' by Holly Holt. The request includes a 'Please respond.' prompt, a list of required attendees (Holly Holt, John Kane, Mark Lee), the date and time (Monday, December 21, 2009, 1:00 PM-1:30 PM), and the location (Conference Room Z). Below the details is a calendar preview for Monday, December 21, showing a green bar for the 'Fourth Coffee Sales Promotion' at 1:00 PM. Other calendar items visible include 'Team Meeting: Sales Flyers' and 'Q4 Report Review'. At the bottom of the meeting request, there is a text message: 'Let's chat about our upcoming promotion event in January. We need some additional marketing ideas.'

Check your schedule without switching to your calendar.

Manage Multiple Microsoft Exchange Accounts

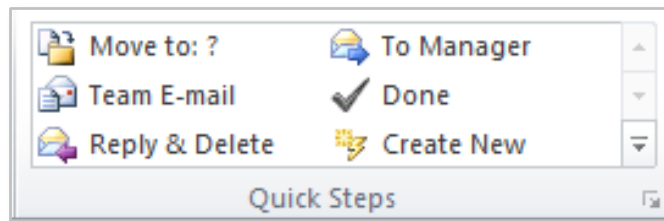
Outlook 2010 has simplified switching between Exchange accounts. You can now connect multiple Exchange mailboxes in a single Outlook profile so you can easily access and manage your accounts in a single location.

Quick Steps

Many e-mails you receive involve more steps than reading it and simply leaving it in your inbox. Sometimes you need to move it to another folder and create a meeting or appointment, forward it to others and delete the e-mail, or any combination of tasks. Rapidly respond to items in your mailbox by creating and defining common tasks that can be executed in one quick and easy step.

Quick Steps enable you to do the following:

- Spend less time in your inbox or calendar by reducing the number of clicks needed to take action.
- Forward an e-mail to your team and delete the original; flag, categorize, and file an e-mail into a specified folder; and do more in a flash.



Quick Tip

Available in: 

- Look for Quick Steps on the **Home** tab of the Ribbon, in the **Quick Steps** group.
- The first time you click on a pre-built Quick Step, other than Reply & Delete, a prompt will display, enabling you to customize it to fit your work style.
- If you're an Exchange user, when you first click the **To Manager** or **Team E-mail** Quick Step, e-mail addresses for your team will automatically populate.¹⁶

Use Quick Steps to perform multiple actions in a single click.

¹⁶ Reporting line data must be configured for Team e-mail address to automatically populate.

MailTips

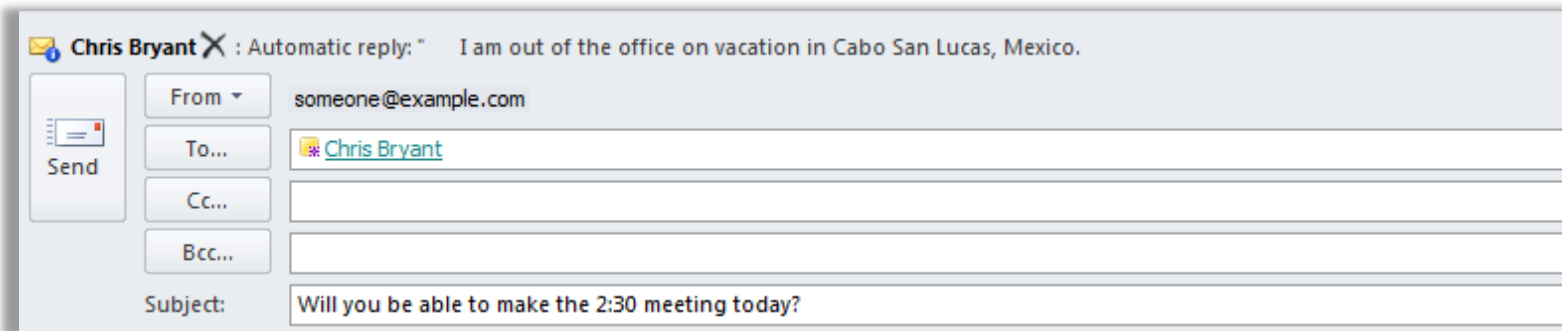
For business users, sending unnecessary e-mail messages and distributing confidential information outside the company are frequent concerns. With the new MailTips feature, you're instantly alerted when you are about to send e-mail to the following and more:

- A large distribution list—avoid spamming a large audience with unnecessary messages.
- Someone who is out of office—save time from sending e-mails that won't be responded to in time for your deadlines.
- Invalid recipient address—determine if a recipient will receive your message immediately and avoid bounce notices.
- External parties—help prevent sending confidential information outside the company.

Quick Tip

Available in: 

- IT departments in organizations can configure MailTips according to a wide variety of options.
- Microsoft Exchange Server 2010 is required.



MailTips notify you if a recipient has set an automatic reply prior to sending your e-mail and helps save you time.

Stay Connected with Outlook Social Connector **New!**

Leverage the power of social networking right within the e-mail application you already use.

The all-new Outlook Social Connector connects you to the social and business networks you use, including Microsoft SharePoint, Windows Live, or other popular third-party sites, such as Facebook, LinkedIn, and MySpace, so you can get more information and stay in touch and up-to-the-minute.¹⁷ Access everything from e-mail threads to status updates from those in your networks in one single, centralized view without leaving Outlook.

- Synchronize your contact data right into Microsoft Outlook and obtain information about your friends and colleagues. See status updates from third-party social networks, recently posted files—even view shared photos.
- Connect to SharePoint My Site social information and receive updates from your workplace such as newly posted or tagged documents, site activity and more.
- Easily track your communication history. Use the Outlook Social Connector to display a quick view of related Outlook content when you click on a contact's name, such as recent e-mail conversations, meetings, and shared documents.

Quick Tip

Available in: 

- To find available providers for your social networks, click the **View** tab, click **People Pane**, and then click **Account Settings**. In the resulting dialog box, click the link near the top titled **View social network providers available online**.
- When viewing a message with multiple recipients you'll see a photo for each person at the top of the People Pane. Click a photo to quickly view more information about that person such as communication history or status updates.

¹⁷ Microsoft Office Professional Plus 2010 is required to view SharePoint 2010 My Site social data. Connecting to a third-party social network requires an add-in provided by that social network. In most cases, usage of that social network requires you to be subject to the terms and conditions of the provider.

- Download third-party providers for your favorite social networks and connect more with the people in your network, all without leaving your inbox.
- Developers can connect and feed social streams from line-of-business applications or integrate solutions directly into Outlook.



Stay connected to the people in your network without leaving Outlook.

See Availability and Communicate Instantly *New and Improved!*

Connect to your colleagues and friends without switching to another application.


Streamlined Communications

Contact information is available throughout several Office 2010 applications. When combined with Office Communicator or your favorite instant messaging application, you can view the availability of a person, such as when co-authoring a document in Word or PowerPoint, or viewing an e-mail in Outlook.¹⁸

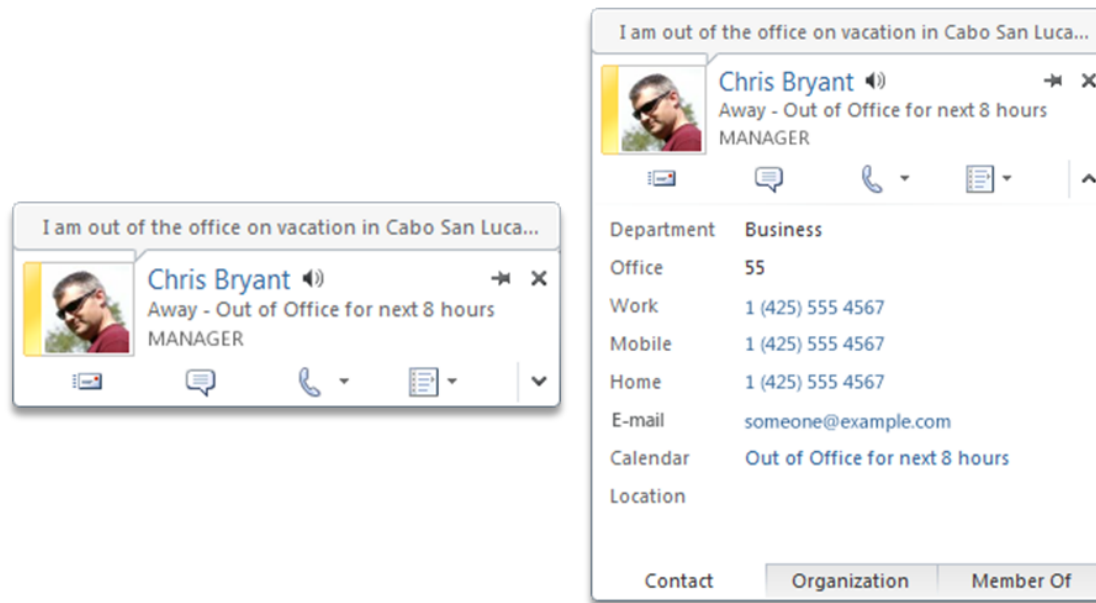
- Hover your mouse pointer on a name or presence icon to display the contact card for your colleague, and then easily initiate an instant message. With Office Communicator, you can also reach out to them through a voice call.
- If your contact is unavailable, you can send them an e-mail or schedule a meeting right from the contact card.

Quick Tip

Available for:      

- Get used to this adorable little button.  This is the presence icon. You'll see it in your favorite Microsoft Office applications next to a person's name and be able to easily determine when they are available.
- Some features described in this section require Microsoft Exchange Server 2007 or later.

¹⁸ Instant messaging and presence information require one of the following: Microsoft Office Communications Server 2007 R2 with Microsoft Office Communicator 2007 R2, Windows Live Messenger, or another instant messaging application that supports IMessenger. Voice calls require Office Communications Server 2007 R2 with Office Communicator 2007 R2 or an instant messaging application that supports IMessengerAdvanced.



View a variety of communication options on the new contact card. Click to expand the card for more details.

- Click the pushpin near the top of the contact card to keep visible and readily available.
- If you are using Microsoft Exchange Server, you have the option of listening to an audio file of how to pronounce the contact's name, see their calendar status, and view organization hierarchy.¹⁹

¹⁹ Person name pronunciation requires Exchange Unified Messaging and audio file with pronounced name must be available. Reporting line data must be configured to view organization hierarchy.

Product-Specific Highlights



- See the presence icon on the Info tab in Backstage view wherever you see document properties for people names, such as Author or Last Modified By. Hover your mouse pointer on the icon to access the new contact card.



- See availability of other authors while working simultaneously on a document or presentation. Hover your mouse pointer over a presence icon to view an author's contact card.



- See presence for almost every Outlook item with Address Book support. Hover your mouse pointer over a person's name or presence icon to view their contact card.
- When using Office Communicator, hover your mouse pointer over a contact in your Quick Contacts list to view their contact card.



- See presence in the Member pane of a Groove workspace that you can create in SharePoint Workspace 2010. Hover your mouse pointer over a presence icon to view a colleague's contact card.

Note: Presence is integrated in the SharePoint Workspace 2010 Launchbar and does not require a separate instant messaging program.

Tools to Help Protect and Manage Your Office 2010 Documents *New and Improved!*

Work and share content with confidence.

Office 2010 offers a host of new features in Word, Excel, and PowerPoint to help you protect, manage and share your content.

Protected View

Like many people, you probably receive more files today by e-mail attachment or by downloading from the Web than by any other means. So, how do you better protect your computer when opening files from potentially unknown sources?

Office 2010 introduces Protected View to help you make more informed decisions before exposing your computer to possible vulnerabilities.

By default, documents that originate from an Internet source—or that may otherwise be likely to include potentially harmful content—are automatically opened in a Protected View, so that you can view the content before you choose whether or not to enable editing.

Quick Tip

Available in:   

- To find options for managing Protected View and Trusted Documents, in Backstage view, click **Options** and then click **Trust Center**.
- Locate Accessibility Checker in Backstage view, on the **Info** tab, under the heading **Check for Issues**.
- Visit technet.microsoft.com/office/ee263913.aspx to learn how IT Professionals can take advantage of Office 2010 to better manage and protect information in organizations.

Trusted Documents

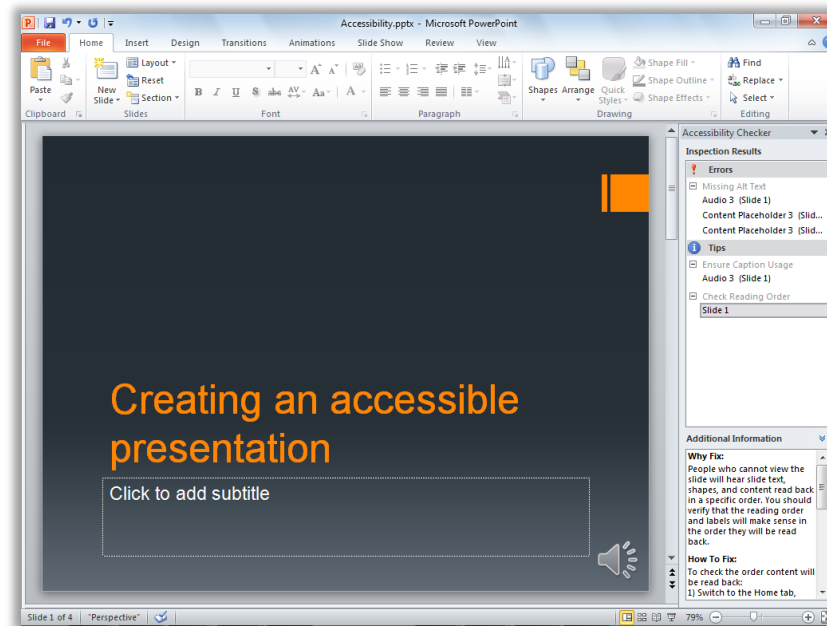
Of course you want to be protected from potential threats to your computer and to your files. But why go through repeated security checks after you have confirmed that a file is trusted? With that in mind, the new Trusted Documents feature is designed to save you time while still helping to keep you protected.

Now, after you confirm that a file containing active content (such as macros) is trusted to enable or the file opened in Protected View is trusted for editing, you don't have to repeat yourself. Office 2010 remembers the documents you trust so that you can avoid being prompted each time you open the document.

Accessibility Checker

The new Accessibility Checker inspects your document for content that may be difficult for those with disabilities to read. When issues are found, the tool provides an explanation of the issue along with step-by-step help for correcting it.

The Accessibility Checker pane displays accessibility issues found in the file along with instructions on how to correct them.



Simplify Working Across Languages with Office 2010 *Improved!*

Transcend communication barriers.

If you're one of the many people who work across multiple languages, you now have more flexibility to work as you choose. Customize your multilingual experience from a single dialog box where you can set separate language preferences for editing, Help, display, and—for several applications—even ScreenTips.

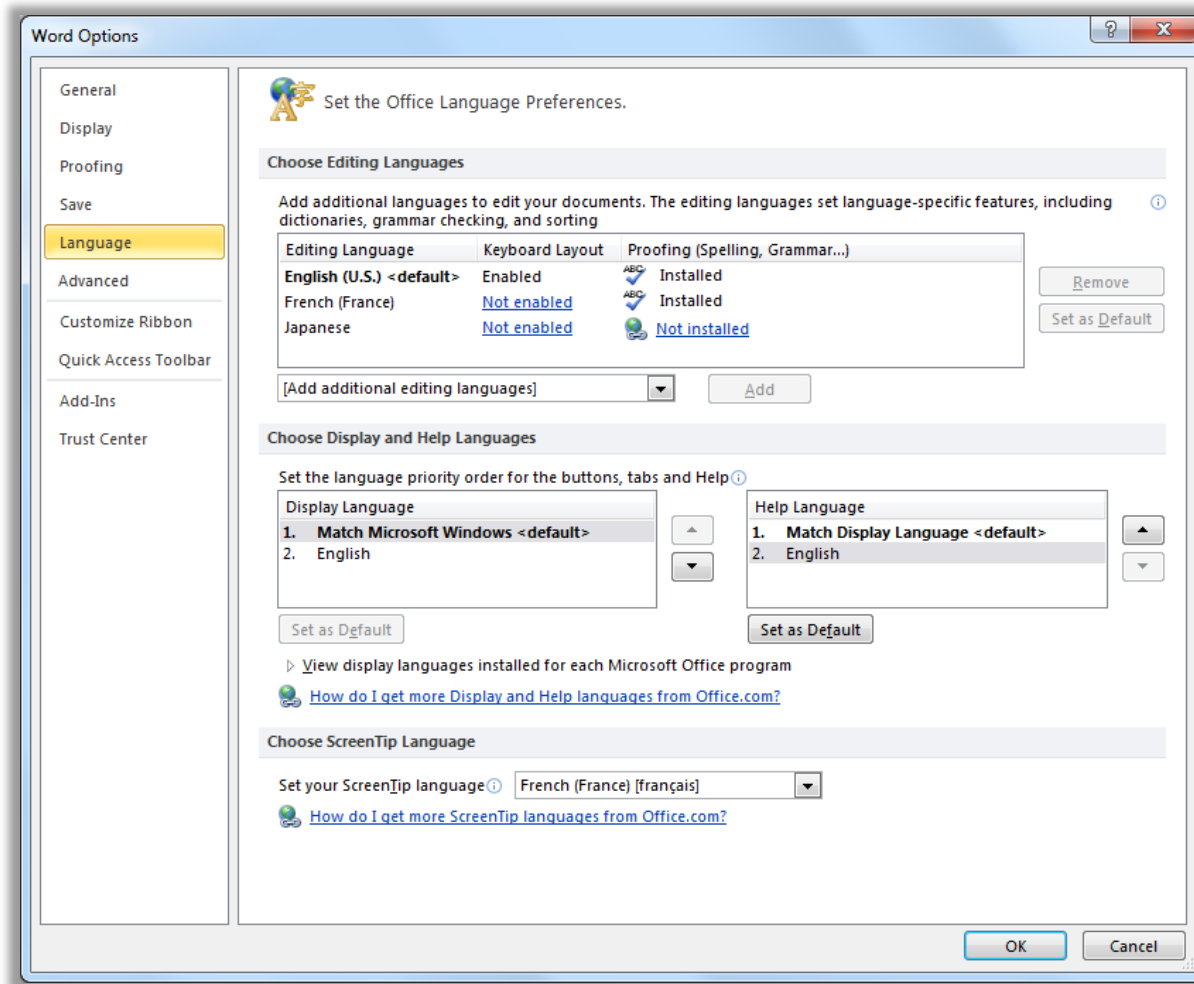
- When you set your language preferences in one Office 2010 program, they are automatically set for all applicable Office 2010 programs.
- If you add a language for which proofing tools or keyboard layout are not installed, you'll see a notification with links to help you easily correct the issue.

Quick Tip

Available in: 

- Also explore new and improved translation tools in Word, Outlook, PowerPoint, and OneNote. A Mini Translator provides on-the-spot translation of a word or phrase as you work, along with additional tools such as English text-to-speech playback and additional text-to-speech languages for download.²⁰

²⁰ Additional text-to-speech languages are free and available to download from the Microsoft Download Center (<http://www.microsoft.com/download>).



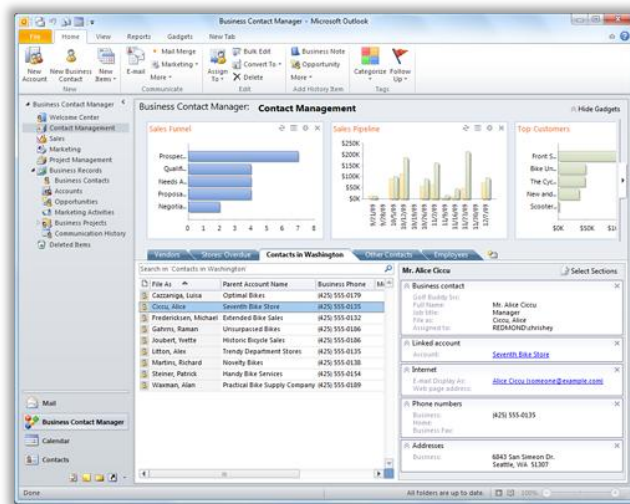
Easily set separate editing, Help, display, and ScreenTip languages.

Manage and Track Customer Contact Information with Outlook 2010 with Business Contact Manager **New and Improved!**

Automatically track e-mails, create and run a sales process that fits your business, deliver and follow-up on marketing campaigns, and execute projects efficiently and effectively.

Outlook 2010 with Business Contact Manager provides powerful customer and contact management to improve the effectiveness of your sales, marketing and project management efforts. With an entirely new interface, new project management and marketing tools, and powerful customization, Outlook 2010 with Business Contact Manager lets you manage all of your organization's customer information within Outlook.

- Organize your business data into four role-based workspaces: Sales, Marketing, Projects, and Contact Management. Create filtered lists and preview panes that show exactly the information you need.



Quick Tip

Available for: 

- Outlook with Business Contact Manager installs Microsoft SQL Express 2008 SP1.

Create tabs to organize all your business data and show exactly the information you need.

- Lead scoring ensures you pursue the most promising first.

Leads can be scored automatically, according to criteria you specify, or you can override and specify the score directly.

- Define and use sales stages and activities within each stage to track and view sales opportunities from inception to successful close.

Business Contact Manager allows you to create as many sales stages as your business needs, and then track opportunities from prospecting to closed won.

- Create new record types or completely customize existing ones. Add or remove fields, so that each record reflects exactly your business needs. Define entirely new record types such as Vendor, Salesperson or Employee, and then decide exactly which fields each record type needs. And, do all of this with the visual form designer. Click and drag to create new fields, remove one you don't need, or rearrange fields on the form.
- Conduct efficient marketing campaigns with call lists and other marketing activities. Select exactly the contacts that you need to call, then write or import a call script. As the call proceeds, take notes directly in the script, then record "call complete" and set a follow up flag for those contacts requiring additional actions.
- Keep track of business performance with the new dashboard. Monitor important aspects of your operation with graphical gadgets, such as sales pipeline, project status, and marketing campaign comparisons.



The dashboard lets you display exactly the information you need to get an overview of your business.

- Share contact information and sales information with those in your team who need it. When the potential customer calls, your salespeople have the information they need to close the sale.

Anywhere Access to Your Work

Office Web Apps **New!**

Get things done when and where you need to, from virtually any computer with an Internet connection.

When you want to leave your computer behind or need easy, shareable tools for collaborating with others, do you have what you need to get things done easily and effectively? Consider the following scenarios:

- You're away from your home or office and away from your computer. You are about to give an important presentation when critical new customer data comes in. So, you put your flash drive into the conference room computer to quickly update your slides. What do you do when you discover that this computer does not have PowerPoint installed?
- You and your team all use different versions of Microsoft Office, some on Windows and some on Mac. Wouldn't it be great if you had a common set of tools that you could all use to easily share and edit data and manage ongoing project notes?

Quick Tip

Office Web Apps available for: 

- Office Web Apps include Microsoft Word Web App, Microsoft Excel Web App, Microsoft PowerPoint Web App, and Microsoft OneNote Web App.
- **For businesses:** Requires SharePoint Foundation 2010.
- **For personal use:** Requires a free Windows Live ID. OneNote Web App and editing in Word Web App will become available on Windows Live in the second half of calendar year 2010.
- Requires a supported browser and an Internet connection. Supported browsers include Internet Explorer 7 or later for Windows, Safari 4 or later for Mac, and Firefox 3.5 or later for Windows, Mac, or Linux.
- View Word, Excel, and PowerPoint files that you save to a SharePoint 2010 site using mobile viewers for Office Web Apps. Supported mobile browsers include Internet Explorer on Windows Mobile 5 or later, Safari 4 on iPhone 3G or 3GS, BlackBerry 4.x and later, Nokia S60, NetFront 3.4, 3.5 and later, Opera Mobile 8.65 and later, and Openwave 6.2, 7.0 and later.

Office Web Apps give you flexible access, a familiar editing environment, and a selection of features that you already know to help you get your work done on your terms. Save your documents, presentations, workbooks, and notebooks online and then access, edit, and share them with ease. View your content in high-fidelity, make light edits on the Web, and then open them again in your desktop applications to seamlessly continue editing with access to all of the rich functionality you need.

Welcome to Office Web Apps—the perfect Web-based companions to Office 2010.

Product-Specific Highlights



- Easily save your Word, Excel, PowerPoint, and OneNote files to the Web and then access them from virtually any computer with an Internet connection.
- Work in a familiar environment, using the intuitive Ribbon and some of the same formatting and editing tools that you use in Microsoft Office every day.
- View your files with high-fidelity, so that your content always looks its best.²¹
- Take the documents that you create in Microsoft Office on your computer and edit them on the Web. Then, with one click, open them again in your desktop applications and continue editing seamlessly.²²
- Share files easily with people who work on earlier versions of Microsoft Office for Windows or Mac, or even with those who don't have Microsoft Office on their computer.

²¹ Microsoft Silverlight™ is not required for any functionality but is recommended for best results when viewing PowerPoint and Word documents in Office Web Apps.

²² The ability to open your file in the desktop application directly from Office Web Apps is available on computers running a supported browser as well as Office 2003 or a later version of Microsoft Office for Windows. This functionality will also be available on computers running a supported browser along with the forthcoming Office for Mac 2011.

 **Word Web App**

- Search for document content, get a linked summary of search results, and copy text from your document directly in Word Web App view mode.
- Use familiar formatting and editing tools that you know from Word, including AutoCorrect, spell-checking as you type, font and paragraph formatting, and styles.
- Insert pictures, tables, and even Office.com Clip Art.

 **PowerPoint Web App**

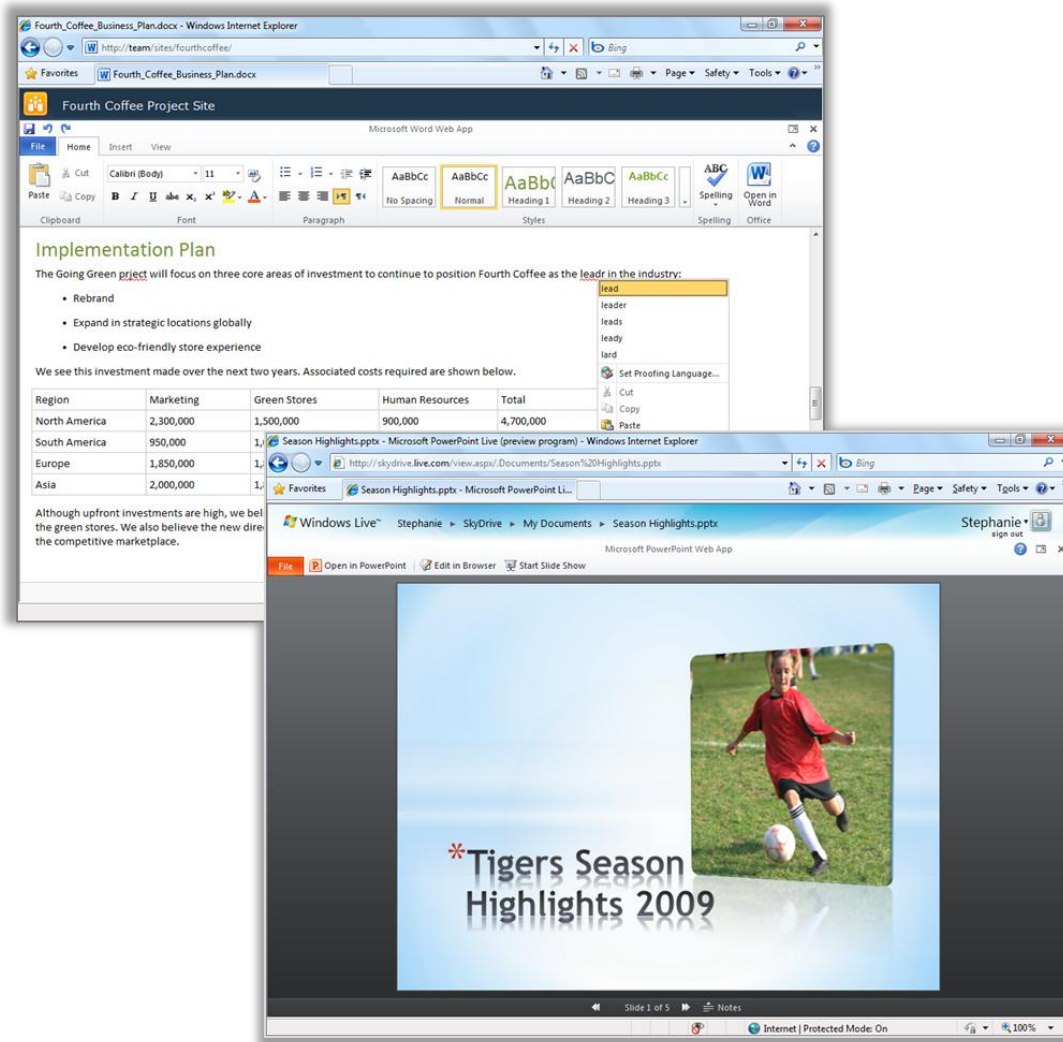
- View your slides, slide notes, or run your slide show in high-fidelity from PowerPoint Web App in view mode.
- Use familiar features that you know from PowerPoint, including the ability to add, duplicate, delete and hide slides, apply font and paragraph formatting, and more.
- Insert or replace pictures and even apply picture styles.
- Insert, edit, and format SmartArt® graphics, including changing SmartArt styles and layouts.

 **Excel Web App**

- Simultaneously edit the same workbook with other people in other locations.
- Use many of the functions that you know from Excel, with IntelliSense lists that appear as you begin to type the function name. You can also insert and edit tables, format cells, and search for workbook content.
- When you change or refresh cell values, see all related workbook elements update, including charts, conditional formatting, and even Sparklines.

 **OneNote Web App**

- Simultaneously edit the same shared notebook with others who are using OneNote Web App or OneNote 2010.
- Create new pages and sections and use other familiar features that you know from OneNote, including AutoCorrect, spell-checking as you type, font and paragraph formatting, text styles, tags, and more.
- See who authored specific content in a shared notebook and access previous page versions.
- Insert pictures, tables, and even Office.com Clip Art.



Enjoy high-fidelity viewing, lightweight editing, and a familiar working environment with Office Web Apps.

Office Mobile 2010 *Improved!*

Experience rich interfaces designed for small devices.

Sometimes you've got to work when you're moving between point A and point B. From viewing and editing your Office documents to taking notes while you're on the go, Office Mobile 2010 enables you to easily take action while you're on the road.²³

- View Office documents in high-fidelity on your Windows phone using Text Reflow technology and Office Mobile 2010. And, when you edit and save your files, rich formatting—such as tables, charts and SmartArt graphics—will be preserved.²⁴
- Easily distribute your files right from your smartphone. Send Office documents via e-mail or save them directly back to SharePoint Server using the all new Microsoft SharePoint Workspace Mobile 2010 application.
- Seamlessly copy and paste across programs. With the improved clipboard on your Windows phone, copying and pasting to and from any other application on your smartphone is a simple and intuitive experience.

Quick Tip

Office Mobile available for: 

Availability: Office Mobile 2010 will be released on Windows phones (Windows Mobile 6.5 or above) by the general availability of Microsoft Office 2010.

- Office Mobile 2010 is not included in Office 2010 applications, suites, or Office Web Apps.

²³ Office Mobile 2010 includes Word Mobile 2010, Excel Mobile 2010, PowerPoint Mobile 2010, OneNote Mobile 2010, and SharePoint Workspace Mobile 2010. Outlook Mobile 2010 comes pre-installed on Windows phones (Windows Mobile 6.5 or later) and will be the default e-mail client at the general availability of Microsoft Office 2010. Office Mobile 2010 is not included in Office 2010 applications, suites, or Office Web Apps. There are some differences between the features of the Office Web Apps, Office Mobile 2010 and the Office 2010 applications.

²⁴ If unsupported content is encountered you will be informed of the exception and given the option to save your changes as a new file to preserve the original content.



Office Mobile 2010. A perfect complement to your favorite Office 2010 applications.

Product-Specific Highlights

Word Mobile 2010

- With Microsoft Word Mobile 2010, you can easily create, edit, and save documents on your smartphone when you want and where you want.
- Enjoy a familiar experience when creating or editing on your mobile device. Essential authoring capabilities include bullets, numbering, font formatting, and paragraph formatting, such as alignment and indents.
- Use the new selection mode and select your content with precision.
- Take advantage of Microsoft Office ease-of-use benefits such as AutoCorrect and spell checker.

Excel Mobile 2010

- Quickly create, update, and instantly recalculate your Microsoft Excel Mobile 2010 workbooks on the go.
- Easily insert charts or symbols, and efficiently sort, filter, and manage your worksheets.
- Add or edit formulas and take advantage of over 100 functions.
- Selecting content in your workbooks is now simplified with the newly added selection mode.
- Essential cell formatting options include font styles, borders, shading, and alignment—you can even create and modify custom number formats.



Outlook Mobile 2010

- Microsoft Outlook Mobile 2010 provides you with online access to your e-mail, calendar, contacts, and tasks from anywhere, any time.
- Use the newly added selection mode and select multiple messages even if they aren't beside each other.
- When connected to Exchange Server, save time by combining related messages so they can be moved, categorized, or deleted in just a few clicks using Conversation View.²⁵
- Find people in your organization from your smartphone by searching your Exchange Server global address lists.²⁶



SharePoint Workspace Mobile 2010

- New application in Office Mobile 2010!
- Easily browse SharePoint 2010 sites, document libraries and other lists right from your smartphone.
- Open documents directly from SharePoint 2010 for viewing or editing, and save them directly back to the server.
- Quickly sync documents on your smartphone with a single touch and never miss a beat.
- Send your colleagues a link to a shared document via e-mail or text message without leaving SharePoint Workspace Mobile.

²⁵Conversation View is available on devices running Windows Mobile 6.1 or later when connected to Microsoft Exchange Server 2010.

²⁶ Microsoft Exchange Server 2003 or later is required.

 **PowerPoint Mobile 2010**

- Now use Microsoft PowerPoint Mobile 2010 and the Presentation Companion as a presentation aid. Connect your Windows phone to your PC via Bluetooth and use PowerPoint Mobile 2010 as your second monitor to easily view your presentation notes. Your smartphone can even be used to advance your slides or jump to a specific slide in your presentation.²⁷
- Edit and save your presentations—including your notes—on your smartphone.
- View your presentations full screen with rich graphic effects. Find more support for slide transitions and animations—including motion paths.
- Use the new Slide Manager to get a quick overview of your presentation and easily view, edit, delete, or hide any slide.
- Zoom in on your slides and easily pan to view the smaller details.

²⁷ The Presentation Companion requires a smartphone that utilizes the Microsoft Bluetooth stack.

²⁸ Windows Mobile Device Center is compatible with most versions of Windows 7 and Windows Vista.

 **OneNote Mobile 2010**

- Easily take notes on your phone with Microsoft OneNote Mobile 2010. Make a quick list. Insert voice clips or pictures. You can even capture pictures in your notes on the go with your camera phone.
- Keep organized and in sync. Synchronize your notes with OneNote 2010 on your PC using the Windows Mobile Device Center, available for download on Microsoft Windows 7 and Windows Vista®.²⁸
- Enjoy a familiar experience when creating or editing notes on your mobile device. Use AutoCorrect and essential authoring capabilities, such as bullets numbering, and font formatting.
- View rich graphics captured in your notes full screen. Easily pan and zoom or export the image for use in other applications.

Offline Access to SharePoint Server 2010 Content **New!**

Free your lists & libraries (and yourself) from the chains of SharePoint Server.

Save your server-based documents onto your PC, and take them with you. View and edit your content offline, then sync your changes onto the server when you're back in the office. You can even access your enterprise data that is linked to back-end systems while you're out.

Take SharePoint Server 2010 content on the go with Microsoft SharePoint Workspace 2010:

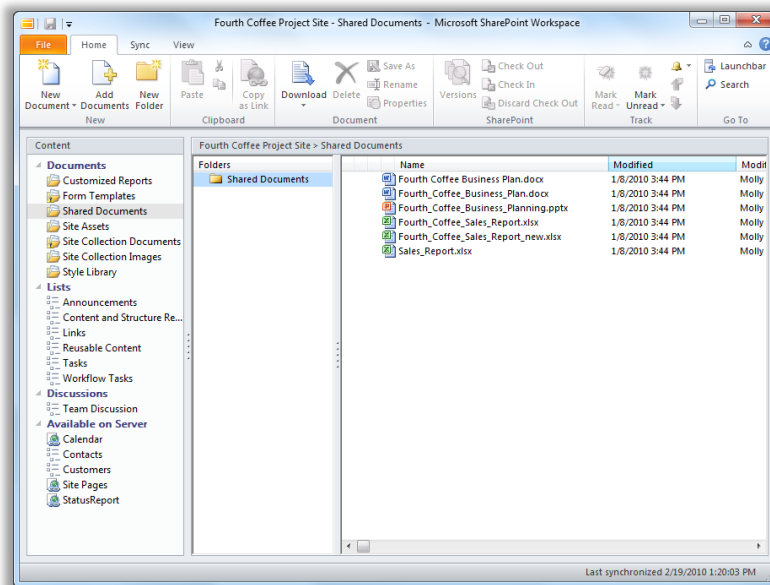
- With a few simple clicks from SharePoint Server 2010, sync libraries, InfoPath forms, and lists directly to your PC.
- Start a SharePoint workspace directly from the SharePoint site you want to synchronize to your local computer. Or, create a SharePoint workspace from the Launchbar and configure the content to sync to your computer.
- Take only the SharePoint Server content you want offline in your own personal, synchronized copy of a SharePoint site.
- Check out the content to your SharePoint workspace and let others know you are working on it. Avoid creating editing conflicts with others who might have access to the same content on the SharePoint site. SharePoint Workspace provides document-locking capability with just a click on the Ribbon.

Quick Tip

Available in: 

- Microsoft SharePoint Workspace is the next generation of Groove and is available in Microsoft Office Professional Plus 2010.
- SharePoint workspaces can synchronize only with sites running on Microsoft SharePoint 2010, SharePoint Foundation 2010, or SharePoint Online servers.
- You can still use the Groove functionality to create peer workspaces today.

- Review the version history for content at any time and check content back in to your SharePoint site when you have finished your work or release the content you have checked out without saving your changes.
- Collaborate directly between team members with Groove workspaces (without the need of SharePoint Server) within SharePoint Workspace 2010. Groove workspaces are the collaborative "peer" workspaces familiar to users of Groove. As before, Groove workspaces can have one or more members, and offer a variety of productivity tools, such as Discussion, Calendar, and Documents.
- Access enterprise data offline wherever you are. Add and edit records, and synchronize those changes to SharePoint when you connect again (available to those who use Microsoft SharePoint Business Connectivity Services).



Select content to take offline; efficiently sync changes only.

What's New in Office 2010 by Application

Check out all the new and improved things you can do with each of the Office 2010 applications.



Access 2010

It's all about simplicity, with pre-built templates to get you started, and powerful tools that stay relevant as your data grows. Access empowers you to make the most of your information, with fewer barriers and a small learning curve. And with seamless connections to variety of data sources, along with data collection tools, collaboration happens the way it should. Access 2010 amplifies the power of your data—by making it easier to manage, analyze, and share with others. With new Web databases and SharePoint Server 2010, your data will never be further away than your closest Web browser.

Bring Your Ideas to Life

	Features and Benefits	Description	Where to Find
Improved!	Pre-built database templates	Find templates that you can start using with or without customization. You can also select prebuilt community-submitted database templates and customize them to meet your needs.	<ul style="list-style-type: none">Click the File tab to open Backstage view. Click New and then select from Sample templates, Office.com Templates or search Office.com for more template solutions.
New!	Database template	Save your database as a template and share it within your organization or the Access online community.	<ul style="list-style-type: none">Click the File tab to open Backstage view. Click Save & Publish, and in the Save Database As section, click Template. <p>Note: The ability to save a database as a template in previous versions is available through the Access Developer Extensions add-in and not built-in functionality.</p>

	Features and Benefits	Description	Where to Find
New!	Office themes	Easily apply consistent, professional formatting across your Access databases using Office themes.	<ul style="list-style-type: none"> Start with an open form or report. On the Home tab, in the Views group, click View and then click Layout View. The Form (or Report) Layout Tools appear automatically. On the Design tab, in the Themes group, click Themes. <p>Note: Previous versions of Access utilize AutoFormat themes for report and form formatting. AutoFormat is still available in Access 2010 and can be added to the Ribbon or Quick Access Toolbar.</p>
New!	Navigation Form	Create navigation forms for your database without writing any code or logic. Simply drag and drop forms or reports to display.	<ul style="list-style-type: none"> Start with an open database. On the Create tab, in the Forms group, click Navigation to view a list of available navigation layouts.
New!	Application Parts	Save time and effort by using pre-built database components in your database.	<ul style="list-style-type: none"> Start with an open database. On the Create tab, in the Templates group, click Application Parts.
New!	Quick Start fields	Simultaneously add a group of related fields, such as Address, City, State, Zip, and Country to your table in just a few clicks.	<ul style="list-style-type: none"> Start with an open table. On the Table Tools Fields tab, in the Add & Delete group, find Quick Start under More Fields.

	Features and Benefits	Description	Where to Find
New!	Image Gallery	Utilize a central repository for shared images you can easily reuse and update across your database, saving valuable design time. Use the Image Gallery to store your company logo, form backgrounds, or store icons for other objects that support images such as buttons and navigation controls.	<ul style="list-style-type: none"> Start with an open form or report. On the Home tab, in the Views group, click View and then click Layout View. The Form (or Report) Layout Tools appear automatically <p>To add a shared image to a form or report:</p> <ul style="list-style-type: none"> Select an empty cell. On the Design tab, in the Controls group, click Insert Image. <p>To use a shared image as a form background:</p> <ul style="list-style-type: none"> On the Format tab, in the Background group, click Background Image.
Improved!	Conditional Formatting Rules Manager	Create, edit, and manage your conditional formatting rules in one centralized view and add up to 50 formatting conditions to your fields.	<ul style="list-style-type: none"> Start with an open form or report. On the Home tab, in the Views group, click View and then click Layout View. The Form (or Report) Layout Tools appear automatically. Select a field. On the Format tab, in the Control Formatting group, click Conditional Formatting.

	Features and Benefits	Description	Where to Find
New!	Data bars	Add data bars with gradient fills to your forms and reports and visually see how one value compares to the others or identify trends.	<ul style="list-style-type: none"> Start with an open form or report. On the Home tab, in the Views group, click View and then click Layout View. The Form (or Report) Layout Tools appear automatically. Select a numeric field. On the Format tab, in the Control Formatting group, click Conditional Formatting. In the Conditional Formatting Rules Manager dialog box, click New Rule. Then, in the New Formatting Rule dialog box, under Select a rule type, click Compare to other records.
Improved!	Expression Builder	Newly added IntelliSense—AutoComplete, ToolTips, and Quick Info—can help you easily create your expressions and reduce errors.	<ul style="list-style-type: none"> Start with an open query. On the Home tab, in the Views group, click View and then click Design View. In the Query Setup group, click Builder.
Improved!	Macro Designer	The revamped Macro Designer makes it much simpler for you to get started quickly and create macros from scratch.	<ul style="list-style-type: none"> Start with an open database. On the Create tab, in the Macros & Code group, click Macro.
New!	Data Macros	Use new data macros to attach logic to your data, centralizing the logic on the table, not the objects that update your data.	<ul style="list-style-type: none"> Start with an open table. On the Table Tools Table tab, find data macros in the Before Events and After Events groups.

	Features and Benefits	Description	Where to Find
New!	Calculated Field	You can now create calculated fields in the tables that store the data used in your calculation. Create calculations once and use them throughout your database.	<ul style="list-style-type: none"> Start with an open table. On the Table Tools Fields tab, in the Add & Delete group, click More Fields. Find Calculated Field near the bottom of the gallery.
New!	Web Browser control	Integrate Web 2.0 content and create mash-ups, such as a Bing™ map that dynamically updates for an address in a selected record, in your Access forms.	<ul style="list-style-type: none"> Start with an open form. On the Home tab, in the Views group, click View and then click Layout View. The Format Layout (or Design) Tools appear automatically. On the Design tab, find the Web Browser Control in the Controls gallery.
Improved!	Ribbon	The enhanced Ribbon is available across Office 2010 applications so you can access more commands quickly. Customize or create your own tabs on the Ribbon to personalize the Office 2010 experience to your work style.	<ul style="list-style-type: none"> The Ribbon appears at the top of the screen. To customize the Ribbon, in Backstage view, click Options and then click Customize Ribbon.
New!	Backstage view	Get to the tasks you need and complete your work more efficiently. Backstage view, available across Office 2010 applications, replaces the File menu from previous Microsoft Office versions.	<ul style="list-style-type: none"> Click the File tab on the Ribbon to open Backstage view.

	Features and Benefits	Description	Where to Find
New!	64-bit version	Maximize new and existing 64-bit hardware investments with the 64-bit version of Office 2010.	Note: This option can only be installed on 64-bit systems. For installation instructions and more information visit: http://office.com/office64setup .

Work Together More Effectively

	Features and Benefits	Description	Where to Find
New!	Web Services connection and support for Microsoft SharePoint 2010 Business Connectivity Services (BCS)	Connect to data sources via Web services protocol and include line-of-business applications data right in the applications you build.	<p>For Web Services connection:</p> <ul style="list-style-type: none"> Start with an open database. On the External Data tab of the Ribbon, in the Import & Link group, click More, and then click Data Services. <p>For Business Connectivity Services:</p> <ul style="list-style-type: none"> This feature is configured in SharePoint Server 2010.

	Features and Benefits	Description	Where to Find
New!	Trusted Documents	Trusting your databases is now simplified. Easily trust your databases and those created by others using the new Trusted Documents feature.	<ul style="list-style-type: none"> When you open a database, the Message Bar automatically displays. Click Enable Content to always trust the database. <p>To manage Trusted Documents:</p> <ul style="list-style-type: none"> Click the File tab to open Backstage view and then click Options. In the Access Options dialog box, click Trust Center, and then click Trust Center Settings.
Improved!	Language tools	Simplify and customize your multilingual experience. Multilingual users can easily access a single dialog box in Access 2010, where preferences can be set for editing, display, and Help languages.	<ul style="list-style-type: none"> Click the File tab to open Backstage view and then click Options. In the Access Options dialog box, click Language. <p>Note: Changing these settings from any application changes them for all applicable Office 2010 applications.</p>

	Features and Benefits	Description	Where to Find
New!	Web Database	Start collaborating right away. Post your databases online and then access, view, and edit them from the Web. Users without an Access client can open Web forms and reports via a browser and changes are automatically synchronized.	<p>To create a blank Web database:</p> <ul style="list-style-type: none">Click the File tab to open Backstage view. Click New and then click Blank Web Database. <p>To create a new Web database based on a template:</p> <ul style="list-style-type: none">Click the File tab to open Backstage view. Click New, click Sample Templates, and then select a template with Web Database in the template name. <p>Note: This feature requires Microsoft SharePoint Server 2010 and Access Services must be enabled.</p>
New!	Compatibility Checker	Use the new Compatibility Checker to determine if there are any changes that need to be made prior to publishing your database.	<ul style="list-style-type: none">Click the File tab to open Backstage view. On the Save & Publish tab, click Publish to Access Services and then click Run Compatibility Checker.

	Features and Benefits	Description	Where to Find
Improved!	Data caching and synchronization	When connected to data source via Web services or a Web database, data is cached locally and persists across your Access sessions. Upon subsequent use, synchronization takes place only on the content that has changed.	<p>Data caching:</p> <ul style="list-style-type: none">• Data caching is automatic. <p>To synchronize your design changes:</p> <ul style="list-style-type: none">• After publishing your database to SharePoint Server 2010, click the File tab to open Backstage view, and on the Info tab click Sync All. <p>Note: This feature requires SharePoint Server 2010 and is enabled after publishing to SharePoint.</p>



Excel 2010

Microsoft Excel 2010 delivers rich, new and enhanced data analysis and visualization tools. Whether you're analyzing statistical data or keeping track of your personal or business expenses, with Excel 2010 you can analyze, manage, and share information in more ways than ever before. Excel 2010 helps you keep better track of your information and make better decisions. Easily publish your Excel workbooks to the Web and extend the ways you can share and work together with friends and colleagues. Your work is never farther away than your closest Web browser or smartphone—work when and where you want.²⁹


Bring Your Ideas to Life


	Features and Benefits	Description	Where to Find
New!	Sparklines	Get a visual summary of data using tiny charts that fit within a cell near its corresponding values with new Sparklines.	<ul style="list-style-type: none"> On the Insert tab, in the Sparklines group, click Line, Column or Win/Loss.

²⁹ Web and smartphone access require an appropriate device and some functionality requires an Internet connection. Web functionality uses Office Web Apps, which require a supported Internet Explorer, Firefox, or Safari browser and either SharePoint Foundation 2010 or a Windows Live ID. Some mobile functionality requires Office Mobile 2010 which is not included in Office 2010 applications, suites, or Office Web Apps. There are some differences between the features of the Office Web Apps, Office Mobile 2010 and the Office 2010 applications.



	Features and Benefits	Description	Where to Find
Improved!	Conditional Formatting	New options let you quickly visualize and comprehend data. Find more styles, icons, and data bar options as well as gradient fills with borders and solid fills to make it easier to add more visibility to your values.	<ul style="list-style-type: none"> On the Home tab, in the Styles group, click Conditional Formatting.
New!	Slicer	Intuitively filter large amounts of data in fewer steps than before using new Slicer functionality and enhance your PivotTable and PivotChart visual analysis.	<p>For PivotTable:</p> <ul style="list-style-type: none"> On the PivotTable Tools Options tab, in the Sort & Filter group, click Insert Slicer. <p>For PivotChart:</p> <ul style="list-style-type: none"> On the PivotChart Tools Analyze tab, in the Data group, click Insert Slicer.
New!	PowerPivot for Excel 2010	You can download the PowerPivot for Excel 2010 add-in to efficiently model any business scenario. Experience lightning-fast manipulation of large data sets (often in millions of rows), streamlined integration of data and the ability to effortlessly share your analysis through SharePoint 2010.	<ul style="list-style-type: none"> Requires a free, separate download. For more information, see http://www.powerpivot.com. <p>Note: PowerPivot for SharePoint requires SQL Server 2008 R2 Enterprise Edition or higher and SharePoint 2010.</p>

	Features and Benefits	Description	Where to Find
New!	Search Filter	Easily find relevant items among potentially more than a million of available choices of items in tables, PivotTable or PivotChart views.	<ul style="list-style-type: none"> In any active table, or PivotTable, click the  arrow that appears on row or column headings to access the Search Filter. In a PivotTable, you can also click the arrow that appears when you hover on a field name in the PivotTable Field List, under the heading Choose fields to add to report. In a PivotChart, click an interactive button to access the Search Filter.
Improved!	PivotTable views	Improved performance helps speed up data retrieval, sorting, and filtering. In addition, you'll find new options such as the ability to repeat row labels and six new Show Value As calculations.	<p>For Repeat row labels:</p> <ul style="list-style-type: none"> Select a PivotTable. The PivotTable Tools display automatically. On the Design tab, in the Layout group, click Report Layout, and then click Repeat All Item Labels. <p>To display a list of Show Values As calculations do one of the following:</p> <ul style="list-style-type: none"> Select a Value Field in your PivotTable and on the PivotTable Tools Options tab, in the Calculations group, click Show Values As.


	Features and Benefits	Description	Where to Find
Improved!	PivotChart interactivity	Filter directly on your PivotChart using new interactive buttons.	<ul style="list-style-type: none"> On a PivotChart, click the interactive buttons to access filtering options.
New!	Paste with Live Preview	Effortlessly reuse content by previewing how information will look when it is copied and pasted.	<ul style="list-style-type: none"> When you're ready to paste content, click where you intend to paste in the workbook. On the Home tab, in the Clipboard group, click the arrow beneath the Paste button to view Paste Options. Or, right click at the insertion point to view Paste Options. Then, point to individual Paste Options to preview results and click your preferred option to paste. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Paste Options:</p>  </div>
New!	Recover Unsaved Versions	Work on that workbook for a while and then accidentally close without saving? No problem. Excel 2010 lets you recover unsaved versions as easily as opening any file. And, for previously saved files, you can view up to five autosaved versions of your files as you work, right from Backstage view.	<ul style="list-style-type: none"> Click the File tab to open Backstage view. On the Info tab, under the Versions heading, view available autosaved versions or click Manage Versions to access Recover Unsaved Workbooks.
Improved!	Charting performance	Improved performance and increased charting limits allow more data points in a series.	N/A

	Features and Benefits	Description	Where to Find
Improved!	Solver add-in	Perform what-if analysis using the redesigned Solver add-in. Find optimal solutions using solving methods, such as the new Evolutionary solver, based on genetic and evolutionary algorithms, along with improved linear and nonlinear methods. Newly added functionality enables you to step through trial solutions and reuse your constraint models. Also find new global optimization options, new Linearity and Feasibility reports, and more.	<ul style="list-style-type: none"> On the Data tab, in the Analysis group. <p>To enable and load the Solver add-in:</p> <ul style="list-style-type: none"> Click the File tab to open Backstage view and then click Options. In the Excel Options dialog box, click Add-Ins. From the Manage drop down at the bottom of the Add-Ins tab, click Excel Add-ins and then click Go. In the Add-Ins dialog box, select Solver, and then click OK. <p>Note: The Solver add-in is also available in a 64-bit version.</p>
Improved!	Functional accuracy	New algorithms and more meaningful function names help improve over 45 statistical, financial, and mathematical functions. Older functions are still supported for compatibility.	<p>View the new Compatibly function category to help distinguish between new and old versions of functions:</p> <ul style="list-style-type: none"> On the Formulas tab, in the Function Library group, click More Functions and then point to Compatibility.
New!	Equations	Create and display math equations with a rich set of equation editing tools.	<ul style="list-style-type: none"> On the Insert tab, in the Symbols group, click Equation. <p>Note: Equation may not be enabled unless your insertion point is in a text box.</p>

	Features and Benefits	Description	Where to Find
New and Improved!	Picture editing tools	Be your own graphic artist and edit photos without using additional photo-editing programs. Explore Color and Correction galleries for Color Saturation, Color Tone, Recolor, Sharpen and Soften, and Brightness and Contrast. Add an artistic flair with effects such as photocopy, marker, line drawing, glass, pastels and more. Or, use the improved crop and new remove background features to display exactly what you want to show for every picture in your workbooks.	<ul style="list-style-type: none"> Select a picture. Or, to insert a picture, on the Insert tab, in the Illustrations group, click Picture. The Picture Tools Format tab appears automatically when a picture is selected. Find Artistic Effects, Remove Background, Corrections, and Color tools on the Picture Tools Format tab, in the Adjust group. Find Crop on the same tab, in the Size group.
Improved!	Additional Office themes	Enjoy a wide range of additional, professionally-designed Office themes. Apply a coordinated set of fonts, colors, and graphic effects with just one click.	<ul style="list-style-type: none"> On the Page Layout tab, in the Themes group, click Themes.
Improved!	Additional SmartArt graphics	Create professional-quality diagrams as easily as typing a bulleted list. Office 2010 adds dozens of additional SmartArt layouts for even more choices to help you convey related ideas and non-linear concepts with greater visual impact. Additionally, explore improved tools for working with picture diagrams and the ability to convert SmartArt diagrams to shapes.	<ul style="list-style-type: none"> On the Insert tab, in the Illustrations group, click SmartArt and then select a SmartArt layout.

	Features and Benefits	Description	Where to Find
New!	Insert Screenshot	Quickly insert screenshots in your workbooks without leaving your Excel application.	<ul style="list-style-type: none"> On the Insert tab, in the Illustrations group, click Screenshot.
New!	64-bit version	Excel 2010 offers 64-bit scalability for the Excel guru or analyst working with massive, memory-intensive datasets, and provides support for gigabyte-sized spreadsheets.	<p>Note: This option can only be installed on 64-bit systems. For installation instructions and more information visit: http://office.com/office64setup.</p>
Improved!	Ribbon	The enhanced Ribbon is available across Office 2010 applications so you can access more commands quickly. Customize or create your own tabs on the Ribbon to personalize the Office 2010 experience to your work style.	<ul style="list-style-type: none"> The Ribbon appears at the top of the screen. To customize the Ribbon, in Backstage view, click Options and then click Customize Ribbon.
New!	Backstage view	Get to the tasks you need and complete your work more efficiently. Backstage view, available across Office 2010 applications, replaces the File menu from previous Microsoft Office versions.	<ul style="list-style-type: none"> Click the File tab to open Backstage view.

Work Together More Effectively

	Features and Benefits	Description	Where to Find
New!	Web based co-authoring	Simultaneously edit workbooks at the same time with others from different locations and no longer worry about someone locking you out of a workbook while they edit it.	<ul style="list-style-type: none"> This feature is automatically enabled in Excel Web App. To see this feature, save your workbook to a SharePoint Foundation 2010 site or a Windows Live SkyDrive folder, and then have someone else open the workbooks while you are still in it.
Improved!	Streamlined communications	<p>Wherever you see presence information , you can point to the person's name for a contact card and initiate a conversation directly from within Excel.</p> <p>For example, from within any workbook, hover your mouse pointer over workbook properties for people names, such as Author or Last Modified By in Properties pane, available from the Info tab in Backstage view, to display the new contact card.</p>	<ul style="list-style-type: none"> Wherever you see presence information, point to the person's name for a contact card from which you can initiate a conversation. <p>Note: Instant messaging and presence information requires one of the following: Office Communications Server 2007 R2 with Office Communicator 2007 R2, Windows Live Messenger, or another instant messaging application that supports IMessenger. Voice calls require Office Communications Server 2007 R2 with Office Communicator 2007 R2 or an instant messaging application that supports IMessengerAdvanced.</p>

	Features and Benefits	Description	Where to Find
Improved!	Publish to Excel Services	Share your analysis and results, including workbooks with Sparklines and Slicers, across the organization by publishing workbooks and dashboards to the Web.	<ul style="list-style-type: none"> Click the File tab to open Backstage view. Click Save & Send, click Save to SharePoint and then click Publish Options. <p>Note: This feature requires SharePoint Server 2010, Microsoft Office Professional Plus 2010, Microsoft Office Professional Academic 2010, or Microsoft Excel 2010 when purchased as an individual application is required for publishing to Excel Services from Excel 2010.</p>
New!	Accessibility Checker	Can your workbook be read by those with disabilities? The new Accessibility Checker inspects your workbook for accessibility issues and provides explanations along with step-by-step instructions for making corrections.	<ul style="list-style-type: none"> Click the File tab to open Backstage view. On the Info tab, click Check for Issues and then click Check Accessibility.

	Features and Benefits	Description	Where to Find
New!	Protected View	Spreadsheets received in e-mail or downloaded from the Web automatically open in Protected View so that you can make a more informed decision before exposing your computer to potential vulnerabilities.	<ul style="list-style-type: none">• Opening in Protected View is automatic when you open a file that originated from an Internet location. A message bar appears below the Ribbon to indicate that your file has been opened in Protected View and gives you the option to enable editing.• To manage Protected View settings, click the File tab to open Backstage view and then click Options. Click Trust Center and then click Trust Center Settings. Find options for working with Protected View on both the Protect View and File Block Settings tabs of the Trust Center dialog box.

	Features and Benefits	Description	Where to Find
New!	Trusted Documents	Trusted Documents simplify your Excel 2010 experience by enabling you to eliminate security prompts for workbooks you have already trusted.	<p>To add a trusted document:</p> <ul style="list-style-type: none"> When you open a workbook containing content that needs to be trusted, such as macros, on the Message Bar, click Enable Content. <p>To manage trusted documents:</p> <ul style="list-style-type: none"> Click the File tab to open Backstage view and then click Options. In the Excel Options dialog box, click Trust Center and then click Trust Center Settings. In the Trust Center dialog box, click Trusted Documents.
New!	Share through Communicator "14"	With Excel 2010 and Microsoft Communicator "14", you can now initiate a virtual meeting without leaving your work—share your application window as easily as sending an instant message. Or, share a workbook with ease and speed when you send it via instant message right from Excel.	<ul style="list-style-type: none"> Click the File tab to open Backstage view. Find Send by Instant Message and Share Document Window on the Save & Send tab. <p>Note: Share through Communicator "14" requires Communicator "14" and Microsoft Communications Server "14". Beta versions of Communicator "14" and Communications Server "14" will become available in the second half of calendar year 2010.</p>

	Features and Benefits	Description	Where to Find
Improved!	Language tools	Simplify and customize your multilingual experience. Multilingual users can easily access a single dialog box in Excel 2010, where preferences can be set for editing, display, ScreenTip, and Help languages.	<ul style="list-style-type: none"> Click the File tab to open Backstage view and then click Options. In the Excel Options dialog box, click Language. <p>Note: Changing these settings from any application changes them for all applicable Office 2010 applications.</p>

Anywhere Access to Your Work

	Features and Benefits	Description	Where to Find
New!	Access your workbooks on the Web	View, edit, and share workbooks right in a Web browser. Use Excel Web App to extend your Excel experience to the Web for high-fidelity viewing and lightweight editing in the familiar Excel interface. You can also work simultaneously with others on spreadsheets—even if you're using different versions of Excel.	<ul style="list-style-type: none"> For business use: Requires SharePoint Foundation 2010. For personal use: Requires a free Windows Live ID.

	Features and Benefits	Description	Where to Find
Improved!	Excel Mobile 2010	Stay up to the minute with the Excel Mobile 2010 and take action on the go with a familiar experience designed for small devices.	<ul style="list-style-type: none">Office Mobile 2010 is not included in Office 2010 applications, suites, or Web Apps. It will be released on Windows phones (Windows Mobile 6.5 or above) by the general availability of Microsoft Office 2010.



InfoPath 2010

InfoPath 2010 is a powerful, yet easy-to-use tool that helps you quickly collect information from the people who matter most to your business. And when combined with SharePoint Server 2010, the benefits get even better – with the ability to reach more people in more places, whether they're using a PC, phone, or browser.³⁰ Easy to understand and use, InfoPath forms are all experienced within the familiar Microsoft Office environment, so that the data people provide is not only more reliable, but more complete. And with industry standards such as XML Schema, XSLT, SOAP, XHTML 1.0 WCAG 2.0 (server) and others, InfoPath makes back-end integration easy too, working seamlessly with your established systems, technology, and processes.

Improve Forms Driven Business Processes with InfoPath 2010

	Features and Benefits	Description	Where to Find
New!	InfoPath Filler	Fill out a form in a straightforward way via InfoPath Filler. We removed all the unnecessary functionality for people who just want to open and fill out a form.	<ul style="list-style-type: none">• InfoPath Filler

³⁰ Web and smartphone access require an appropriate device and some functionality requires an Internet connection. Some mobile functionality requires Office Mobile 2010 which is not included in Office 2010 applications, suites, or Office Web Apps. There are some differences between the features of Office Mobile 2010 and the Office 2010 applications.

	Features and Benefits	Description	Where to Find
Improved!	Collect better, more accurate information	Collect the right information, from the very start, using data validation (mandatory fields, value ranges, input formats), screen tips and Conditional Formatting (highlight date if it is past due).	<ul style="list-style-type: none"> • InfoPath Filler
Improved!	Build sophisticated forms easily	Build sophisticated forms more easily using the new pre-built rules (rules management and quick rules), form layout sections, styles and more.	<ul style="list-style-type: none"> • InfoPath Designer
Improved!	Work with forms online or offline	Work either on or offline, with a native implementation of InfoPath forms inside SharePoint Workspace 2010.	<ul style="list-style-type: none"> • InfoPath integration with SharePoint Workspace.
Improved!	Combine data from different sources	Easily combine data from many sources simultaneously by using Web services, XML, Microsoft SQL Server and Access 2010 data connections in the same form.	<ul style="list-style-type: none"> • InfoPath Designer
Improved!	Design a form once for rendering in the browser and on your PC	InfoPath 2010 now has improved parity between client and Microsoft Office SharePoint Server forms, providing a more consistent and richer user experience. Controls available in both include: bulleted, numbered and plain lists, multiple selection list box, combo box, picture buttons, hyperlink, choice group and choice section. Also, filtering functionality is available in both environments.	<ul style="list-style-type: none"> • InfoPath Designer

	Features and Benefits	Description	Where to Find
New!	Easily portable forms	Package a custom InfoPath solution with relative URLs on one machine and redeploy the solution on any other server, saving solution developers lots of time and effort.	<ul style="list-style-type: none"> • InfoPath Designer
Improved!	Information integrity	InfoPath 2010 better ensures information integrity by supporting the Cryptography Next Generation digitally signed forms.	<ul style="list-style-type: none"> • InfoPath Designer and InfoPath Filler
New!	Create WCAG 2.0-compliant forms for accessibility	InfoPath 2010 forms on SharePoint Server 2010 are now compliant with WCAG 2.0 AA to help you create forms that are accessible to users with disabilities.	<ul style="list-style-type: none"> • SharePoint Server 2010-supported browsers, including Internet Explorer, Firefox and Safari.
New!	Extend your InfoPath forms solutions	InfoPath 2010 is fully integrated with SharePoint Server 2010. For organizations that use both products, InfoPath 2010 forms can be extended to Internet browsers and mobile devices, used in SharePoint-enabled business workflows, and more. Designers also have more options to create InfoPath forms, such as easily auto-generating forms from SharePoint regular or external lists.	<ul style="list-style-type: none"> • InfoPath 2010 and SharePoint 2010.

	Features and Benefits	Description	Where to Find
New!	REST Web service data connection support	InfoPath 2010 now supports getting XML data from Representative State Transfer (REST) Web services. REST Web Services use input parameters that are passed in through a URL. Form designers can now change the URL parameters dynamically in the InfoPath form without any code using rules to get desired data from the REST Web Service.	<ul style="list-style-type: none"> • InfoPath 2010
New!	Ribbon	Design and deploy electronic forms easier than ever using the new Ribbon.	<ul style="list-style-type: none"> • InfoPath Designer 2010 and InfoPath Filler 2010. • In Backstage view, click Options to customize the Ribbon.
New!	Backstage view	The Backstage view replaces the traditional File menu to help you get to the tasks you need and complete your work more efficiently.	<ul style="list-style-type: none"> • Click the File tab open Backstage view.



OneNote 2010

OneNote 2010 gives you the ultimate place to store and share your thoughts, ideas, and information. Capture text, images, video and audio notes, along with copies of content that you create in other programs. Create and manage multiple notebooks easily with a host of tools designed to simplify organization and give you quick access to your content. And, by sharing your notebooks, you can simultaneously take and edit notes with other people who are using OneNote 2010 or OneNote Web App, or use shared notebooks to keep everyone easily in sync and up-to-date.

Bring Your Ideas to Life

	Features and Benefits	Description	Where to Find
New!	Linked Notes	Take notes in OneNote 2010 while working in a Word 2010 document, a PowerPoint 2010 presentation, or in Internet Explorer, and notes link automatically to the page or slide you're working on in the other application.	<ul style="list-style-type: none">On the Review tab, in the Notes group, click Linked Notes.Then, open a saved Word 2010 document, PowerPoint 2010 document, or a Web page in Internet Explorer 6 or later, and take notes as you work. <p>Note: An icon representing the application you're working in appears beside your OneNote notes. Click that icon to open the source document to the link location.</p>
New!	Dock to Desktop	Dock OneNote to your desktop to easily take notes while working in other applications.	<ul style="list-style-type: none">On the View tab, in the Views group, click Dock to Desktop.

	Features and Benefits	Description	Where to Find
Improved!	Notebook navigation bar	An improved notebook navigation bar offers the tools you need to easily organize and jump between your notebooks.	<ul style="list-style-type: none"> Find the notebook navigation bar on the left of the screen, below the Ribbon.
Improved!	Search navigation	Improved search in OneNote 2010 shows you search results as you type and a new ranking system learns from past choices, prioritizing notes, pages, page titles and recent picks so you can get to your information faster and easier.	<ul style="list-style-type: none"> In the Search box (found on the right of the screen below the Ribbon), begin to type a search term. An expanded search navigation pane appears as you type, displaying results in your recent locations, text in titles, and text in body.
Improved!	Page tabs	Create multi-level subpages, collapse subpages, and even drag and drop to create subpages. Additionally, a floating New Page icon enables you to create a new page exactly where you want it.	<ul style="list-style-type: none"> By default, find page tabs on the right of the screen, below the Search box.
New!	Quick filing	OneNote 2010 helps save you time by eliminating the need to organize information after the fact. With quick filing, you can easily pick a location in your notebooks as you add copies of content from multiple sources, such as documents, Web pages, and e-mail messages.	<ul style="list-style-type: none"> When you begin a linked note-taking session, create a screen clipping from within OneNote, send an e-mail message from Outlook 2010 to OneNote, or print content from another program to the Send to OneNote 2010 virtual printer, the Select Location in OneNote dialog box opens in OneNote so that you can specify where to place your printout.

	Features and Benefits	Description	Where to Find
New!	Math equation support	Create and display math equations in your notes, using a rich set of equation editing tools.	<ul style="list-style-type: none"> On the Insert tab, in the Symbols group, click Equation. <p>Note: You can also convert ink to a math equation and then use the same rich equation tools for editing. On the Draw tab, in the Convert group, click Ink to Math.</p>
New!	Apply styles to your text	Save time by using the same shortcut keys found in Word 2010 for basic styling of text. The new styles are added to give you more formatting options to structure and organize your thoughts.	<ul style="list-style-type: none"> Find the Styles group on the Home tab. Or, use familiar keyboard shortcut keys including CTRL+ALT+1,2,3 to apply Heading styles and CTRL+SHIFT+N to apply Normal style.
New!	Format Painter	The Format Painter that you know from other Microsoft Office applications is now available to your notes. Just click Format Painter to copy the formatting of selected text and then click into another paragraph to apply your formatting.	<ul style="list-style-type: none"> On the Home tab, in the Clipboard group, click Format Painter. <p>Note: To paste the same formatting to multiple locations without reselecting Format Painter, double-click the Format Painter command.</p>

	Features and Benefits	Description	Where to Find
New!	Automatic text wrapping	Access notes more easily while working in narrow window spaces, such as when using the new Dock to Desktop view. OneNote 2010 automatically displays your notes wrapped to the window width.	<ul style="list-style-type: none"> Create a OneNote page with a single note container that begins on or near the left margin and add text that spans a substantial width. On the View tab, click Dock to Desktop. <p>Note: Your view of the text automatically wraps to the window width, but the actual page content and formatting are unaffected.</p>
Improved!	Lists	When you start a bulleted list, the first level of bullets is now automatically indented.	<ul style="list-style-type: none"> On the Home tab, in the Basic Text group, click the arrow beside the Bullets or Numbering icons to select a list format.
New!	64-bit edition	Maximize new and existing 64-bit hardware investments with the 64-bit edition of Office 2010.	<p>Note: This option can only be installed on 64-bit systems. For installation instructions and more information visit: http://office.com/office64setup.</p>
New!	Ribbon	New to OneNote 2010, the Ribbon replaces traditional menus and toolbars. A fresh, highly visual layout of the commands, grouped logically in tabs, helps you find the features you need fast. The new Ribbon is also customizable to meet your personal work style.	<ul style="list-style-type: none"> The Ribbon replaces the menus and toolbars found at the top of the screen. To customize the Ribbon, in Backstage view, click Options and then click Customize Ribbon.
New!	Backstage view	The Backstage view replaces the traditional File menu to let you share, print, and publish your notes with just a few clicks.	<ul style="list-style-type: none"> Click the File tab on the Ribbon to open Backstage view.

Work Together More Effectively

	Features and Benefits	Description	Where to Find
Improved!	Shared notebooks	Working with others in a shared notebook is now even easier and more flexible with automatic highlighting of unread changes, related features such as Find by Author, and more. Additionally, when you store your shared notebook online, you can simultaneously edit that notebook with others who are using OneNote 2010 or OneNote Web App.	<ul style="list-style-type: none"> To create a shared notebook, on the Share tab of the Ribbon, in the Shared Notebook group, click New Shared Notebook. <p>Note: To share an existing notebook, click the File tab to open Backstage view. Then, click the Share tab for the option to save your notebook to a shared location.</p>
New!	See what's new and who wrote it	New content is highlighted when working with multiple users on a shared notebook. Highlighting provides you with a distinct view of new changes since you last opened the shared notebook, along with author indicators showing you who wrote what.	<ul style="list-style-type: none"> When you open a shared notebook, newly added content is automatically highlighted. To show or hide unread changes, on the Share tab, in the Unread group, click Mark as Read and then click Show Unread Changes in this Notebook.
New!	Find by Author	Find all edits by author for the active notebook, the active section, or all of your open shared notebooks	<ul style="list-style-type: none"> On the Share tab, in the Shared Notebook group, use the Hide Authors and Find by Author commands.

	Features and Benefits	Description	Where to Find
New!	Page versions	OneNote preserves earlier versions of each page as different people make changes. If someone changes content inadvertently, you can view the change history and undo changes at any time.	<ul style="list-style-type: none"> On the Share tab, in the History group, click Page Versions.
New!	Notebook Recycle Bin	Review and restore previously deleted pages.	<ul style="list-style-type: none"> On the Share tab, in the History group, click Notebook Recycle Bin.
New!	Wiki linking	With wiki linking, you can easily reference and browse through related content such as note pages, sections and section groups within a notebook. Generate links to new content so everyone using the same notebook is automatically pointed to the right place.	<ul style="list-style-type: none"> On the Insert tab, in the Links group, click Link. <p>Note: To quickly create a wiki link on a OneNote 2010 page, type the name of the OneNote location to which you want to link surrounded by double brackets (i.e., [[name]]). The text automatically converts to a link when a page, section, or notebook name is recognized. If the text is not recognized, OneNote creates a new page with that name.</p>
Improved!	IRM protection	Insert Information Rights Management (IRM) protected XPS documents as printouts in your notebook to help ensure that only the right people view sensitive information.	<ul style="list-style-type: none"> On the Insert tab, in the Files group, click File Printout and select an IRM protected XPS document.

	Features and Benefits	Description	Where to Find
Improved!	Language tools	Simplify and customize your multilingual experience. Multilingual users can easily access a single dialog box in OneNote 2010, where preferences can be set for editing, display, ScreenTip, and Help languages.	<ul style="list-style-type: none"> On the Review tab, in the Language group, click Language and then click Language Preferences. <p>Note: Changing these settings from any application changes them for all applicable Office 2010 applications.</p>
New and Improved!	Translation tools	Use on-demand translation and a Mini Translator to easily work across languages. Additionally, English assistance and Windows English text-to-speech playback are available from the Mini Translator, along with additional text-to-speech languages for download.	<ul style="list-style-type: none"> On the Review tab, in the Language group, click Translate. <p>Note: Additional text-to-speech languages are free and available to download from the Microsoft Download Center (http://www.microsoft.com/download).</p>

Anywhere Access to Your Work

	Features and Benefits	Description	Where to Find
New!	Access your notebooks on the Web	OneNote Web App extends the reach of OneNote to the Web and enables you to view and edit OneNote notebooks from a Web browser. Create a shared notebook and invite others to view and edit it. View recent changes, access version history, and simultaneously edit the notebook with other people who are using OneNote Web App or OneNote 2010.	<ul style="list-style-type: none">• For business use: Requires SharePoint Foundation 2010.• For personal use: Requires a free Windows Live ID. OneNote Web App on Windows Live will become available in the second half of calendar year 2010.
Improved!	OneNote Mobile 2010	Stay up to the minute with OneNote Mobile 2010 to take action on the go with a familiar user experience designed for small devices.	<ul style="list-style-type: none">• Office Mobile 2010 is not included in Office 2010 applications, suites, or Web Apps. It will be released on Windows phones (Windows Mobile 6.5 or above) by the general availability of Office 2010.




Outlook 2010

Manage your day efficiently with Outlook 2010. From a redesigned look to advanced organization, search, and social networking features, you can stay on top of your daily schedule and communications and get things done. Whether you're waiting for a flight, reading a book in a coffee house, or leaving a meeting with a client, you want your e-mail available to you on your schedule, not your location. Outlook 2010 provides anywhere access to your e-mail, calendar, and address books and they're never farther away than your closest Web browser or smartphone.³¹ Connect with other people at work and at home along with a variety of Web services and social networks when you're on the go so you can keep in touch with the people that matter most.

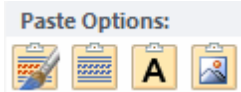
Bring Your Ideas to Life

	Features and Benefits	Description	Where to Find
New and Improved!	Conversation View	Conversation View improves the tracking and managing of related e-mails letting you manage large amounts of e-mail with ease. Move and categorize entire conversations—or even ignore them—with a few clicks. And, new conversation management tools can help you save valuable inbox space.	<p>To switch to Conversation View:</p> <ul style="list-style-type: none"> On the View tab, in the Conversations group, select Show as Conversations. <p>For conversation management tools:</p> <ul style="list-style-type: none"> On the Home tab of the Ribbon, in the Delete group, find Clean Up and Ignore Conversation options.

³¹ Web and smartphone access require an appropriate device and an Internet connection. Web functionality uses Outlook Web App, which requires a supported Internet Explorer, Firefox, or Safari browser and Microsoft Exchange Server 2010. Some mobile functionality requires Office Mobile 2010 which is not included in Office 2010 applications, suites, or Office Web Apps. There are some differences between the features of the Office Web Apps, Office Mobile 2010 and the Office 2010 applications.

	Features and Benefits	Description	Where to Find
New!	Quick Steps	Create and save custom actions in a new way with Quick Steps. They help you manage and respond to information rapidly by enabling you to create and define common tasks to execute with a single click. Delete and reply, move to specific folder, create a new e-mail to your team, and more.	<ul style="list-style-type: none"> The first time you click on a pre-built Quick Step, other than Reply & Delete, a prompt will display, enabling you to customize it to fit your work style. <p>To create a new Quick Step:</p> <ul style="list-style-type: none"> On the Home tab, in the Quick Steps gallery, click Create New. <p>To manage and organize your Quick Steps:</p> <ul style="list-style-type: none"> On the Home tab, in the Quick Steps group, click the dialog launcher  for more options.
New!	MailTips	For business users, sending unnecessary e-mail messages to out-of-office contacts, accidentally replying to a large distribution list and distributing confidential information outside the company are frequent concerns. With the new MailTips feature, you're alerted when you are about to send e-mail to a large distribution list, to someone who is out of the office or to individuals outside the organization.	<ul style="list-style-type: none"> Outlook 2010 must be connected to Exchange 2010 to view this feature. (MailTips appear automatically if your Exchange administrator has set them up.)

	Features and Benefits	Description	Where to Find
Improved!	Search Tools	Easily sort through high volumes of data and find what you need when you need it. Contextual Search Tools help you quickly narrow your search and locate your vital information.	<ul style="list-style-type: none"> Place your insertion point in an Instant Search box near the top of your view. The contextual Search Tools will appear automatically.
Improved!	Additional Office themes	Get more options for professional designs consistently across your Office documents, including Outlook e-mail messages, with a new selection of themes.	<ul style="list-style-type: none"> In a new e-mail message, on the Options tab, in the Themes group, click Themes.
New and Improved!	Picture editing tools	Be your own graphic artist and edit photos without using additional photo-editing programs. Choose from a gallery of picture corrections to sharpen and soften photos in your e-mails or use a color wash to enhance them. You can even add an artistic flair by adding effects such as photocopy, marker, line drawing, glass, pastels and more.	<ul style="list-style-type: none"> Select a picture. Or, to insert a picture, on the Insert tab, in the Illustrations group, click Picture. The Picture Tools Format tab appears automatically when a picture is selected. Find Artistic Effects, Remove Background, Corrections, and Color tools on the Picture Tools Format tab, in the Adjust group. Find Crop on the same tab, in the Size group.

	Features and Benefits	Description	Where to Find
New!	Paste with Live Preview	Effortlessly reuse content by previewing how information will look when it is copied and pasted.	<ul style="list-style-type: none"> In a new e-mail, when you're ready to paste content, click where you intend to paste. On the Message tab, in the Clipboard group, click the arrow beneath the Paste button to view Paste Options. Or, right click at the insertion point to view Paste Options. Then, point to individual Paste Options to preview results and click your preferred option to paste. 
Improved!	Additional SmartArt graphics	Create professional-quality diagrams in your e-mails as easily as typing a bulleted list. Office 2010 adds dozens of additional SmartArt layouts for even more choices to help you convey related ideas and non-linear concepts with greater visual impact.	<ul style="list-style-type: none"> Create a new e-mail. On the Insert tab, in the Illustrations group, click SmartArt and then select a SmartArt layout.
New!	Insert Screenshot	Quickly insert screenshots in your e-mail without leaving Outlook.	<ul style="list-style-type: none"> Create a new e-mail. On the Insert tab, in the Illustrations group, click Screenshot.
New!	64-bit version	Maximize new and existing 64-bit hardware investments with the 64-bit version of Office 2010.	<p>Note: This option can only be installed on 64-bit systems. For installation instructions and more information visit: http://office.com/office64setup.</p>

	Features and Benefits	Description	Where to Find
Improved!	Ribbon	The Ribbon replaces the traditional menu and toolbars at the top of the Outlook window to help you find the right commands quickly. Customize or create your own tabs on the Ribbon to personalize the Outlook 2010 experience to your work style.	<ul style="list-style-type: none"> • The Ribbon appears at the top of the screen. • To customize the Ribbon, in Backstage view, click Options and then click Customize Ribbon.
New!	Backstage view	Get to the tasks you need and complete your work more efficiently. Backstage view, available across Office 2010 applications, replaces the File menu from previous Microsoft Office versions.	<ul style="list-style-type: none"> • Click the File tab to open Backstage view.

	Features and Benefits	Description	Where to Find
New!	Outlook Social Connector	Stay up-to-the-minute with the people in your social networks, such as SharePoint My Site, Windows Live, or other popular third-party sites, such as Facebook, LinkedIn, and MySpace, by accessing everything from e-mail threads to status updates in one single, centralized view.	<ul style="list-style-type: none">The People Pane for the Outlook Social Connector appears automatically below your Reading Pane. To download third-party providers for your social networks: <ul style="list-style-type: none">Click the View tab, click People Pane, and then click Account Settings. In the resulting dialog box, click the link near the top titled View social network providers available online. <p>Note: Microsoft Office Professional Plus 2010 is required to view SharePoint 2010 My Site social data. Connecting to a third-party social network requires an add-in provided by that social network. In most cases, usage of that social network requires you to be subject to the terms and conditions of the provider.</p>

	Features and Benefits	Description	Where to Find
Improved!	Multiple mailbox support	Connect multiple Exchange accounts to a single profile and synchronize multiple e-mail accounts from services such as Windows Live Hotmail®, Gmail, or almost any other provider to Outlook 2010.	<ul style="list-style-type: none"> Click the File tab to open Backstage view. Click the Add Account button below Account Information.
New and Improved!	Schedule View and group scheduling tools	Share your time with others and stay up-to-date on their schedules—all from one easy-to-view location. The new Schedule View slices a group of calendars horizontally and streamlines their display. See what you, your family members, or colleagues are scheduled to do and easily determine when they are available.	<ul style="list-style-type: none"> With your calendar open, on the Home tab of the Ribbon, in the Arrange group, click Schedule View. Also on the Home tab, find group scheduling tools and related features in the Manage Calendars and Share groups.
New!	Team calendar	If using Exchange, you'll see your Team calendar automatically listed in the Navigation Pane when viewing your calendar. When you select the check box next to your Team calendar group, the calendars for your entire team will instantly display. Easily find an available time slot and double-click the timeline to create a new meeting request for the group.	<ul style="list-style-type: none"> Team calendar automatically displays in your Calendar navigation pane. <p>Note: Reporting line data must be configured in Exchange for Team calendar to automatically generate.</p>

	Features and Benefits	Description	Where to Find
New!	Calendar preview	Instantly review any calendar conflicts or adjacent items in a calendar snapshot, shown in a meeting request, so you can read the request and check the date on your calendar at the same time.	<ul style="list-style-type: none"> Automatically appears in a meeting request.
New and Improved!	Streamlined Communications	View availability instantly. Hover your mouse pointer over a name to display the new contact card and then easily initiate a conversation.	<ul style="list-style-type: none"> See availability of others when viewing a name on almost any Outlook item. Hover your mouse pointer over a name to view the Contact Card. <p>Note: Instant messaging and presence information requires one of the following: Office Communications Server 2007 R2 with Office Communicator 2007 R2, Windows Live Messenger, or another instant messaging application that supports IMessenger. Voice calls require Office Communications Server 2007 R2 with Office Communicator 2007 R2 or an instant messaging application that supports IMessengerAdvanced.</p>

	Features and Benefits	Description	Where to Find
New!	Quick Contacts	Outlook 2010 provides access to your Office Communicator contacts directly from your inbox with Quick Contacts.	<ul style="list-style-type: none"> View through main Outlook view at bottom right of your screen. <p>To display Quick Contacts:</p> <ul style="list-style-type: none"> On the View tab, in the Layout group, click To-Do Bar, and then click Quick Contacts. <p>Note: Microsoft Office Communications Server 2007 R2 with Microsoft Office Communicator 2007 R2 is required.</p>
Improved!	People Search	Get easy and direct access to your Office Communicator contacts. Begin typing the name of the person you're looking for in Find a Contact and Outlook 2010 will search across your address books and instantly show you the people who fit that spelling profile.	<ul style="list-style-type: none"> On the Home tab, in the Find group, place your insertion point in the Find a Contact text box. <p>Note: Microsoft Office Communications Server 2007 R2 with Microsoft Office Communicator 2007 R2 is required.</p>
New!	Room Finder	Exchange users can now schedule a room for your meeting directly from a new meeting request. Just choose a group of rooms, or building, for your meeting and Room Finder will show you all rooms that are free at that given time.	<ul style="list-style-type: none"> In a new Meeting Request, on the Meeting tab, in the Options group, click Room Finder. <p>Note: Microsoft Exchange 2010 is required.</p>

	Features and Benefits	Description	Where to Find
Improved!	Language tools	Simplify and customize your multilingual experience. Multilingual users can easily access a single dialog box in Outlook 2010, where preferences can be set for editing, display, ScreenTip, and Help languages.	<ul style="list-style-type: none"> Create a new e-mail. On the Review tab, in the Language group, click Language and then click Language Preferences. <p>Note: Changing these settings from any application changes them for all applicable Office 2010 applications.</p>
Improved!	Translation tools	Use on-demand translation, full item translations, and a Mini Translator to easily work across languages. Additionally, English assistance and Windows English text-to-speech playback are available from the Mini Translator, along with additional text-to-speech languages for download.	<ul style="list-style-type: none"> Create or open an e-mail. On the Review tab, in the Language group, click Translate. <p>Note: Additional text-to-speech languages are free and available to download from the Microsoft Download Center (http://www.microsoft.com/download).</p>
New!	Suggested Contacts	Save time and effort creating new contacts. Recipients that do not belong to an Outlook Address Book are automatically created.	<ul style="list-style-type: none"> Suggested Contacts appear in your Contacts view.

	Features and Benefits	Description	Where to Find
Improved!	Access your e-mail on the Web	Manage your e-mail from any device that has a Web browser. Use Outlook Web App and view your e-mail messages, contacts, and calendar events stored on Exchange Server. Find familiar experiences found in Outlook 2010 such as Conversation View, MailTips, multiple calendars, shared calendars, organization hierarchy, free/busy status, and more.	<ul style="list-style-type: none"> Outlook Web App, formerly known as, Outlook Web Access, will continue to be available to Exchange Server customers as part of their standard licensing agreement. <p>Note: An Internet connection and supported Internet Explorer, Firefox or Safari browser are required.</p>
Improved!	Outlook Mobile 2010	Stay up to the minute with Outlook Mobile 2010 and take action on the go with a familiar experience designed for small devices. If you're an Exchange user, find familiar Outlook experiences such as Conversation View and search your global address list or view free/busy status for other people in your organization directly from your smartphone.	<ul style="list-style-type: none"> Outlook Mobile 2010 comes pre-installed on Windows phones and is the default e-mail client. Office Mobile 2010 is not included in Office 2010 applications, suites, or Office Web Apps. It will be released on Windows phones (Windows Mobile 6.5 or above) by the general availability of Microsoft Office 2010. <p>Notes: Exchange 2010 is required for Conversation View and is available on devices running Windows Mobile 6.1 or later. Exchange 2003 or later is required for global address list and free/busy status.</p>

	Features and Benefits	Description	Where to Find
New!	Voice-Mail Preview	With Outlook 2010 and new technology in Exchange Server 2010, a voice-to-text preview of a recorded voice message is sent along with the voice mail recording directly to your inbox. Access your messages virtually anywhere using a Web browser, computer, or smartphone.	<ul style="list-style-type: none">Voice mail previews will appear in your inbox. Note: Requires Exchange 2010 and Exchange Unified Messaging.



Outlook with Business Contact Manager

Outlook 2010 with Business Contact Manager provides powerful customer and contact management to improve the effectiveness of your sales, marketing and project management efforts. With an entirely new interface, new project management and marketing tools, and powerful customization, Business Contact Manager lets you manage all of your organization's customer information within Outlook.

	Features and Benefits	Description	Where to Find
New!	Workspaces	Use four role-specific workspaces to organize your business data: Contact Management, Sales, Marketing, and Project Management.	<ul style="list-style-type: none">• In the Navigation pane, click the Business Contact Manager button.• Select the workspace that best fits your role.
Improved!	Full form customization	Completely customize Business Contact, Account, Opportunity and Project forms.	<ul style="list-style-type: none">• Open any record. On the right side of the Ribbon, select Form Layout.
New!	Customizable reading pane	Choose the information important to your business. Get details on each record, or even edit the record, without having to open the form.	<ul style="list-style-type: none">• From any tab, click Select Sections. You can also rearrange the sections in the reading pane by dragging.
New!	Create entirely new records that reflect your business	No longer limited to Business Contacts and Accounts, you can now create records that reflect your business. Create vendors, patients, cardiologists, mechanics or store managers – whatever you need to run your business.	<ul style="list-style-type: none">• From the Backstage view, click the Business Contact Manager tab.• Click Customize.• Select Customize Record Types.

	Features and Benefits	Description	Where to Find
New!	Sample business data	Sample business data lets you experience Business Contact Manager without having to import or create your own data. Explore gadgets, workspaces, reports and customization without fear that your business data will be affected.	<ul style="list-style-type: none"> From the Backstage view, click the Business Contact Manager tab Click Manage Databases, and then Switch to Sample Business. If you're already using Sample Business, the menu item will be labeled Switch to My Business.
New!	Project Templates	Create a complex project only once. From then on, use Project Templates to create new projects of the same type.	<ul style="list-style-type: none"> On the Ribbon in the Project Management workspace, select Manage Project Templates.
New!	Dashboard	Get an overview of all your business data. Decide which metrics are important to your business, and then monitor them directly in Outlook.	<ul style="list-style-type: none"> Click the Business Contact Manager button, then the Business Contact Manager folder.
New!	Welcome Center	Get a quick overview of Business Contact Manager. Identify features important to you and learn how to use them.	<ul style="list-style-type: none"> Click the Business Contact Manager button, and then select Welcome Center.
New!	Lead Scoring	Maximize your efficiency by pursuing the most promising leads first.	<ul style="list-style-type: none"> On the left side of the Ribbon in the Sales workspace, click New Lead. The Lead Scoring section is on the right side of the form. Click the Scoring Criteria button to configure scoring for your business.

	Features and Benefits	Description	Where to Find
Improved!	Reports and charting	Analyze your business with over 70 reports that all allow drill-down into the supporting records. And most reports now have charts to see trends immediately.	<ul style="list-style-type: none"> • Double-click any of the chart gadgets, select the report icon from the gadget, or select a report from the Reports Ribbon.
New!	Project timeline charts	See the status of each project and its tasks with simple Gantt charts.	<ul style="list-style-type: none"> • Click on the Project Management workspace. If not already present, add Project Management gadgets from the Gadgets Ribbon.
Improved!	Sales stages and sales activities	Define sales stages and activities within each stage to create a sales process that works for your small business. Automatic reminders keep you on top of your most profitable opportunities.	<ul style="list-style-type: none"> • Near the left end of the Ribbon in the Sales workspace, click New Opportunity. Sales Stages are shown on the right side of the form. • In the form's Ribbon, click Sales Stages to configure the sales stages for your business.
New!	Customizable tabs	Create tabs that show exactly the records and fields that you need. Records can be filtered, sorted and grouped.	<ul style="list-style-type: none"> • To create a tab, click the New Tab button next to the existing tabs. • Right-click on any column, then select Add Columns to choose columns relevant to your business. Find Business Contact Manager fields, including any custom fields you've added, under User-Defined fields in folder.



PowerPoint 2010

PowerPoint 2010 gives you more ways to create and share dynamic presentations with your audience than ever before. Exciting new audio and visual capabilities help you tell a crisp, cinematic story that’s as easy to create as it is powerful to watch. With new and improved tools for video and photo-editing, dramatic new transitions and realistic animation, you can add polish to presentations that will captivate your audience. In addition, PowerPoint 2010 enables you to work simultaneously with other people or easily post your presentation online and access it from virtually anywhere using the Web or your smartphone.³²

Bring Your Ideas to Life

	Features and Benefits	Description	Where to Find
New!	Embed video from your files	In PowerPoint 2010, videos that you insert from your files are now embedded by default, helping to ensure that your presentation is always ready to travel.	<ul style="list-style-type: none"> To insert a video from your files, on the Insert tab, in the Media group, click Video and then click Video from File.

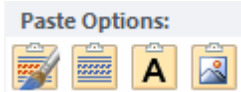
³² Web and smartphone access require an appropriate device and some functionality requires an Internet connection. Web functionality uses Office Web Apps, which require a supported Internet Explorer, Firefox, or Safari browser and either SharePoint Foundation 2010 or a Windows Live ID. Some mobile functionality requires Office Mobile 2010 which is not included in Office 2010 applications, suites, or Office Web Apps. There are some differences between the features of the Office Web Apps, Office Mobile 2010 and the Office 2010 applications.

	Features and Benefits	Description	Where to Find
New!	Video editing and formatting	Edit and format videos that you insert from your files right from within PowerPoint. Trim your video; add bookmarks to key points in the video and then trigger animation to begin when bookmarks are reached; set a preview image for your video using the Poster Frame feature; add fades; or, apply video styles and effects that are retained while the video plays.	<ul style="list-style-type: none"> • Select a video in your presentation. Or, to insert a video from your files, on the Insert tab, in the Media group, click Video and then click Video from File. • The Video Tools Format and Playback tabs appear automatically whenever a video is selected. • Find Poster Frame, Video Styles, Video Effects, and more on the Video Tools Format tab. Find Trim, Fade, Bookmarks, and other tools on the Video Tools Playback tab.
New!	Audio editing	Edit audio that you insert from your files right from within PowerPoint. Trim audio, add bookmarks, and apply fades.	<ul style="list-style-type: none"> • Select an audio object in your presentation. The Audio Tools Format and Playback tabs appear automatically whenever an audio object is selected. • Find Trim, Bookmarks, and Fade on the Audio Tools Playback tab.
Improved!	Video and audio controls	Instantly move to any location in a video or audio object inserted from your files and control the audio level during playback, without leaving slide show mode during your presentation.	<ul style="list-style-type: none"> • With the slide containing your video or audio object active, open your presentation in Slide Show view. Then, point to the object to view and access the video or audio controls.

	Features and Benefits	Description	Where to Find
New!	Play video as background	Videos that you insert from your files remain in the order you place them, giving you the ability to playback video as a dynamic slide background or as part of a choreographed animation sequence.	<ul style="list-style-type: none"> This functionality is available automatically when you place a video object inserted from your files behind other content on a slide, or on a slide layout or slide master.
New!	Compress media	Simplify sharing your multimedia presentations by easily compressing embedded media files to reduce file size. Choose the quality level for compression and even undo the previous compression if you don't like the results.	<ul style="list-style-type: none"> Click the File tab to open Backstage view. Click Info and then click Compress Media. <p>Note: This feature appears only when your presentation contains applicable media files.</p>
New!	Optimize media compatibility	Optimize compatibility for the embedded audio and video files in your presentation to help improve the experience when you deliver that presentation on another computer.	<ul style="list-style-type: none"> Click the File tab to open Backstage view. Click Info and then click Optimize Compatibility. <p>Note: This feature appears only when your presentation contains applicable media files.</p>
Improved!	Additional media formats	Insert a core set of audio and video formats, such as WMV, WMA, and MP3. PowerPoint 2010 also supports additional formats, such as DivX, MOV, and H. 264 when you install DirectShow codecs available from third parties (fees may apply).	<ul style="list-style-type: none"> Find the options to insert video or audio on the Insert tab, in the Media group. <p>Note: Specific formats supported out-of-box vary by operating system.</p>

	Features and Benefits	Description	Where to Find
New!	Insert video from Web site	Insert linked videos that you have uploaded to a Web site into your presentation.	<ul style="list-style-type: none"> On the Insert tab, in the Media group, click Video and then click Video from Web Site. <p>Note: Internet connection required for playback of linked video from a Web site location.</p>
New and Improved!	Picture editing	Be your own graphic artist and edit photos without using additional photo-editing programs. Explore Color and Correction galleries for Color Saturation, Color Tone, Recolor, Sharpen and Soften, and Brightness and Contrast. Add an artistic flair with effects such as photocopy, marker, line drawing, glass, pastels and more. Or, use the improved Crop and new Remove Background features to display exactly what you want to show for every picture in your presentations.	<ul style="list-style-type: none"> Select a picture in your presentation. Or, to insert a new picture, on the Insert tab, in the Images group, click Picture. The Picture Tools Format tab appears automatically when a picture is selected. Find Artistic Effects, Remove Background, Corrections and Color tools in the Adjust group on the Picture Tools Format tab. Find the Crop tool in the Size group on that tab.
Improved!	Slide transitions	Captivate audiences with exciting special effects, such as high-quality 3-D effects, that look just like graphics you'd see on TV.	<ul style="list-style-type: none"> On the Transitions tab, in the Transition to This Slide group, point to any transition in the gallery to preview or click a transition to apply it to selected slides.

	Features and Benefits	Description	Where to Find
Improved!	Animations	Bring presentations to life by adding realistic motion to stationary objects. Using PowerPoint 2010, it's easier than ever to access and customize your animations.	<ul style="list-style-type: none"> Select an object to animate. Then, on the Animations tab, in the Animations group, point to an option in the Animations gallery to preview or click to apply it. Or, click Add Animation to preview and apply even more choices.
New!	Animation Painter	Copy multiple animations as you would use the Format Painter tool to copy the formatting of text and objects.	<ul style="list-style-type: none"> Select an object that has an animation you want to copy. On the Animations tab, in the Custom Animation group, click Animation Painter. Then select the object to which you want to apply the copied animation. <p>Note: To paste the same animation to multiple locations, double-click the Animation Painter command.</p>
New!	Presentation Sections	Easily organize and navigate through your slides by dividing your presentation into logical sections.	<ul style="list-style-type: none"> On the Home tab, in the Slides group, click Section.
New!	Multi-window support (SDI)	Each presentation that you open is in a completely separate window (also known as Single Document Interface (SDI)), enabling you to view and edit multiple presentations independently, side-by-side, or even on separate monitors.	<ul style="list-style-type: none"> This capability is available automatically. For example, with more than one presentation open, on the View tab, in the Window group, click Arrange All.

	Features and Benefits	Description	Where to Find
New!	Paste with Live Preview	Effortlessly reuse content by previewing how information will look when it is copied and pasted.	<ul style="list-style-type: none"> When you're ready to paste content, click where you intend to paste in the presentation. On the Home tab, in the Clipboard group, click the arrow beneath the Paste button to view Paste Options. Or, right click at the insertion point to view Paste Options. Then, point to individual Paste Options to preview results and click your preferred option to paste. 
New!	Recover Unsaved Versions	Work on that presentation for a while and then accidentally close without saving? No problem. PowerPoint 2010 lets you recover unsaved versions as easily as opening any file. And, for previously saved files, you can view up to five autosaved versions of your files as you work, right from Backstage view.	<ul style="list-style-type: none"> Click the File tab to open Backstage view. On the Info tab, under the Versions heading, view available autosaved versions or click Manage Versions to access Recover Unsaved Presentations.
New!	Linked Notes	Review and share information about your presentations more easily with Linked Notes. Take notes in OneNote 2010 that automatically link to the active location in your PowerPoint presentation.	<ul style="list-style-type: none"> Open or save a new PowerPoint 2010 presentation. Then, on the Review tab, in the OneNote group, click Linked Notes.

	Features and Benefits	Description	Where to Find
	Additional Office themes	Enjoy a wide range of additional, professionally-designed Office themes. Apply a coordinated set of fonts, colors, and graphic effects, as well as slide master, layout and background formatting, all with just one click.	<ul style="list-style-type: none"> On the Design tab, in the Themes group, find all built-in Office themes as well as a selection of themes hosted on Office.com.
Improved!	Additional SmartArt graphics	Create professional-quality diagrams as easily as typing a bulleted list. Office 2010 adds dozens of additional SmartArt layouts for even more choices to help you convey related ideas and non-linear concepts with greater visual impact. Additionally, explore improved tools for working with picture diagrams and the ability to convert SmartArt diagrams to shapes or text.	<ul style="list-style-type: none"> On the Insert tab of the Ribbon, in the Illustrations group, click SmartArt. The Smart Art Tools Design and Format tabs appear automatically when your insertion point is in a SmartArt graphic.
New!	Insert Screenshot	Take screenshots in your other open windows directly from PowerPoint. Or, select from a gallery of available screenshots automatically populated by your open windows.	<ul style="list-style-type: none"> On the Insert tab, in the Images group, click Screenshot.
New!	Equations	Create and display math equations with a rich set of equation editing tools.	<ul style="list-style-type: none"> On the Insert tab, in the Symbols group, click Equation. <p>Note: If your insertion point is in a text box when you insert an equation, the equation is added to the active text box. Otherwise, the equation is inserted in its own text box.</p>

	Features and Benefits	Description	Where to Find
New!	Smart Guides	New Smart Guides make it easier to create great slide content. Guides appear automatically as you drag one shape, image or media object in proximity to another, showing you when alignment is precise.	<ul style="list-style-type: none"> • Drag a shape, image, or media object on your slide along the plane of another. Guides appear automatically when shapes (or images and media objects, other than those contained in placeholders) are aligned precisely at middle or center, or when shape edges touch.
New!	Custom shapes	Greatly expand your shape options by using new tools to combine, intersect, subtract or take the union of selected shapes to easily create your own custom shapes.	<ul style="list-style-type: none"> • Custom shape tools are available to add to your Quick Access Toolbar or your own group or tab on the Ribbon in PowerPoint. • Click the File tab to open Backstage view, click Options, and then click the Customize Ribbon or Customize Quick Access Toolbar tab. On the Choose Commands From list, select All Commands, and then find Shape Combine, Shape Intersect, Shape Subtract, and Shape Union commands.
Improved!	Note printing	Quickly and easily print out multiple pages of presentation notes to share with others.	<ul style="list-style-type: none"> • Click the File tab to open Backstage view and then click Print. Under Settings, click Full Page Slides and then, under Print Layout options, click Notes Pages.


	Features and Benefits	Description	Where to Find
New!	Reading View	The new Reading View lets you view your presentation as a slide show without hiding the Windows taskbar. See your presentation with animations and media in Reading View while retaining full access to your other open presentations and programs at the same time.	<ul style="list-style-type: none"> On the View tab, in the Presentation Views group, click Reading View.
Improved!	Inking	Convert drawn shapes to Office Art shapes as you ink. Choose from a gallery of Pens, save your favorite pen types for quick access, and use drawing tools that make it easier to position and manage ink objects.	<ul style="list-style-type: none"> To start inking, just move your stylus in range of a tablet-enabled device (such as a Tablet PC). Or, on the Review tab, click Start Inking. The Ink Tools Pens tab appears automatically.
New!	Design advice	Receive creative advice from Academy Award-winning Duarte Design on how to produce engaging presentations using PowerPoint 2010.	<ul style="list-style-type: none"> Click the File tab to open Backstage view and then click New. In the Sample Templates category, select Five Rules.
New!	64-bit version	Maximize new and existing 64-bit hardware investments with the 64-bit version of Office 2010.	<p>Note: This option can only be installed on 64-bit systems. For installation instructions and more information visit: http://office.com/office64setup.</p>
Improved!	Ribbon	The enhanced Ribbon is available across Office 2010 applications so you can access more commands quickly. Customize or create your own tabs on the Ribbon to personalize the Office 2010 experience to your work style.	<ul style="list-style-type: none"> The Ribbon appears at the top of the screen. To customize the Ribbon, in Backstage view, click Options and then click Customize Ribbon.

	Features and Benefits	Description	Where to Find
New!	Backstage view	Get to the tasks you need and complete your work more efficiently. Backstage view, available in all Office 2010 applications, replaces the File menu from previous Microsoft Office versions.	<ul style="list-style-type: none"> Click the File tab (which appears to the left of the Home tab on the Ribbon) to open Backstage view.

Work Together More Effectively

	Features and Benefits	Description	Where to Find
New!	Broadcast Slide Show	Instantly broadcast your slides to a remote audience who can view your presentation online even if they don't have PowerPoint installed on their computer.	<ul style="list-style-type: none"> On the Slide Show tab, in the Start Slide Show group, click Broadcast Slide Show. <p>Note: This feature requires SharePoint Foundation 2010 for business use or Windows Live for personal use. To broadcast via SharePoint 2010, Office Web Apps must be installed.</p>
New!	Create a Video	Share a high-quality version of your presentation with virtually anyone by making a video of that presentation.	<ul style="list-style-type: none"> Click the File tab to open Backstage view. Click Save & Send and then click Create a Video.

	Features and Benefits	Description	Where to Find
New!	Co-authoring	Work with other people editing the same presentation, at the same time.	<ul style="list-style-type: none">• To see this feature, save your document to a SharePoint Foundation 2010 site or a Windows Live SkyDrive folder, and then have someone else open the document for editing while you are still in it.• You can automatically see where other editors are currently working in the document. You can also view a list of other editors from the Info tab in Backstage view or on the Status bar at the bottom of your screen. <p>Note: Co-authoring via Windows Live for PowerPoint 2010 will become available in the second half of calendar year 2010.</p>

	Features and Benefits	Description	Where to Find
Improved!	Streamlined communications	<p>Wherever you see presence information  for other authors or editors, point to the person's name for a contact card and initiate a conversation directly from within PowerPoint.</p> <p>For example, while simultaneously editing a presentation with others, start a conversation from either the Info tab in Backstage view or the Status bar at the bottom of your screen. Or, from within any presentation, point to an author or editor's name in File Properties, available from the Info tab in Backstage view.</p>	<ul style="list-style-type: none"> Wherever you see presence information for other editors, point to the person's name for a contact card from which you can initiate a conversation. <p>Note: Instant messaging and presence information requires one of the following: Office Communications Server 2007 R2 with Office Communicator 2007 R2, Windows Live Messenger, or another instant messaging application that supports IMessenger. Voice calls require Office Communications Server 2007 R2 with Office Communicator 2007 R2 or an instant messaging application that supports IMessengerAdvanced.</p>
Improved!	Compare and merge	Quickly compare multiple presentation versions and combine edits into a single presentation file.	<ul style="list-style-type: none"> On the Review tab, in the Compare group, click Compare.
Improved!	Record Slide Show	Use powerful recording functions to record narration and animation timings, as well as the new laser pointer, for playback during your slide show.	<ul style="list-style-type: none"> On the Slide Show tab, in the Set Up group, click Record Slide Show.

	Features and Benefits	Description	Where to Find
New!	Protected View	Presentations received in e-mail or downloaded from the Web automatically open in Protected View so that you can make a more informed decision before exposing your computer to potential vulnerabilities.	<ul style="list-style-type: none"> Opening in Protected View is automatic when you open a file that originated from an Internet location. A message bar appears below the Ribbon to indicate that your file has been opened in Protected View and gives you the option to enable editing. To manage Protected View settings, click the File tab to open Backstage view and then click Options. Click Trust Center and then click Trust Center Settings. Find options for working with Protected View on both the Protect View and File Block Settings tabs of the Trust Center dialog box.
New!	Accessibility Checker	Can your presentation be read by those with disabilities? The new Accessibility Checker inspects your presentation for accessibility issues and provides explanations along with step-by-step instructions for making corrections.	<ul style="list-style-type: none"> Click the File tab to open Backstage view. On the Info tab, click Check for Issues and then click Check Accessibility.

	Features and Benefits	Description	Where to Find
New!	Trusted Documents	Trusted Documents simplifies your PowerPoint 2010 experience by enabling you to eliminate security prompts for presentations you have already trusted.	<p>To manage trusted documents:</p> <ul style="list-style-type: none"> Click the File tab to open Backstage view and then click Options. In the PowerPoint Options dialog box, click Trust Center and then click Trust Center Settings. In the Trust Center dialog box, click Trusted Documents. <p>To add a trusted document:</p> <ul style="list-style-type: none"> When you open a presentation containing macros, on the Message Bar, click Enable Content.
New!	Save as Picture Presentation	Save a copy of your PowerPoint presentation with the content of each slide as a full-slide picture.	<ul style="list-style-type: none"> Click the File tab to open Backstage view and then click Save & Send. Click Change File Type and then click PowerPoint Picture Presentation.
New!	Share through Communicator "14"	With PowerPoint 2010 and Microsoft Communicator "14", you can now initiate a virtual meeting without leaving your work—share your application window as easily as sending an instant message. Or, share a presentation quickly and easily when you send it via instant message right from PowerPoint.	<ul style="list-style-type: none"> Click the File tab to open Backstage view. Find Send by Instant Message and Share Document Window on the Save & Send tab. <p>Note: Share through Communicator "14" requires Communicator "14" and Communications Server "14". Beta versions of Communicator "14" and Communications Server "14" will become available in the second half of calendar year 2010.</p>

	Features and Benefits	Description	Where to Find
Improved!	Language tools	Simplify and customize your multilingual experience. Multilingual users can easily access a single dialog box in PowerPoint 2010, where preferences can be set for editing, display, ScreenTip, and Help languages.	<ul style="list-style-type: none"> On the Review tab, in the Language group, click Language and then click Language Preferences. <p>Note: Changing these settings from any application changes them for all applicable Office 2010 applications.</p>
New and Improved!	Translation tools	Use on-demand translation and a Mini Translator to easily work across languages. Additionally, English assistance and Windows English text-to-speech playback are available from the Mini Translator, along with additional text-to-speech languages for download.	<ul style="list-style-type: none"> On the Review tab, in the Language group, click Translate. <p>Note: Additional text-to-speech languages are free and available to download from the Microsoft Download Center (http://www.microsoft.com/download).</p>

	Features and Benefits	Description	Where to Find
New!	Access your presentations on the Web	View and edit PowerPoint presentations right in a Web browser. Use PowerPoint Web App to extend your PowerPoint experience to the Web for high-fidelity viewing and lightweight editing in the familiar PowerPoint interface. Run your slide show, edit slide notes, and use some of the same formatting and editing tools that you know from PowerPoint.	<ul style="list-style-type: none">• For business use: Requires SharePoint Foundation 2010.• For personal use: Requires a free Windows Live ID.
Improved!	PowerPoint Mobile 2010	Stay up to the minute with PowerPoint Mobile 2010 to take action on the go with a familiar experience designed for small devices.	<ul style="list-style-type: none">• Office Mobile 2010 is not included in Office 2010 applications, suites, or Web Apps. It will be released on Windows phones (Windows Mobile 6.5 or above) by the general availability of Microsoft Office 2010.



Publisher 2010

Publisher 2010 helps you create, personalize, and share a wide range of professional-quality publications and marketing materials. You don't have to be a desktop publishing expert to effectively communicate your message in a variety of publication types. Whether you are creating brochures, newsletters, postcards, greeting cards, or e-mail newsletters, you can deliver quality results without having graphic design experience.

Bring Your Ideas to Life

	Features and Benefits	Description	Where to Find
Improved!	Object alignment technology	Updated alignment technology provides dynamic guides that show you suggested locations for objects (such as text boxes and images) as you drag them and allow you to easily align to existing objects. You get precise results while staying in control of the final layout in your publication or template.	<ul style="list-style-type: none">• Select an object on the page or, on the Insert tab, select an object to insert.• Drag the object to place it and note the appearance of alignment guides that appear as the object moves into alignment with existing images, shapes or text boxes on the page.

	Features and Benefits	Description	Where to Find
Improved!	Easier access to online templates	Templates created by both businesses and the Publisher user community are hosted online and can be easily accessed from within Publisher 2010. ³³ Customize any template you find to accommodate your specific needs.	<ul style="list-style-type: none"> Click the File tab on the Ribbon to open Backstage view and then click New.
Improved!	Save time by reusing content	Save and reuse content across multiple templates or publications, such as your organization's contact information or color schemes and font schemes that reflect your brand identity. Preview your changes as you customize templates with your content before you even create the publication.	<ul style="list-style-type: none"> Click the File tab to open Backstage view and then click New. Click the template category that you want and then click to select a template. Customize the template using the options in the pane on the right side of Backstage view and preview the changes as you make them. <p>To save your company information for use in your publications:</p> <ul style="list-style-type: none"> Click the File tab to open Backstage view. Click Info and then click Edit Business Information.

³³ As of general availability of Office 2010, community content such as shared templates and building blocks will be available in the following specific markets and language versions: Australia, Austria, Belgium (Dutch and French languages), Brazil, Canada (English and French languages), France, Germany, Hong Kong, India (English language), Italy, Japan, Korea, Latin America, Luxembourg, Mexico, Netherlands, Poland, Russian, Spain, Switzerland (French and German languages), Taiwan, United Kingdom, and the United States.. Community content may be enabled in additional versions after release, so please check Office.com periodically to see if your language and/or market is listed.

	Features and Benefits	Description	Where to Find
Improved!	Building Blocks	Select from galleries of built-in and community-submitted content, including borders, sidebars, graphics and more, to help you easily build professional-quality publications. You can also save your customized content as additional building blocks for reuse whenever you need them or to share with the Publisher community.	<p>To access Building Blocks:</p> <ul style="list-style-type: none"> On the Insert tab of the Ribbon, in the Building Blocks group, click Page Parts, Calendars, Borders & Accents, or Advertisements. <p>To create your own Building Blocks:</p> <ul style="list-style-type: none"> Right-click an object, graphic, text box or a selected combination of these. Click Save as Building Block and then click OK.
New!	Share with the Publisher User Community	Submit your custom Publisher 2010 templates and building blocks to Office.com to be hosted online as community content.	<p>To share a template:</p> <ul style="list-style-type: none"> Click the File tab to open Backstage view and then click Save & Send. Click Share with Template Community and then click Share. <p>To share a building block:</p> <p>Right-click a custom entry in any building block gallery for the option Share with Building Block Community.</p>

	Features and Benefits	Description	Where to Find
Improved!	Replace and edit pictures	Easily swap out pictures while preserving the look and layout of your publication. View the entire image while you drag to pan, resize to zoom, or crop photos within the picture area to display exactly the picture you want every time.	<p>To replace a picture:</p> <ul style="list-style-type: none"> Select the picture and then, on the Picture Tools Format tab, in the Adjust Group, click Change Picture. <p>To edit the picture displayed:</p> <ul style="list-style-type: none"> On the Picture Tools Format tab, in the Size group, click Crop. When the crop marks are visible, drag your image and notice that the picture boundaries do not move. Resize to zoom, drag to pan, or crop the image to display desired picture elements within the allotted image area.
Improved!	Picture placeholders	Click the icon in the center of a picture placeholder (formerly called a picture frame) to add a picture from your files. When you insert a picture, the placeholder remains the size you made it and it is filled with the inserted picture. The improved cropping tool turns on automatically if needed so that you can view and adjust your picture to fit exactly as you want it within the placeholder area.	<ul style="list-style-type: none"> On the Insert tab, in the Illustrations group, click Picture Placeholder.

	Features and Benefits	Description	Where to Find
New!	Picture captions	Select from a gallery of caption formatting and layout options, such as placing the caption at the top, bottom, or sides of your photos, or overlaying text.	<ul style="list-style-type: none"> Select a picture or picture placeholder in your publication. On the Picture Tools Format tab, in the Picture Styles group, click Captions.
New!	Swap pictures	Swap the position of any two selected pictures on a publication page, or swap just their formatting, to fine-tune your page layout with just a click.	<ul style="list-style-type: none"> Select two images on a page in your publication or template. Then, on the Picture Tools Format tab, in the Swap group click Swap. Or, click the arrow below the Swap command for the Swap Formatting Only option.
New!	OpenType typography	Add a new level of sophistication to your publications by using typography features available in many OpenType fonts, including stylistic sets, stylistic alternates, true small caps, number styles, ligatures, and OpenType kerning.	<ul style="list-style-type: none"> Select text in any text box. Then, on the Text Box Tools Format tab, find OpenType typography features in the Typography group. <p>Note: When you apply small caps formatting through the Font group on the Text Box Tools Format tab, true small caps are used automatically in fonts that include this functionality.</p>

	Features and Benefits	Description	Where to Find
New!	Live Preview	Save time and get exactly the formatting you want by previewing formatting for text and objects before you apply it. Just point to options in a formatting gallery, such as Shape Fill or Font, and immediately see a preview of that formatting on your selected content.	<ul style="list-style-type: none"> • Select text or an object (such as a table or a picture) and then point to options in applicable formatting galleries to see a preview of the formatting on your content. <p>For example, select a picture and then, on the Picture Tools Format tab, in the Picture Styles group, point to picture styles in the gallery to preview them on your selected image.</p>
New!	Paste with Live Preview	Effortlessly reuse text by previewing how content will look when it is copied and pasted.	<ul style="list-style-type: none"> • Click into the text box where you intend to paste your copied text. • On the Home tab, in the Clipboard group, click the arrow beneath the Paste button to view Paste Options. Or, right click at the insertion point to view Paste Options. Then, point to individual Paste Options to preview results and click your preferred option to paste.



	Features and Benefits	Description	Where to Find
Improved!	Color palette	The color palettes you use to format text and objects now provide additional options that coordinate with your selected color scheme, including a range of tints and shades of each of your scheme colors. The Shape Fill color palette also provides a gallery of quick access gradient options.	<ul style="list-style-type: none"> Select text or an object in your publication and then view any color palette for formatting that object. For example, select a shape or text box. Then, on the Drawing Tools Format tab, in the Shape Styles group, click Shape Fill.
Improved!	Table AutoFormat	Save time and improve the look of tables in your publications with a wide range of built-in table styles. Preview and apply styles easily from the Table Formats gallery or open the familiar Table AutoFormat dialog box to customize table styles.	<ul style="list-style-type: none"> Select a table in your publication. On the Table Tools Design tab, in the Table Formats group, explore the Table Formats gallery or, at the bottom of the gallery, click Table AutoFormats.
	Design schemes	Select from dozens of color schemes and font schemes or create your own. Design schemes make it easy to quickly customize a template and apply your organization's brand identity for a head start on creating your own professional-quality publications.	<ul style="list-style-type: none"> On the Page Design tab, in the Schemes group, explore Color Schemes and Font Schemes. At the bottom of both galleries, find the option to create your own.
	Run the Design Checker to identify and fix common design errors	Identify and correct unintended desktop, commercial print and e-mail problems.	<ul style="list-style-type: none"> Click the File tab to open Backstage view. Click Info and then click Run Design Checker.

	Features and Benefits	Description	Where to Find
New!	Hide scratch area	The Publisher scratch area surrounds the publication and allows objects to be placed off-page for convenient retrieval or partially off-page for creating edge-to-edge bleeds. When you place objects on the scratch area, Publisher 2010 now gives you the option to hide or show that content as needed. Just click to hide scratch area content and see only the printed page; then click again to restore it.	<ul style="list-style-type: none"> On the View tab, in the Show group, select Scratch Area to show content on the scratch area. Clear the selection to hide scratch area content.
New!	Mini Toolbar	When you select text, the transparent Mini Toolbar appears briefly beside your selection. Point to the toolbar and it becomes solid, giving you quick access to several common text formatting commands.	<p>To use the Mini Toolbar:</p> <ul style="list-style-type: none"> Select text. When you see the transparent toolbar appear, point to it to access its commands. You can then make selections or move the toolbar as needed. <p>To enable the Mini Toolbar:</p> <ul style="list-style-type: none"> If the Mini Toolbar does not appear automatically, click the File tab to open Backstage view and then click Options. Enable the Mini Toolbar on the General tab of the Options dialog box.

	Features and Benefits	Description	Where to Find
New!	Ribbon	New to Publisher 2010, the enhanced Ribbon is available across Office 2010 applications so you can access more commands quickly. Customize or create your own tabs on the Ribbon to personalize the Office 2010 experience to your work style.	<ul style="list-style-type: none"> The Ribbon replaces the menus and toolbars found on the top of the screen. To customize the Ribbon, in Backstage view, click Options and then click Customize Ribbon.
New!	Backstage view	Backstage view replaces the traditional File menu to let you get started, share, print, and publish with just a few clicks.	<ul style="list-style-type: none"> Click the File tab (which appears to the left of the Home tab on the Ribbon) to open Backstage view.
	Easily categorize and access your own templates	Categorize and access your own templates easily using My Templates.	<ul style="list-style-type: none"> Click the File tab to open Backstage view and then click Save As. In the Save as type box, select Publisher Template (*.pub) to select or specify a category. To access My Templates, click the File tab to open Backstage view and then click New.
New!	64-bit version	Maximize new and existing 64-bit hardware investments with the 64-bit version of Office 2010.	Note: This option can only be installed on 64-bit systems. For installation instructions and more information visit: http://office.com/office64setup .

Easily Print and Share

	Features and Benefits	Description	Where to Find
Improved!	Integrated print experience	Adjust print settings while viewing a large print preview of your publication—no need to switch back and forth between multiple screens to see the impact of your changes. View page boundaries, page numbers, sheet rulers and other key print information. You can also use the new backlight feature to see “through” the paper to preview the other side of your publication, so that your page “flips” exactly as you want it.	<ul style="list-style-type: none">• Click the File tab to open Backstage view and then click Print.• Set your multipage publication to print two-sided to enable the backlight slider control at the upper-right of the preview pane.
Improved!	Commercial and digital printing support	Documents designed for printing in larger quantities at higher-quality often have different color needs. Publisher 2010 supports a variety of color models including four-color process and spot color printing, CMYK composite postscript, save as PDF, support for Pantone® colors - PMS and the NEW! Pantone GOE color system.	<ul style="list-style-type: none">• Click the File tab to open Backstage view. Click Info and then click Commercial Print Settings to select a color model as well as to manage embedded fonts and other settings.• When you are ready to send your presentation to print, in Backstage view, click Save & Send and then click Save for a Commercial Printer.

	Features and Benefits	Description	Where to Find
Improved!	Create PDF or XPS	Quickly create the perfect PDF or XPS version of your publication. Expanded output options—including the ability to password-protect PDF files—make it easy to share for commercial or desktop printing, e-mail, or viewing online.	<ul style="list-style-type: none"> Click the File tab to open Backstage view. Click Save & Send and then click Create PDF/XPS Document. <p>Note: You can also save a copy of your publication in any of several image formats, such as JPEG, for easy printing and sharing. No add-ins are required. To access available image formats, in Backstage view, on the Save & Send tab, click Change File Type.</p>
Improved!	Language tools	Simplify and customize your multilingual experience. Easily access a single dialog box in Publisher 2010, where you can set preferences for editing, display, ScreenTip, and Help languages.	<ul style="list-style-type: none"> On the Review tab, in the Language group, click Language and then click Language Preferences. <p>Note: Changing these settings from any application changes them for all applicable Office 2010 applications.</p>
	Create and manage your customer list	The Mailings tab on the Ribbon makes it even more efficient to create and manage a single customer list in Publisher. Combine and edit customer lists from multiple sources. Then personalize your publications and marketing materials for additional impact.	<ul style="list-style-type: none"> On the Mailings tab, in the Start group, click Select Recipients.

Features and Benefits	Description	Where to Find
Send e-mail newsletters	Formatting and design stays intact when you send e-mail newsletters to a variety of Web-based and e-mail applications.	<ul style="list-style-type: none"> • Open an e-mail newsletter. • Click the File tab to open Backstage view. Click Save & Send and then click Send Using E-mail for the options to send the current page or all pages of your newsletter.
Send files from within Publisher	E-mail Publisher files, or PDF or XPS files created in Publisher, as e-mail attachments.	<ul style="list-style-type: none"> • Click the File tab to open Backstage view and then click Save & Send. Click Send Using E-mail for the options to send your file as an e-mail attachment.



SharePoint Workspace 2010

SharePoint Workspace 2010³⁴ expands the boundaries of collaboration by allowing fast, anytime, anywhere access to your SharePoint team sites. Synchronize Microsoft SharePoint Server 2010 content with SharePoint Workspace so you can access, view, and edit files from your computer. Working across teams is also much easier when you can co-author documents simultaneously with other people in SharePoint Workspace and automatically synchronize changes to SharePoint Server 2010 without additional steps. SharePoint Workspace 2010 ushers in an entirely new way of working with your SharePoint team sites.

Bring Your Ideas to Life

	Features and Benefits	Description	Where to Find
New!	Direct folder access	Access your SharePoint and Groove workspaces directly from Windows folders.	<ul style="list-style-type: none">• On the Windows taskbar, click the Windows Start button and then click your name (profile).• Double-click to open the Workspaces folder. From here you can navigate to your spaces where you can open, add or remove files as you need.

³⁴ SharePoint Workspace is the new name for Microsoft Office Groove.

	Features and Benefits	Description	Where to Find
New!	Search	When you choose to synchronize sites to your PC, they are automatically indexed locally by Windows Search.	<ul style="list-style-type: none"> On the Windows taskbar, click the Windows Start button and then type your keywords in the Search box.
New!	64-bit version	Maximize new and existing hardware investments with the 64-bit version of Office 2010.	<p>Note: This option can only be installed on 64-bit systems. For installation instructions and more information visit: http://office.com/office64setup.</p>
	Groove Workspaces	Groove workspaces allow you to collaborate with advanced security directly between team members without SharePoint Server.	<ul style="list-style-type: none"> On the SharePoint Workspaces Launchbar, on the Home tab of the Ribbon, click New and then click Groove Workspace. Type a name for your workspace and then click Create to open the workspace. You can then add content and invite others.
New!	Ribbon	The Ribbon replaces traditional menus and toolbars with a fresh, highly visual layout of commands, grouped logically in tabs, to help you find the features you need fast. The new Ribbon is also customizable to meet your personal work style.	<ul style="list-style-type: none"> Appears at the top of your screen. In Backstage view, click Options to customize the Ribbon.
New!	Backstage view	The Backstage view replaces the File menu to help you get to the tasks you need and complete your work more efficiently.	<ul style="list-style-type: none"> Click the File tab to open Backstage view.

	Features and Benefits	Description	Where to Find
	Support for check in and check out	Check in and check out files from a SharePoint Server site via the SharePoint Workspace desktop application.	<ul style="list-style-type: none"> • Open a SharePoint Workspace (you must also have access to the original SharePoint site via the network). • In the left pane, navigate to Files and then, in the right pane, select any file. On the Home tab of the Ribbon, click Check Out or Check In.
New!	Review SharePoint properties	SharePoint Workspace 2010 automatically synchronizes a document's properties from the SharePoint Server so you can review them with ease.	<ul style="list-style-type: none"> • Open a SharePoint Workspace (you must also have access to the original SharePoint site via the network). • In the left pane, navigate to Shared Documents and then, in the right pane, select any document. On the Home tab, click Properties and then click SharePoint.
Improved!	Quick access to your SharePoint site	Easily click back to the original SharePoint site even when working in SharePoint Workspace.	<ul style="list-style-type: none"> • Click the bread crumb trail that is displayed above the tool.

	Features and Benefits	Description	Where to Find
Improved!	Streamlined communications	Presence information is available in SharePoint Workspace 2010 so you can view availability of a person through rich presence information and initiate a conversation through instant messaging, all without leaving SharePoint Workspace.	<ul style="list-style-type: none"> On the SharePoint Workspace 2010 Launchbar, click the Contacts bar at the bottom of the screen. Then, double-click a person's name to start an instant message session. <p>Note: Presence is integrated in the SharePoint Workspace 2010 Launchbar and does not require a separate instant messaging program.</p>
New!	InfoPath Forms easily synced from SharePoint sites	Automatically synchronize InfoPath Forms to your PC. Add or delete records and be confident that the data will automatically synchronize with your SharePoint Server.	<ul style="list-style-type: none"> Open a SharePoint 2010 Server site in your browser. Click Site Actions and then click Sync to Computer. In the SharePoint Workspace 2010 dialog box, click Configure to select a subset of content. Select any SharePoint list that has been upgraded with InfoPath Forms. After synchronization completes, those forms will display in SharePoint Workspace as well.

	Features and Benefits	Description	Where to Find
New!	Support for SharePoint Business Connectivity Services	SharePoint Business Connectivity Services (BCS) enables connections to external data sources—including read and write access to line-of-business applications. When combined with SharePoint Workspace’s offline capability, you can review your external data inside SharePoint Workspace and even make changes to the data. SharePoint Workspace synchronizes your changes directly to the external data source.	<ul style="list-style-type: none">• Open a SharePoint Server 2010 site in your browser.• Click Site Actions and then click Sync to Computer. In the SharePoint Workspace 2010 dialog box, click Configure to select a subset of content.• Select any SharePoint 2010 list that is enabled for Business Connectivity Services.• After sync completes, that data will display in SharePoint Workspace as well.

	Features and Benefits	Description	Where to Find
New!	Synchronize your content directly from SharePoint Server 2010 to your PC	Right from SharePoint Server 2010, initiate a download of your site and synchronize it to your computer.	<ul style="list-style-type: none"> • Open a SharePoint Server 2010 site in your browser. • Click Site Actions and then click Sync to Computer. In the SharePoint Workspace 2010 dialog box, click OK to download all content. • Alternately, click the Sync tab on the Ribbon and click Sync.
New!	Choose to take a subset of libraries and lists from SharePoint Server	Take only the SharePoint Server content you want offline. Just a single folder? No problem.	<ul style="list-style-type: none"> • Open a SharePoint Server 2010 site in your browser. • Click Site Actions and then click Sync to Computer. In the SharePoint Workspace 2010 dialog box, click Configure to select the content you need.
New!	Save bandwidth — only changes are synced	SharePoint Workspace now supports synchronizing only changes in files—not the entire file—every time. Save time and bandwidth.	<ul style="list-style-type: none"> • Requires SharePoint Server 2010 and SharePoint Foundation 2010.

	Features and Benefits	Description	Where to Find
New!	SharePoint Workspace Mobile 2010	Take your SharePoint files offline on your phone with Microsoft SharePoint® Workspace Mobile 2010, a new application in Office Mobile 2010. Browse document libraries and other lists right from your Windows phone. Open documents directly from Microsoft SharePoint Server 2010 for viewing or editing, in Word Mobile 2010, Excel Mobile 2010, and PowerPoint Mobile 2010, and save them directly back to the server. Easily sync documents on your smartphone with a single touch—when a document is modified on the server, the copy on your Windows phone will be synced automatically.	<ul style="list-style-type: none"> Office Mobile 2010 is not included in Office 2010 applications, suites, or Web Apps. It will be released on Windows phones (Windows Mobile 6.5 or above) by the general availability of Microsoft Office 2010.





Word 2010

Word 2010 offers the best of all worlds: enhanced features to create professional-quality documents, easier ways to work together with people, and almost-anywhere access to your files. Designed to give you the finest document-formatting tools, Word 2010 helps you organize and write your documents more easily and efficiently. In addition, you can save documents online and access, edit and share them from almost any Web browser.³⁵ Your documents stay within reach so you can capture your best ideas when and where they occur.

Bring Your Ideas to Life

	Features and Benefits	Description	Where to Find
Improved!	Navigation Pane	The improved Navigation Pane (formerly called the Document Map) transforms the document navigation experience, enabling you to browse your document by headings or reorganize document contents with a simple click and drag.	<ul style="list-style-type: none"> On the View tab, in the Show group, select Navigation Pane.

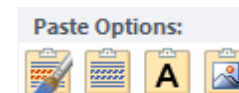
³⁵ Office Web Apps require SharePoint Foundation 2010 (for business) or a free Windows Live ID (for personal use), as well as an appropriate device, Internet access, and a supported Internet Explorer, Firefox or Safari browser.

	Features and Benefits	Description	Where to Find
New and Improved!	Find experience	Search for text or browse objects directly from the improved Navigation Pane. See results easily with automatic hit highlighting or browse a summary of results in the new search results pane and just click to access any individual result.	<ul style="list-style-type: none"> On the Home tab, in the Editing group, click Find to open the Navigation Pane. Type a search term in the Search box or click the drop-down arrow on the right side of the Search box for additional search options including access to the Find and Replace dialog boxes.
New!	Text effects	Add formatting effects such as shadows, reflections, and bevels directly to document text as easily as applying bold or underline. You can spell check text that uses text effects or even add text effects to character, paragraph, list, or table styles.	<ul style="list-style-type: none"> On the Home tab, in the Font group, click Text Effects . <p>Note: Additional text effects are available through the Text Effects dialog box. To access this dialog box, on the Home tab, in the Font group, click the dialog launch icon . Then, at the bottom of the Font dialog box, click Text Effects.</p>
New!	OpenType typography	Add a new level of sophistication to your documents by using typography features available in many OpenType fonts, including stylistic sets, ligatures, number forms and number spacing, and OpenType kerning.	<ul style="list-style-type: none"> On the Home tab, in the Font group, click the dialog launch icon to open the Font dialog box. Find OpenType features including ligatures, stylistic sets and more on the Advanced tab of that dialog box.

	Features and Benefits	Description	Where to Find
New and Improved!	Picture editing	Be your own graphic artist and edit photos without using additional photo-editing programs. Explore Color and Correction galleries for Color Saturation, Color Tone, Recolor, Sharpen and Soften, and Brightness and Contrast. Add an artistic flair with effects such as photocopy, marker, line drawing, glass, pastels and more. Or, use the improved Crop and new Remove Background features to display exactly what you want to show for every picture in your documents.	<ul style="list-style-type: none"> Select a picture in your document. Or, on the Insert tab, in the Illustrations group, click Picture to insert a picture from your files. The Picture Tools Format tab appears automatically when a picture is selected. Find Artistic Effects, Remove Background, Color, and Correction tools in the Adjust group. Find Crop in the Size group.
Improved!	Additional Office themes	<p>Enjoy a wide range of additional, professionally-designed Office themes. Apply a coordinated set of fonts, colors, and graphic effects with just one click.</p> <p>You can also apply the same theme fills to shapes that are available in PowerPoint 2010 as slide backgrounds, for even more options to coordinate all of your Office 2010 documents.</p>	<ul style="list-style-type: none"> On the Page Layout tab, in the Themes group, click Themes. <p>Note: To access additional theme fills for shapes, select a shape in your Word 2010 document and then, on the Drawing Tools Format tab, in the Shape Styles group, expand the Shape Styles gallery and then point to Additional Theme Fills.</p>

	Features and Benefits	Description	Where to Find
Improved!	Additional SmartArt graphics	Create professional-quality diagrams as easily as typing a bulleted list. Office 2010 adds dozens of additional SmartArt layouts for even more choices to help you convey related ideas and non-linear concepts with greater visual impact. Also explore improved tools for working with picture diagrams.	<ul style="list-style-type: none"> On the Insert tab, in the Illustrations group, click SmartArt and then select a SmartArt layout. The SmartArt Tools Design and Format tabs appear automatically whenever your insertion point is in a SmartArt graphic.
Improved!	Shapes and shape effects	Select from an expanded selection of shapes and take advantage of improved functionality for shapes, such as the ability to simply start typing to add text to a selected shape. Additionally, use improved formatting effects including bevels, reflections, shadows, and more to format shapes much as you do pictures. Improved Shape Styles also automatically coordinate with the shape effects from your active document theme.	<ul style="list-style-type: none"> To view and insert available shapes, on the Insert tab, in the Illustrations group, click Shapes. To view and apply available shape effects, select a shape in your document. The Drawing Tools Format tab appears automatically when a shape is selected. Explore the Shape Styles group on the Drawing Tools Format tab for individual Shape Effects and Shape Styles that automatically coordinate with the active theme in your document.
New!	Selection Pane	Manage graphics more easily with selection and visibility tools. The Selection Pane enables you to easily select any graphic on the page. You can also rename or hide selected graphics with just a click.	<ul style="list-style-type: none"> On the Home tab, in the Editing group, click Select and then click Selection Pane.


	Features and Benefits	Description	Where to Find
New!	Insert Screenshot	Take screenshots in your other open windows directly from Word. Or, select from a gallery of available screenshots automatically populated by your open windows.	<ul style="list-style-type: none"> On the Insert tab, in the Illustrations group, click Screenshot.
New!	Recover Unsaved Versions	Work on that document for a while and then accidentally close without saving? No problem. Word 2010 lets you recover unsaved versions as easily as opening any file. And, for previously saved files, you can view up to five autosaved versions of your files as you work, right from Backstage view.	<ul style="list-style-type: none"> Click the File tab to open Backstage view. On the Info tab, under the Versions heading, view available autosaved versions or click Manage Versions to access Recover Unsaved Documents.
New!	Paste with Live Preview	Effortlessly reuse content by previewing how information will look when it is copied and pasted.	<ul style="list-style-type: none"> When you're ready to paste content, click where you intend to paste in the document. On the Home tab, in the Clipboard group, click the arrow beneath the Paste button to view Paste Options. Or, right click at the insertion point to view Paste Options. Then, point to individual Paste Options to preview results and click your preferred option to paste.



	Features and Benefits	Description	Where to Find
Improved!	Contextual spelling checker	The context-sensitive spelling checker can now correct more spelling errors when the word is correct in spelling but used incorrectly in the sentence.	<ul style="list-style-type: none"> On the Review tab, in the Proofing group, click Spelling & Grammar.
New!	Linked Notes	Review and share information about your documents more easily with Linked Notes. Take notes in OneNote 2010 that automatically link to the active location in your Word document.	<ul style="list-style-type: none"> Open or save a new Word 2010 document. Then, on the Review tab, in the OneNote group, click Linked Notes.
New!	64-bit version	Maximize new and existing 64-bit hardware investments with the 64-bit version of Office 2010.	<p>Note: This option can only be installed on 64-bit systems. For installation instructions and more information visit: http://office.com/office64setup.</p>
Improved!	Ribbon	The enhanced Ribbon is available across Office 2010 applications so you can access more commands quickly. Customize or create your own tabs on the Ribbon to personalize the Office 2010 experience to your work style.	<ul style="list-style-type: none"> The Ribbon appears at the top of the screen. To customize the Ribbon, click the File tab to open Backstage view. Click Options and then click Customize Ribbon.
New!	Backstage view	Get to the tasks you need and complete your work more efficiently. Backstage view, available across Office 2010 applications, replaces the File menu from previous Microsoft Office versions.	<ul style="list-style-type: none"> Click the File tab to open Backstage view.

Work Together More Effectively

	Features and Benefits	Description	Where to Find
New!	Co-authoring	Work with other people editing the same document, at the same time.	<ul style="list-style-type: none">• To see this feature, save your document to a SharePoint Foundation 2010 site or a Windows Live SkyDrive folder, and then have someone else open the document for editing while you are still in it.• You can automatically see where other editors are currently working in the document. You can also view a list of other editors from the Info tab in Backstage view or on the Status bar at the bottom of your screen. <p>Note: Co-authoring via Windows Live for Word 2010 will become available in the second half of calendar year 2010.</p>

	Features and Benefits	Description	Where to Find
Improved!	Streamlined communications	<p>Wherever you see presence information  for other authors or editors, point to the person's name for a contact card and initiate a conversation directly from within Word.</p> <p>For example, while simultaneously editing a document with others, start a conversation from either the Info tab in Backstage view or the Status bar at the bottom of your screen. Or, from within any document, point to an author or editor's name in File Properties, available from the Info tab in Backstage view.</p>	<ul style="list-style-type: none"> Wherever you see presence information for other editors, point to the person's name for a contact card from which you can initiate a conversation. <p>Note: Instant messaging and presence information requires one of the following: Office Communications Server 2007 R2 with Office Communicator 2007 R2, Windows Live Messenger, or another instant messaging application that supports IMessenger. Voice calls require Office Communications Server 2007 R2 with Office Communicator 2007 R2 or an instant messaging application that supports IMessengerAdvanced.</p>

	Features and Benefits	Description	Where to Find
New!	Protected View	Documents received in e-mail or downloaded from the Web automatically open in Protected View so that you can make a more informed decision before exposing your computer to potential vulnerabilities.	<ul style="list-style-type: none"> Opening in Protected View is automatic when you open a file that originated from an Internet location. A message bar appears below the Ribbon to indicate that your file has been opened in Protected View and gives you the option to enable editing. To manage Protected View settings, click the File tab to open Backstage view and then click Options. Click Trust Center and then click Trust Center Settings. Find options for working with Protected View on both the Protect View and File Block Settings tabs of the Trust Center dialog box.
New!	Accessibility Checker	Can your document be read by those with disabilities? The new Accessibility Checker inspects your document for accessibility issues and provides explanations along with step-by-step instructions for making corrections.	<ul style="list-style-type: none"> Click the File tab to open Backstage view. On the Info tab, click Check for Issues and then click Check Accessibility.

	Features and Benefits	Description	Where to Find
New!	Trusted Documents	Trusted Documents simplifies your Word 2010 experience by enabling you to eliminate security prompts for documents you have already trusted.	<p>To manage trusted documents:</p> <ul style="list-style-type: none"> Click the File tab to open Backstage view and then click Options. In the Word Options dialog box, click Trust Center and then click Trust Center Settings. In the Trust Center dialog box, click Trusted Documents. <p>To add a trusted document:</p> <ul style="list-style-type: none"> When you open a document containing macros, on the Message Bar, click Enable Content.
New!	Share through Communicator “14”	With Word 2010 and Microsoft Communicator “14”, you can now initiate a virtual meeting without leaving your work—share your application window as easily as sending an instant message. Or, share a document quickly and easily when you send it via instant message right from Word.	<ul style="list-style-type: none"> Click the File tab to open Backstage view. Find Send by Instant Message and Share Document Window on the Save & Send tab. <p>Note: Share through Communicator “14” requires Communicator “14” and Communications Server “14”. Beta versions of Communicator “14” and Communications Server “14” will become available in the second half of calendar year 2010.</p>

	Features and Benefits	Description	Where to Find
Improved!	Language tools	Simplify and customize your multilingual experience. Multilingual users can easily access a single dialog box in Word 2010, where preferences can be set for editing, display, ScreenTip, and Help languages.	<ul style="list-style-type: none"> On the Review tab, in the Language group, click Language and then click Language Preferences. <p>Note: Changing these settings from any application changes them for all applicable Office 2010 applications.</p>
Improved!	Translation tools	Use on-demand translation, full document translations, and a Mini Translator to easily work across languages. Additionally, English assistance and Windows English text-to-speech playback are available from the Mini Translator, along with additional text-to-speech languages for download.	<ul style="list-style-type: none"> On the Review tab, in the Language group, click Translate. <p>Note: Additional text-to-speech languages are free and available to download from the Microsoft Download Center (http://www.microsoft.com/download).</p>
Improved!	Content Controls	Content controls were introduced in Word 2007 for easily creating powerful forms and reusing dynamic content throughout your documents. Word 2010 adds the widely requested Check Box control for even more versatile form design.	<ul style="list-style-type: none"> On the Developer tab, in the Controls group, explore available content controls, including the new check box control. <p>Note: If you do not see the Developer tab on the Ribbon, click the File tab to open Backstage view and then click Options. Click Customize Ribbon and then, on the right side of the dialog box, select Developer.</p>

Anywhere Access to Your Work

	Features and Benefits	Description	Where to Find
New!	Access your documents on the Web	View and edit Word documents right in a Web browser. Use Word Web App to extend your Word experience to the Web for high-fidelity viewing and lightweight editing in the familiar Word interface, with some of the same formatting and editing tools that you know from Word.	<ul style="list-style-type: none">• For business use: Requires SharePoint Foundation 2010.• For personal use: Requires a free Windows Live ID. Editing in Word Web App on Windows Live will become available in the second half of calendar year 2010.
Improved!	Word Mobile 2010	Stay up to the minute with Word Mobile 2010 to take action on the go with a familiar experience designed for small devices.	<ul style="list-style-type: none">• Office Mobile 2010 is not included in Office 2010 applications, suites, or Web Apps. It will be released on Windows phones (Windows Mobile 6.5 or above) by the general availability of Office 2010.

Resources

Trial downloads:

- Visit <http://office.com> after general availability of Office 2010 for information about trial versions.

Online help:

- Office Online: <http://office.com>

Official Office 2010 product blogs:

Get the latest updates and news from the creators of Office 2010.

- Microsoft Word 2010:
http://blogs.msdn.com/microsoft_office_word
- Microsoft Outlook 2010:
<http://blogs.msdn.com/outlook>
- Microsoft Excel 2010:
<http://blogs.msdn.com/excel>
- Microsoft PowerPoint 2010
<http://blogs.msdn.com/powerpoint>
- Microsoft OneNote 2010:
http://blogs.msdn.com/david_rasmussen
- Microsoft Access 2010:
<http://blogs.msdn.com/access>

- Microsoft Publisher 2010:
http://blogs.msdn.com/microsoft_office_publisher Microsoft SharePoint Workspace 2010:
http://blogs.msdn.com/sharepoint_workspace_development_team
- Microsoft InfoPath 2010:
<http://blogs.msdn.com/infopath/default.aspx>
- Microsoft Office Web Apps:
<http://blogs.msdn.com/officewebapps>
- Microsoft Office Global Experience:
http://blogs.technet.com/office_global_experience
- Microsoft Office 2010 Engineering:
<http://blogs.technet.com/office2010/default.aspx>

PowerPivot for Excel 2010:

- Visit <http://www.powerpivot.com>

Additional information for developers and IT professionals:

- IT Professionals:
<http://technet.microsoft.com/office/ee263913.aspx>
- Office Developer Center: <http://msdn.microsoft.com/office>
- VSTO Developer Center: <http://msdn.microsoft.com/vsto>

Feature Requirements/Disclosures

System Requirements

Office 2010 was built to maximize performance across the hardware you already own, while also positioning you for future hardware innovations such as 64-bit chips, advanced graphics cards, multi-core processors and alternative form factor devices.

Following are minimum system requirements for Microsoft Office Professional Plus 2010:

Processor	500 MHz processor; 1 GHz required for Outlook with Business Contact Manager
Memory	256 MB RAM; 512 MB recommended for graphics features, Outlook Instant Search, Outlook with Business Contact Manager, and certain advanced functionality.
Hard disk	3.0 GB available disk space
Display	1024x768 or higher resolution monitor
Operating system	Windows XP with Service Pack (SP) 3 (32-bit operating system (OS) only) or Windows Vista® with SP1, Windows 7, Windows Server® 2003 R2 with MSXML 6.0, Windows Server 2008, or later 32- or 64-bit OS.
Graphics	Graphics hardware acceleration requires a DirectX® 9.0c graphics card with 64 MB or more video memory.
Additional Notes	<ul style="list-style-type: none">• Certain advanced functionality requires connectivity to Microsoft Exchange Server 2010, Microsoft SharePoint Server 2010, Microsoft Office Communications Server 2007 R2, and/or Microsoft SharePoint Foundation 2010.• Certain features require Windows Search 4.0.• Internet functionality requires an Internet connection.• Certain online functionality requires a Windows Live ID.• Certain features require Internet Explorer (IE) 6 or later, 32-bit browser only.• Viewing a PowerPoint presentation broadcast requires one of the following browsers: Internet Explorer 7 or later for Windows, Safari 4 or later for Mac, or Firefox 3.5 or later for Windows, Mac or Linux.• Certain OneNote features require Windows Desktop Search 3.0, Windows Media® Player 9, Microsoft ActiveSync® 4.1, microphone, audio output device, video recording device, TWAIN-compatible digital camera, or scanner. Send to OneNote Print Driver and Integration with Business Connectivity Services require Microsoft .NET Framework 3.5 and/or Windows XPS features.• Product functionality and graphics may vary based on your system configuration. Some features may require additional or advanced hardware or server connectivity; visit http://www.office.com/products.

To obtain system requirements for all Microsoft Office 2010 suites and standalone applications, visit [Office.com](http://www.office.com).



Office Mobile 2010

- Office Mobile 2010 is not included in Office 2010 applications, suites, or Web Apps.
- Office Mobile 2010 will be released on Windows phones (Windows Mobile 6.5 or above) by the general availability of Office 2010.
- Using Office Mobile 2010 on a non-touch screen device will result in limited functionality.
- Windows Mobile Device Center 6.1 works with the following versions of Windows: Windows 7 Ultimate, Windows 7 Professional, Windows 7 Home Premium, Windows 7 Starter, Windows Vista Ultimate, Windows Vista Enterprise, Windows Vista Business, Windows Vista Home Premium, Windows Vista Home Basic, and Windows Server 2008.

Office Web Apps

Office Web Apps are online companions to Microsoft Office and require the following:

- **For businesses and institutions:** Office Web Apps require SharePoint Foundation 2010.
- **For personal use:** Office Web Apps require a free Windows Live ID. OneNote Web App and editing via Word Web App will become available on Windows Live in the second half of calendar year 2010.
- Supported browsers for Office Web Apps include Windows Internet Explorer 7 or later for Windows, Safari 4 or later for Mac and Firefox 3.5 or later for Windows, Mac, or Linux.
- Supported mobile viewers for Word, Excel, and PowerPoint Web Apps on SharePoint 2010 include Internet Explorer on Windows Mobile 5 or later, Safari 4 on iPhone 3G or 3GS, BlackBerry 4.x and later, Nokia S60, NetFront 3.4, 3.5 and later, Opera Mobile 8.65 and later, and Openwave 6.2, 7.0 and later.

PowerPivot for Excel 2010

- PowerPivot for Excel 2010 is available as a separate, free download at: <http://www.powerpivot.com>

Links provided in this product guide

- Some links provided in this guide will not be available until after the general availability of Microsoft Office 2010.

This document is provided "as-is." Information and views expressed in this document, including URL and other Internet Web site references, may change without notice. You bear the risk of using it.

Some examples depicted herein are provided for illustration only and are fictitious. No real association or connection is intended or should be inferred.

This document does not provide you with any legal rights to any intellectual property in any Microsoft product. You may copy and use this document for your internal, reference purposes.

© 2010 Microsoft Corp. All rights reserved.