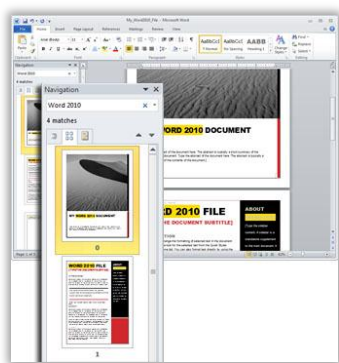


# Microsoft Word 2010 Overview

Microsoft® 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 easily organize and write your documents more efficiently. In addition, you can save documents online and access, edit and share them from almost any Web browser.<sup>1</sup> Your documents stay within reach so you can capture your best ideas whenever and wherever they occur.

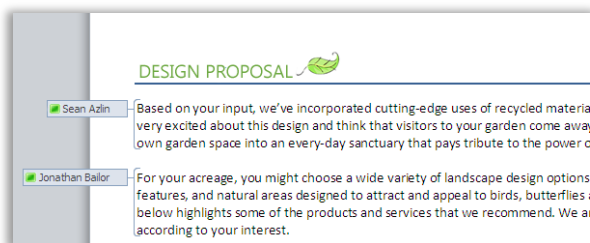
## 1 Discover an improved search and navigation experience

Locating the information you need is easier and faster in Word 2010. With the new and improved Find experience, you can now view a summary of search results in a single pane and click to access any individual result. The improved Navigation Pane provides you with a visual outline of your document so you can browse, sort and find what you need quickly.



## 2 Work with others without waiting your turn

Word 2010 redefines the way people can work together on a document. With co-authoring, you can edit papers and share ideas with others at the same time.<sup>1</sup> You also can view the availability of people authoring the document with you and easily initiate a conversation without leaving Word.<sup>2</sup>



## 3 Access and share your documents from virtually anywhere

Post your documents online and then access, view and edit them from just about any computer or your Windows® phone.<sup>3</sup> With Word 2010, you can take advantage of a high-quality document experience across multiple locations and devices.

- **Microsoft® Word Web App.** Edit documents in a Web browser when you're away from your office, home or school without compromising the quality of your viewing experience.<sup>1</sup>
- **Microsoft® Word Mobile 2010.** Stay current and take immediate action using an enhanced mobile version of Word specifically suited to your smartphone.<sup>3</sup>

## 4 Add visual effects to your text

With Word 2010, you can apply formatting effects such as shadow, bevel, glow and reflection to your document text as easily as applying bold or underline. You can spell check text that uses visual effects and add text effects to paragraph styles. Many of the same effects used for images are now available to both text and shapes, enabling you to seamlessly coordinate all your content.



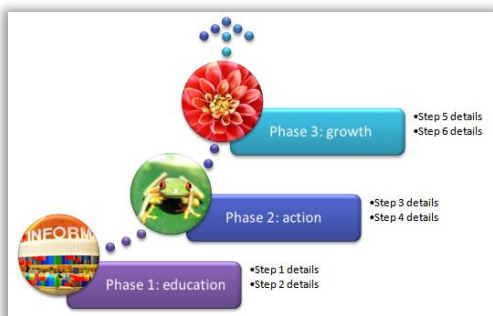
<sup>1</sup> Requires either Microsoft® SharePoint® Foundation 2010 or a Windows Live™ account, Internet access and a supported Internet Explorer, Firefox or Safari browser.

<sup>2</sup> 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 Office Communications Server 2007 R2 with Office Communicator 2007 R2 or an instant messaging application that supports IMessengerAdvanced.

<sup>3</sup> An appropriate device, Internet connection and supported Internet Explorer, Firefox or Safari browser are required. Word Mobile 2010 is not included in Office 2010 applications, suites or Office Web Apps.

## 5 Turn your text into compelling diagrams

Word 2010 offers you more options to add visual impact to your documents. Choose from dozens of additional SmartArt® graphics to build impressive diagrams just by typing a bulleted list. Use SmartArt to transform basic, bullet-point text into compelling visuals that better illustrate your ideas.



## 6 Add visual impact to your document

New picture-editing tools in Word 2010 enable you to add special picture effects without additional photo-editing software. Adjust pictures with color saturation and temperature controls and get improved tools for easier and more precise cropping and image correction to help you turn a simple document into a work of art.



## 7 Recover work you thought was lost

Accidentally closed a document without saving? No problem. Word 2010 lets you recover unsaved versions of recently edited files as easily as opening any file, even if you never saved the document.

## 8 Transcend communication barriers

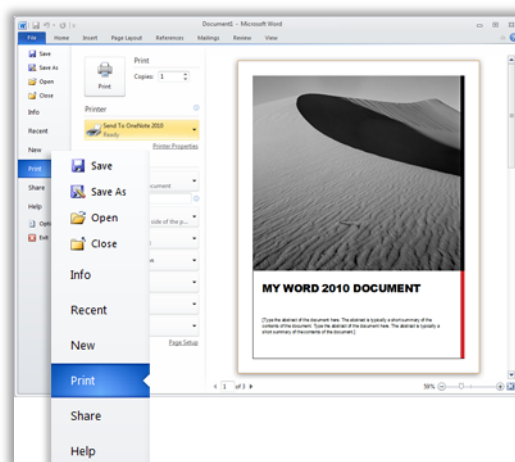
Word 2010 helps you work and communicate effectively across different languages.<sup>4</sup> Translate a word, phrase or document more easily than before. Set separate language settings for ScreenTips, Help content and displays. And, get additional assistance for English as a second language with English text-to-speech playback.

## 9 Insert screenshots and handwriting into your documents

Capture and insert screenshots directly from Word 2010 to quickly and easily incorporate visual illustrations into your work. And, when you use a tablet-enabled device such as a Tablet PC, you get improved tools for formatting ink as easily as you format shapes.

## 10 Accomplish more with an enhanced user experience

Word 2010 simplifies how you access features. The new Microsoft® Office Backstage™ view replaces the traditional File menu to let you save, share, print and publish your documents with just a few clicks. And, with the improved Ribbon, you can access your favorite commands even more quickly by customizing tabs or creating your own to personalize the experience to your work style.



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

<sup>4</sup> Translation features are included and do not require any add-ins. The bilingual dictionary comes by default in the box (no download), and the language and availability depends on the SKU version of your Office 2010 application. Internet service is required for Machine Translation, and languages vary by provider; this will be determined automatically depending on your selection.