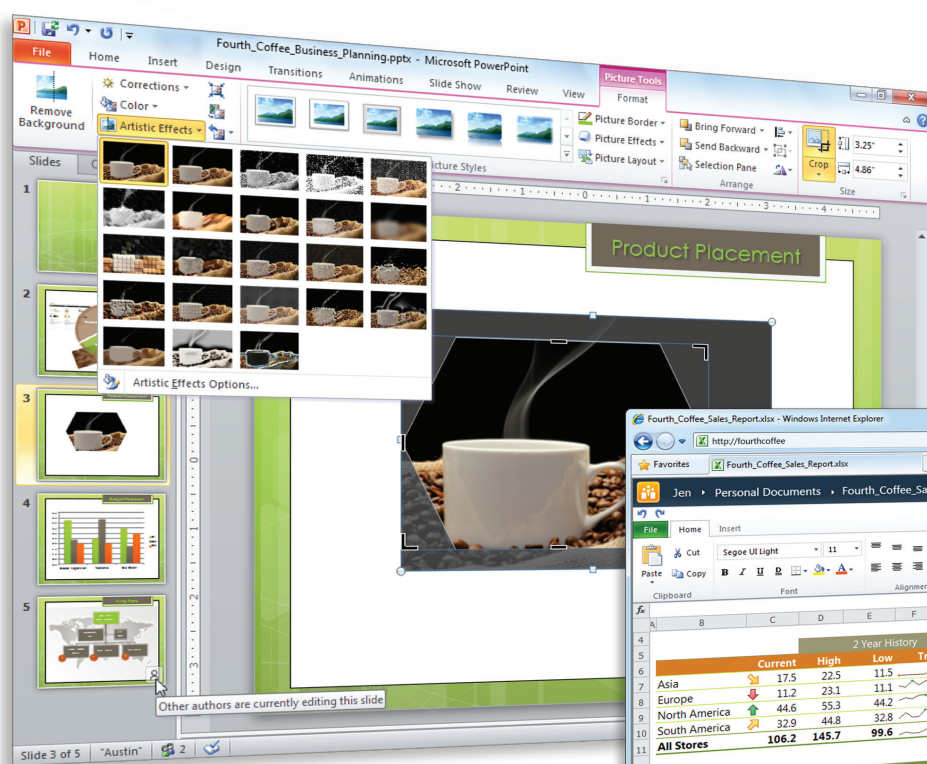


# You are the master of all you do.

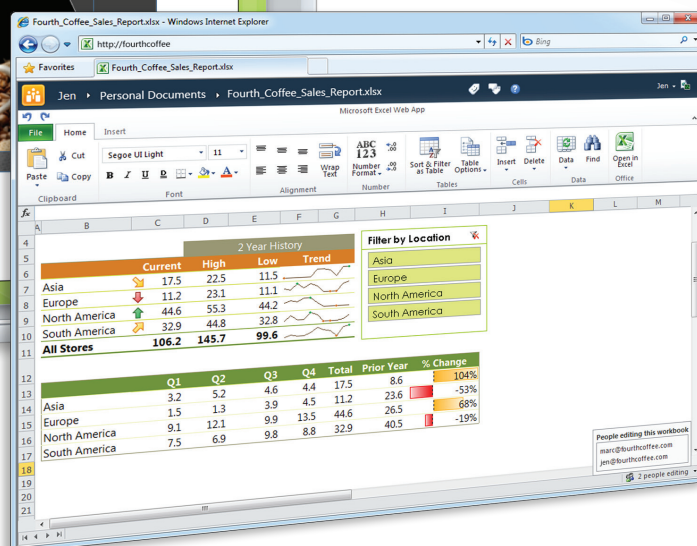
You deliver work that takes center stage. Microsoft® Office 2010 makes it even easier to inspire people and capture their attention. Stay connected to your team and your files, whether you're heading home for the evening or to a hotel room on the other side of the continent.

**Give your ideas visual impact** with new and improved picture formatting tools, such as color saturation and artistic effects. Express yourself with a wide range of new, customizable themes and SmartArt® graphic layouts.

**Get work done on your own terms.** View, edit, and share content from virtually any computer with an Internet connection using Microsoft Office Web Apps. Take action on-the-go with Office Mobile 2010 and your Windows® phone.<sup>1</sup> And access your Microsoft® SharePoint® 2010 content whether you're online or not, with Microsoft® SharePoint® Workspace 2010.



**Master the art of collaboration.** Co-authoring capabilities in Word 2010, PowerPoint® 2010, OneNote® 2010, as well as Excel® Web App and OneNote® Web App, give you the power to edit the same file at the same time as others on your team—even when everyone is working from different locations.

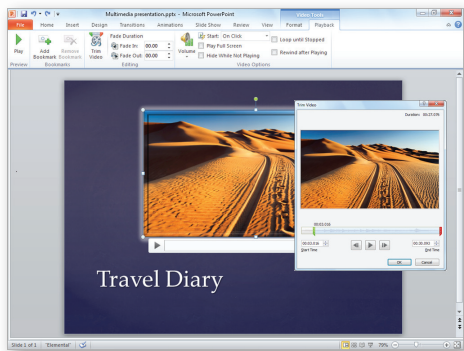


## Show your data insights

Track and highlight important trends with new data analysis and visualization features in Microsoft® Excel® 2010. The Sparklines feature helps you represent the facts more clearly through small charts within worksheet cells. And PowerPivot, a free add-in, for Excel 2010 makes it easy to integrate data from multiple sources. Manipulate large data sets lightning fast.<sup>2</sup>

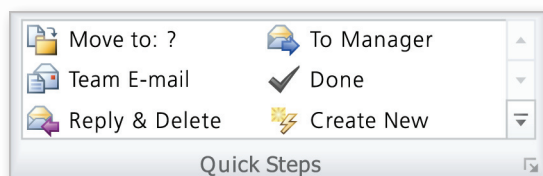
## Captivate your audience

Embed and edit videos directly within PowerPoint 2010. Trim, add fades and effects, trigger animations to begin at specific points in the video, and more. Videos you insert from your files are now embedded by default, making your multimedia presentations easier than ever to share.



## Streamline your inbox

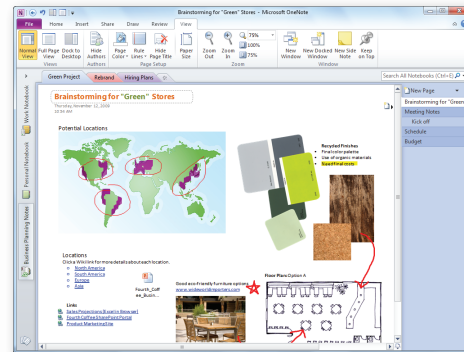
The Quick Steps feature in Microsoft® Outlook® 2010 lets you perform multi-command tasks, such as reply and delete, with a single click. Conversation View lets you save time by compressing long e-mail threads into a few conversations you can easily categorize, prioritize, and file.



► Discover everything you can do with Microsoft® Office 2010 at [www.microsoft.com/office2010](http://www.microsoft.com/office2010)

## Keep your great ideas at hand

OneNote 2010 is the ultimate tool for tracking, organizing, and sharing text, images, audio, and video notes. New features such as page version tracking, automatic highlighting of changes made by others, and Linked Notes help you stay on top of your projects and manage all of your information.

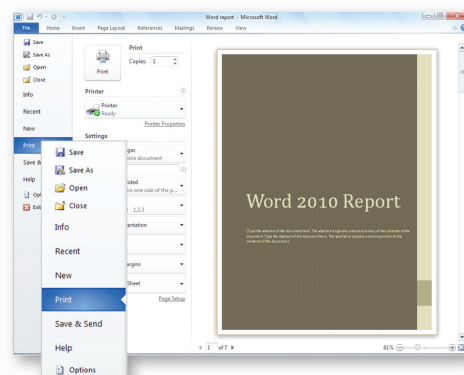


## Get your message out

The Broadcast Slide Show feature of PowerPoint 2010 lets you share your presentation live through a Web browser, whether or not your remote audience has PowerPoint installed.<sup>3</sup>

## Focus on the task, not how to get there

Microsoft® Office Backstage™ view replaces the File menu and gives you a centralized space for all your file management tasks—such as save, share, print, and publish. And with the enhanced Ribbon, you can access commands quickly and create or customize tabs to fit your work style.



## Connect the business and social dots

Outlook® Social Connector turns Outlook 2010 into your personal network hub. Quickly view an individual contact's history of e-mail messages, meetings, or attachments. Get additional information, such as status and site updates, from SharePoint My Site, Windows Live™, or other popular third-party sites.

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

<sup>2</sup> Requires a free, separate download. For more information see [www.powerpivot.com](http://www.powerpivot.com).

<sup>3</sup> Requires SharePoint Foundation 2010 or a Windows Live ID. To broadcast via SharePoint 2010, Office Web Apps must be installed.