



A simplified product lineup.  
*That's a great idea.*



# Microsoft Office 2010 At-a-Glance

## How does Office 2010 help you drive business?

### Easier to buy and sell.

The new Microsoft® Office 2010 product lineup has been simplified to help your customers select the right version and reduce licensing complexity.

### Enhanced revenue opportunities.

With strong customer demand and increased up-sell and cross-sell opportunities, Office 2010 can help you boost your revenue—and your bottom line.

### Meets evolving customer and market needs.

Office 2010 offers the best productivity experience across the PC, phone, and browser to drive demand from satisfied customers who need technology that can help them turn their ideas into business reality.

## What's new and different about Office 2010?

Office 2010 new and improved features	How it works
<p><i>NEW</i> <b>Co-Authoring</b> Breakthrough technology that connects team members on a single project.</p>	Allows multiple people to update and share a notebook simultaneously. Each person on the team can see who is working on the document online and start a conversation with that person in real time. And edits are highlighted, so you can see what's been changed.
<p><i>NEW</i> <b>Conversation View</b> Get control of your e-mail.</p>	Improves the tracking and managing of related e-mails while saving valuable inbox space, letting you manage large amounts of e-mail with ease. It also hides entire conversations you don't care about and condenses them with just a few clicks.
<p><i>NEW</i> <b>Broadcast Slide Show</b> Instantly broadcast presentations to clients and team members who are not in your office.</p>	Instantly broadcast your slides to a remote audience, who can view your presentation online and on any device that has a Web browser, even if they don't have Microsoft PowerPoint® 2010.
<p><i>NEW</i> <b>Video Editing and Formatting</b> Create professional materials that set you apart.</p>	Allows you to edit videos right in PowerPoint 2010, no additional software required. You can even insert a video link from the Internet into your presentation to create rich, dynamic work but keep your file size manageable. And video controls let you pause, rewind, fast-forward, and stop audio and video content without leaving slide-show mode during your presentation.

\*Source: Microsoft Office Usage & Needs Research 2008.

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**Office 2010 new and improved features****How it works***NEW***Microsoft Excel® 2010 Sparklines**

**Make quicker and better-informed business decisions.**

Sparklines are small charts in a worksheet cell that provide a clear and compact visual representation of your data. You can use them to show trends in a series of values, such as seasonal increases or your monthly expenditures, or to highlight maximum or minimum values.

*NEW***Microsoft Office Backstage™ view**

**Helps you quickly get to the commands you use the most and complete your work more efficiently.**

Provides a single location for essential information about your document, such as permissions and version information—and increases sharing options for print, online, and e-mail. And printing is faster and easier than ever with the new Live Preview. Now you can see your document and settings automatically before you print, without multiple clicks.

*IMPROVED***Microsoft SharePoint® Workspace 2010**

**Keep productive on the go with a seamless offline and online experience.**

Allows you to work on a document offline in SharePoint Workspace 2010, and when you connect back online, your edits are automatically synchronized so your content remains consistent and you can keep your team up-to-date instantly.

*IMPROVED***Microsoft Office Web Applications**

**Respond faster and better, even when you are away from the office.**

Provides high-fidelity browser-based viewing and allows you to do lightweight editing of Microsoft Word 2010, Excel 2010, PowerPoint 2010, and OneNote® 2010 files.

*IMPROVED***Microsoft Office Mobile 2010**

**Do more than just read e-mail on your phone.**

Office Mobile 2010 enables coworkers in different locations to share, edit, and comment on documents with their Microsoft Smartphones, without losing content or formatting, all within a familiar Office experience.

*IMPROVED***OneNote 2010**

**Stay organized and on top of your work.**

Jump to anywhere in your notebooks with OneNote Search. Improved search navigation provides quick access to your information with a single click. See search results as you type to quickly narrow the selection.

*NEW***Linked Notes**

**No more searching for your notes and important information.**

As you take notes, you can automatically link to the application that you referenced, including Windows® Internet Explorer® 8, Word 2010, or PowerPoint 2010. An icon is placed in-line to indicate the referencing application.

*IMPROVED***The Ribbon**

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

Every application in Office 2010 now has the Ribbon. The Ribbon brings new features such as Microsoft Outlook® 2010 Quick Steps to your attention. Through the Options menu in Backstage view, you can easily create new tabs that bring together your favorite commands and groups, or customize existing tabs to fit your needs.

## The simplified product lineup in Office 2010.

Clear descriptions now make it easier for your customers to choose the right product to meet their needs. Each suite builds on the previous one, so features available in the basic suite are also included in the premium suite, creating an easy up-sell path.

Office 2010 suites	New PC only	OEM, PKC, and Retail Licensing			Volume License only		
	Starter	Home and Student	Home and Business	Professional*	Standard	Professional Plus	
Word	Limited functionality	✓	✓	✓	✓	✓	
Excel	Limited functionality	✓	✓	✓	✓	✓	
PowerPoint		✓	✓	✓	✓	✓	
OneNote		✓	✓	NEW	NEW	NEW	
Outlook			✓	✓	✓ (w/BCM)	✓ (w/BCM)	
Publisher				✓	NEW	✓	
Access®				✓		✓	
Communicator						✓	
InfoPath®						✓	
SharePoint Workspace						NEW	
Office Web Apps	Microsoft-hosted on Windows Live™				Licensed with Office Volume Licensing and deployed on SharePoint for Manageability and Control		
Licensing	<ul style="list-style-type: none"> <li>• Preinstalled on new PCs only</li> <li>• One license, one device</li> <li>• Does not include media</li> <li>• Ad banners in applications</li> <li>• Not on Finished Goods pricelist</li> </ul>	<b>Product Key Card to unlock single image</b> <ul style="list-style-type: none"> <li>• New PCs only</li> <li>• One license, one device</li> <li>• Unlocks the SKUs preloaded with Office Single Image</li> <li>• Does not include media</li> </ul> <b>Full Package Product</b> <ul style="list-style-type: none"> <li>• One license, one device (Office Home and Student 2010: three devices)</li> <li>• Portable device rights</li> <li>• License is transferable</li> <li>• Includes media</li> </ul>			<b>Volume Licensing</b> <ul style="list-style-type: none"> <li>• Unlimited installs per licensed device</li> <li>• Downgrade rights</li> <li>• Portable device rights</li> <li>• Choice of physical media or download</li> <li>• Software Assurance can be purchased</li> </ul> <b>Software Assurance</b> <ul style="list-style-type: none"> <li>• Lowers the price of acquisition</li> <li>• Flexible annual payment</li> <li>• Can move expense to OPEX</li> <li>• Reduces upgrades tied to hardware</li> </ul>		
Purchase recommendations for customer	Home		Small Business		Midsize Business		

w/BCM—Available with Business Contact Manager. \*Professional Academic suite available.