

You are the author of your own success.

Create better documents in less time. Microsoft® Word 2010 helps you express your ideas easily and effectively with intuitive, powerful, and timesaving tools.

New and improved Navigation Pane with Integrated Find tools give you a visual outline that you can drag-and-drop to arrange document content, along with a search results summary and search hit highlighting to help you find what you need quickly.

New co-authoring tools let you share and edit documents with others simultaneously.¹ You can even view the availability of other authors and initiate a conversation without leaving Word.²

The screenshot shows the Microsoft Word 2010 interface. The Navigation Pane on the left displays a search for 'green' with 8 matches. The document content includes sections like 'Executive Summary', 'Financial Projections', 'Implementation Plan', 'Operations Plan', 'Product Flow', 'Food and Beverage Re...', 'Fair Trade Policy', 'Fair Trade Partners', 'Organic Policy', 'Organic Distributors', 'Environmental Products', 'Building Materials', 'Kitchenware Exa...', 'Green Furniture', and 'LEED Certification'. The main document area shows a business plan for 'Fourth Coffee' with sections like 'Global Expansion Plans', 'Customer Targets', and 'Financial Projections'. The 'Financial Projections' section includes a table with data for North America, South America, Europe, and Asia across four quarters (Q1, Q2, Q3, Q4) and a total. The 'Customer Targets' section includes a pie chart showing age groups and income levels. The 'Global Expansion Plans' section includes a world map showing expansion areas. The 'Customer Targets' section includes a pie chart showing age groups and income levels. The 'Financial Projections' section includes a table with data for North America, South America, Europe, and Asia across four quarters (Q1, Q2, Q3, Q4) and a total. The 'Customer Targets' section includes a pie chart showing age groups and income levels. The 'Global Expansion Plans' section includes a world map showing expansion areas.

Region	Q1	Q2	Q3	Q4	Total
North America	906	1209	997	1352	4464
South America	753	695	976	875	3299
Europe	346	234	689	352	1621
Asia	321	524	463	437	1745

New and improved picture editing tools and new text effects make it easy to make your point visually. Fine-tune images without additional photo-editing software. Apply many of the same effects directly to text that you already use for graphics.



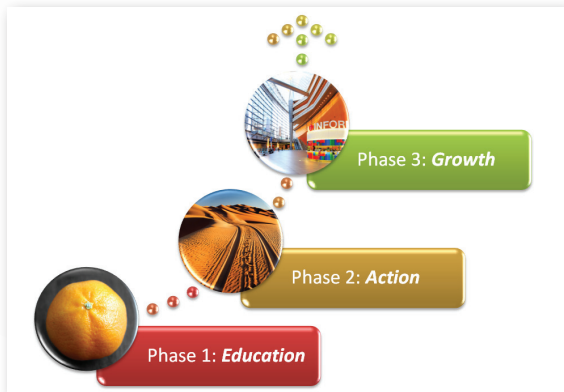
Work when and where you want

Post your documents online and then view, edit, and share them from almost any computer with an Internet connection, using Microsoft Word Web App.³



Express yourself graphically

Choose from dozens of additional SmartArt® layouts. Use SmartArt graphics to transform basic text into compelling visuals as easily as typing a bulleted list.



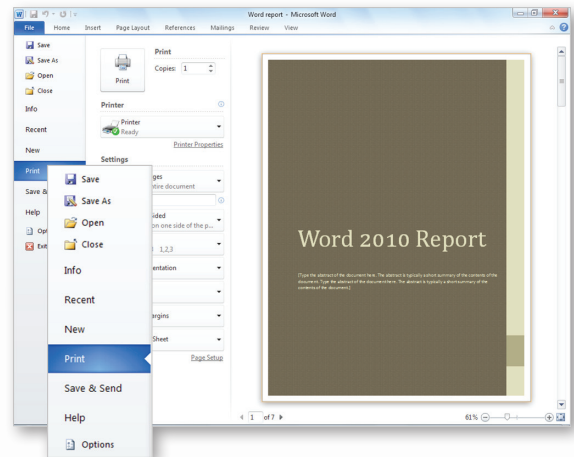
Get the picture

Insert screenshots into your documents without leaving Word. Choose from a gallery that automatically provides images of your other open windows, or take your own custom screenshot.

► Discover everything you can do with Microsoft® Office 2010 at www.microsoft.com/office2010

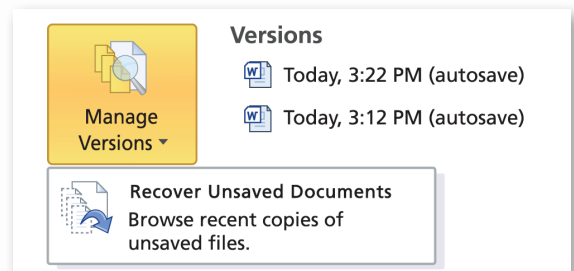
Get a Backstage pass

The new Microsoft® Office Backstage™ view replaces the File menu with one centralized space for all of your document management tasks. You can also customize or create your own tabs on the improved Ribbon for easy access to the features you use most.



Recover work you thought was lost

Recover unsaved versions of recently edited files as easily as opening any file, even if you never saved the document.



Simplify your multilingual experience

Improved language tools make it easy to work across multiple languages with separate settings for editing, help, display, and ScreenTips.

¹ Requires either Microsoft SharePoint Foundation 2010 or a Windows Live™ ID.

² Instant messaging and presence 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 Microsoft Office Communications Server 2007 R2 with Microsoft Office Communicator 2007 R2 or an instant messaging application that supports IMessenger advanced.

³ Requires an appropriate device, Internet connection, and supported Windows® Internet Explorer, Firefox, or Safari browser, as well as either SharePoint Foundation 2010 or a Windows Live ID.