

Microsoft Office Mobile 2010 Overview

Sometimes you need to work when you're moving between point A and point B. Microsoft® Office Mobile 2010 brings the powerful Microsoft Office 2010 tools you use every day at work, home or school to your mobile phone with a rich interface especially designed for small devices.¹ From viewing and editing your Office documents with high fidelity to taking notes while on the go, Office Mobile provides you with a world-class experience to help you stay productive wherever and whenever you do your best work.

1 Experience an intuitive, touch-friendly user interface

Office Mobile 2010 integrates with your Windows® phone to offer an intuitive experience. Use natural gestures to touch through menus and easily flick your way through a file for quick navigation with simple clicks, drags, and taps.

2 Stay connected from anywhere with SharePoint Workspace Mobile

Take your Microsoft® SharePoint® Server 2010 files offline on your phone with Microsoft SharePoint Workspace Mobile 2010, a new application in Office Mobile 2010. Browse document libraries and lists right from your smartphone. Open documents directly for viewing or editing in Microsoft Word Mobile 2010, Microsoft Excel® Mobile 2010 and Microsoft PowerPoint® Mobile 2010, and sync them back to SharePoint 2010 once reconnected. Best of all, sync documents on your smartphone with a single touch so you never miss a beat.

3 Use PowerPoint Mobile as a presentation aid

When delivering a presentation, your notes are just as important as your presentation itself. Many times you don't have the luxury of using multiple monitors—one for showing your presentation and another for viewing your notes.

With PowerPoint Mobile 2010 and the Presentation Companion, a second monitor is always readily available. You can now 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 phone can even be used to advance your slides!

4 View and edit your documents with confidence

You can open Office documents created on a desktop application and view them on your smartphone with high fidelity, with Text Reflow technology in Office Mobile 2010. When you edit and save your file, rich formatting, such as tables, charts and SmartArt® graphics, will be preserved.² With Office Mobile 2010, you'll get a high-quality viewing experience adapted to your device and be confident your content will not be compromised.



5 Distribute your files right from your Windows phone

There's no need to take documents from your Windows phone back to your computer in order to e-mail them to others. With Office Mobile, you can send documents via e-mail or save them directly back to SharePoint 2010 using SharePoint Workspace Mobile 2010.

¹ 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 6.5 or later and is the default e-mail client. An appropriate device is required. 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.

² 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.

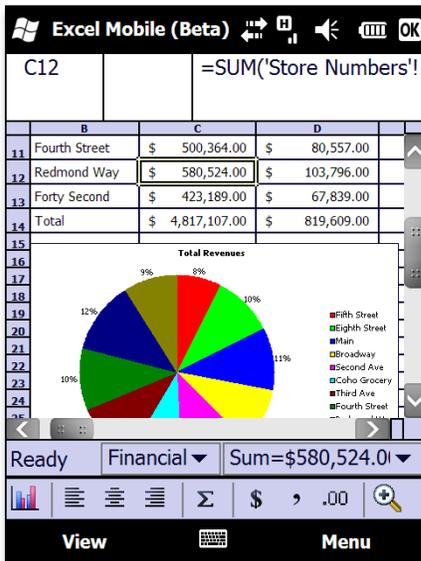
6 Forget the learning curve

Enjoy a familiar formatting experience when creating or editing on your smartphone. The Office Mobile applications have many of the same formatting tools you already know and use in Microsoft Office. With Office Mobile 2010, you have the richest editing experience found on any mobile device.

- **Essential authoring capabilities.** Use bullets, numbering, and font styles in Word Mobile 2010 and OneNote Mobile 2010. And, find cell formatting options in Excel Mobile 2010, such as borders, shading and font styles — even use custom number formats.
- **Built-in support for images.** View rich graphics across your Office Mobile documents. And, in PowerPoint Mobile 2010, SmartArt graphics are better supported.

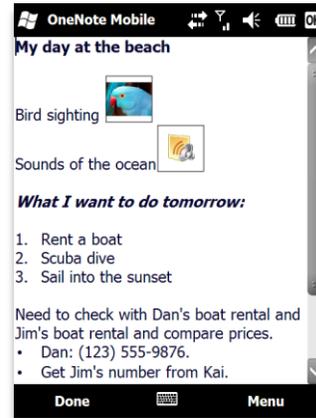
7 Update your Excel data on the fly

Whether you're working on your budget or updating your travel expenses, you can quickly update and instantly recalculate your Excel workbooks. Add or edit formulas and take advantage of over 100 functions.



8 Stay organized and in sync with OneNote

Review or take notes on your phone with ease, insert voice clips or pictures, or make a quick list — it's up to you! You can even synchronize your notes with Microsoft OneNote® 2010 on your PC using the Windows Mobile Device Center, available on Windows 7.²



9 Outlook Mobile makes managing your e-mail a snap

Outlook® Mobile 2010 brings powerful and familiar concepts from Outlook 2010 to your Windows phone when connected to Microsoft® Exchange® Server 2010. Conversations view allows you to save time by combining related messages that can be moved, categorized or deleted in just a few clicks. Find people in your organization by searching your global address list directly from your smartphone.³ With Outlook Mobile, get online access to your e-mail, calendar, contacts and tasks from anywhere, anytime.

10 Seamlessly copy and paste across applications

Content for an Office document or an e-mail is pulled from a variety of sources. It may come from a Web site, other Office documents or e-mails, along with information from your notes. With the improved clipboard on your Windows phone, copying and pasting to and from any other application on your smartphone is simple and intuitive.

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

² Windows Mobile Device Center is compatible with Windows 7 and Windows Vista. OneNote Mobile 2010 will be included by the general availability of Office Mobile 2010.

³ Microsoft Exchange Server 2007 or higher is required.