

Microsoft®

Discover Productivity Without Boundaries

With Microsoft® Office 2010

Your guide to what's new in the Office 2010 suites available
through Volume Licensing



Why Microsoft Office 2010?

Because your business success depends on productivity.

If you're like most CIOs and IT decision-makers today, you face a tough balancing act—to support your company's diverse business needs and varied employee work styles, while efficiently providing consistent technology with reduced budgets and staff.

You are expected to extend capabilities to mobile workers, improve information workflow, and reduce risk. Your IT department must plan for the future—and respond quickly to constantly changing business requirements. You must control the costs of support, training, and integration and connect your users with key business processes while you protect vital company information.

Where do you turn with such enormous challenges? Now, there's an answer that meets all these challenges and offers productivity inside and outside of your workplace, across multiple modes of access.

Discover how you can meet all these challenges with one, efficient, cost-effective platform—Microsoft® Office 2010 and the related Microsoft business productivity servers.



What's New in Office 2010?

Microsoft Office 2010 helps you rise to the challenge of today's business environment without losing sight of what's needed for IT success. The people in your organization can now work in ways that are faster, easier, and more intuitive. What's more, your IT staff can take advantage of a set of smart, security-enhanced, easy-to-integrate tools, so you can grow your business instead of your budget.

Microsoft Office has been the productivity standard for quite some time. Features like Copy and Paste and the Ribbon toolbar—which were breakthroughs when they were introduced—have now been further enhanced. Advanced new capabilities have also been added that will become the new standards in productivity for the future.

With Office 2010, productivity knows no boundaries. Microsoft Office 2010 can keep your employees in touch and working effectively no matter where they are. They can use the same applications from their PCs, from a smartphone, or from a Web browser—and they can even switch between modes of access without losing a thing. And now that Office Web Apps are available as lightweight companions that can be hosted on premises, your IT staff gains more manageability and control. All those reasons make Office 2010 a "must have" productivity tool for any organization.

Top New Capabilities

> Office 2010 delivers the ability to use Office virtually anywhere—across the PC, phone, and browser.

- **Office Web Apps** are online companions to Microsoft Word, Excel®, PowerPoint®, and OneNote® that let you review and make light edits to documents from a supported browser. Feel confident with your data since document formatting and content are maintained when edits are done in the browser. Office Web Apps can be hosted on premises, running on Microsoft SharePoint®.¹
- **Microsoft SharePoint Workspace 2010** lets you keep your important SharePoint documents and lists available offline. It automatically syncs only the changes, so you get them fast even over a low-bandwidth connection.
- **Office Mobile** gives co-workers in different locations the ability to share, edit, and comment on documents with their smartphones, using a familiar Office experience that is optimized for mobile devices.²

> Office 2010 keeps security in mind while helping people work better together through collaboration without compromise.

- **Co-authoring** supports simultaneous editing to reduce the administrative work associated with team collaboration; security is not compromised since the information can be hosted on premises.
- **Conversation View, Clean Up, and Ignore** in Outlook 2010 can group messages, remove duplicate information from message threads, and act like a “mute button” for your inbox. Mail Tips give users important information before they hit “send” to avoid unnecessary, embarrassing, or even damaging e-mail.
- **Broadcast Slide Show** allows you to present a slideshow directly from PowerPoint 2010 to anyone who can access a Web browser by hosting the content on premises through SharePoint, or through a free service provided over the Internet.
- **The Outlook Social Connector** gives you a people-centric view of your company, including messages, meeting schedules, attachments, and SharePoint activities like the posting of status updates. And because it can be connected to popular social networking sites, you can also get news from customers, prospects, and partners.

> Office 2010 provides tools that help people draw insights from information and bring ideas to life.

- **PowerPivot for Excel 2010** gives you the ability to quickly calculate data sets of hundreds of millions of rows from multiple sources at lightning speed—which can eliminate the need to purchase additional BI tools. Sparklines save real estate on-screen by charting trends in a single cell adjacent to the corresponding data.
- **Photo and video editing tools** in PowerPoint 2010 can trim a video clip, turn a color film into black & white, add artistic effects to photos, and more without the need for expensive third-party tools.
- **Ribbon toolbar** is now provided in all applications, so your team can find the commands they need most often and ultimately deliver better results, faster. **The new Microsoft Office Backstage™ view** gives everyone quick access to important operations such as viewing document information, saving, printing, and sharing; it's extensible, so it can be customized to surface commands or workflow operations that are most important to people in your organization.

> Office 2010 was designed with performance, security, and manageability in mind, making it the practical productivity platform for IT.

- **Maximize performance** across the hardware you already own, while also positioning your organization for future hardware investments such as 64-bit chips, advanced graphics cards, and multicore processors.
- **The Trusted Documents and Protected View features** of layered defense combine to first determine the trustworthiness of a document and then, if not trusted, open for viewing in a protected area for users to view before enabling. This tiered approach to document security is new in Office 2010.
- **Backstage view, Web Apps, and application services** such as Excel Services help users connect to important business information and services, without leaving their familiar Microsoft Office environment, which increases participation in server investments and reduces training costs.
- **The Accessibility checker** scans documents for issues that will affect users with disabilities. It also helps eliminate errors before they can cause harm to the business to maintain legal compliance with statutory requirements.

¹An appropriate device, Internet connection, and supported Internet Explorer, Firefox, or Safari browser are required. There are some differences between the features of the Office Web Apps and the Office 2010 applications.

²Microsoft Office Mobile 2010 is not included in Office 2010 applications, suites, or Web Apps. Office Mobile must be installed on the device to make edits with Web Apps. Supported mobile viewers for Office Web Apps include Internet Explorer on Windows Mobile 5 or later, Safari 4 on iPhone 3g or later, BlackBerry 4.x, Nokia S60, NetFront 3.4 or later, Opera Mobile 8.65, and Openwave 6.2 or later.

Compare Microsoft Office 2010 to Previous Versions

See how much more efficient your organization can be with Microsoft Office 2010. Although not a comprehensive list of features, this chart shows why Office 2010 is a critical tool to extend productivity. It also increases the value of your existing IT infrastructure and helps you accomplish more, even with fewer resources.

Note: Some features require a related Microsoft Business Productivity Server or Service such as Microsoft SharePoint Server, Microsoft Exchange Server, or Office Communications Server to be enabled.

Use Office Virtually Anywhere

	Office 2003	Office 2007	Office 2010
View & edit Office documents with a Web browser. ¹	Outlook Web Access 2003 gives you basic functionality for accessing e-mail, contacts, and calendar through a browser. ²	Improved With Outlook Web Access 2007 you get browser-based access to e-mail, calendar, and contacts, and the ability to preview Office documents in e-mail messages. ² Changes are automatically maintained within the Outlook 2007 client. Outlook Web Access 2007 also supports Information Rights Management policies.	New and Improved With Office Web Apps 2010—online companions to Word, Excel, PowerPoint, and OneNote—you can review and make light edits to documents from a supported Web browser. You also get new conversation tools in the Outlook Web App, ² along with the Ribbon in a new redesigned interface that supports presence and IM integration.
Work with SharePoint content offline.		Microsoft Office Groove 2007 (new to Office 2007) includes a SharePoint Files Tool, so you can take SharePoint document libraries offline.	Improved With SharePoint Workspace 2010, your users can take SharePoint lists and document libraries offline. After completing their offline work and reconnecting, only the changes are synched, so updates are faster.
Use Office from a mobile device. ³	Office Mobile 5.0 provides your mobile workers with view-only access for Word, Excel, and PowerPoint files.	Improved Office Mobile 6.1 provides your mobile workers with basic authoring and editing capabilities for Word, Excel, and PowerPoint on Windows Mobile 6.1 Professional only.	New & Improved Office Mobile 2010 delivers an improved authoring and editing experience for Word, Excel, and PowerPoint, which is available to your employees from any supported Windows and Nokia e-series phones. It also offers improved touch-friendly navigation and introduces SharePoint Workspace Mobile for browsing SharePoint sites and opening and synching documents to a phone.

¹An appropriate device, Internet connection, and supported Internet Explorer, Firefox, or Safari browser are required. There are some differences between the features of the Office Web Apps and the Office 2010 applications.

²Outlook Web Access is licensed with Microsoft Exchange Server and is not part of the Office suites.

³Microsoft Office Mobile 2010 is not included in Office 2010 applications, suites, or Web Apps. Office Mobile must be installed on the device to make edits with Web Apps. Supported mobile viewers for Office Web Apps include Internet Explorer on Windows Mobile 5 or later, Safari 4 on iPhone 3g or later, BlackBerry 4.x, Nokia S60, NetFront 3.4 or later, Opera Mobile 8.65, and Openwave 6.2 or later.

Work Better Together

	Office 2003	Office 2007	Office 2010
Work on Office documents simultaneously.	By using Live Meeting sessions with peer-to-peer technology, your teams can share the same pages of notes in the form of a digital whiteboard with Office OneNote 2003.	Improved With Office OneNote 2007 people who are geographically separated can work together in real time through a Live Sharing Session or a Shared notebook. Shared notebooks can be stored anywhere that others can access them. Storage in a SharePoint document library provides enhanced protection with the Windows® SharePoint Services security policy.	New and Improved The co-authoring feature in Word, PowerPoint, and OneNote supports simultaneous editing, so that the administrative work load of team collaboration is reduced. ¹ On-premises content hosting makes it easier to maintain high security. In OneNote 2010, new content is automatically highlighted when multiple users work on a shared notebook, so users see the latest changes upon opening.
Take advantage of advanced conversation tools to efficiently manage e-mail.	You can organize messages by subject, by date, or by conversation. Basic search lets users find the messages they need.	Improved Instant search helps your users find messages faster; color categories quickly differentiate messages.	New and Improved In Outlook 2010, Conversation View combines message threads, Clean Up removes duplicate information, and Ignore lets you delete current and future irrelevant messages with one click. The Quick Steps feature reduces the number of clicks required to complete common actions for e-mail, calendar, and task management.
Quickly broadcast a presentation from directly within PowerPoint.			New With the Broadcast Slide Show feature, your users can present a slideshow directly from PowerPoint 2010 to anyone with access to a supported Web browser.
Get contextual access to business and social networking.			New The Outlook Social Connector provides a people-centric view of your company, including messages, meeting schedules, attachments, and SharePoint activities—such as the posting of status updates. It can also be connected to popular social networking sites so your users can get news from customers, prospects, and partners.
Manage your schedule and meetings more efficiently.	Office Outlook 2003 provides your users with basic calendar access through Microsoft Exchange Server, including the free/busy status of others.	Improved Send a calendar snapshot to others by e-mail, view multiple calendars at once, and take advantage of the Meeting Scheduling Assistant to simplify organizing a meeting with others using Outlook 2007.	New and Improved When your users receive a meeting request in Outlook 2010, they get a preview of their calendar to see how the request affects other calendar items—without leaving their inbox. Schedule View, Group Scheduling Tools, and Team Calendar make it easy to see what everyone on the team is scheduled to do.
Manage multiple Exchange e-mail accounts in one place.			New Employees that have multiple mailboxes can now access and manage accounts from a single location by connecting their Exchange mailboxes in a single Outlook profile.

¹Co-authoring is available only for Word 2010, PowerPoint 2010, OneNote 2010, Excel Web App, and OneNote Web App.

	Office 2003	Office 2007	Office 2010
Provide user alerts before sending sensitive information through e-mail.			New MailTips give users important information before they click Send to avoid the distribution of unnecessary, embarrassing or even potentially damaging e-mail.
Take advantage of unified IM, presence, and voice.	Microsoft Office Communicator 2005 introduced the combined presence and contact management features that can be integrated with other Office applications. ¹	Improved Microsoft Office Communicator 2007 makes it easier to stay in touch with colleagues. Instant messaging (IM) and audio or video conferencing are accessible from a single screen. With presence technology, your users can start a conversation simply by clicking a person's name in a Word document or Outlook e-mail message.	Improved Instant messaging has an extended reach With Office Communicator 2007 R2, ² See presence and view a new contact card for your colleagues and quickly initiate a conversation directly from within select Office 2010 applications. With Office Communicator, you can also initiate voice calls without ever leaving your work.
Track the people and organizations with which you do business.	Office Outlook 2003 with Business Contact Manager consolidates contact and customer information centrally. Your users can track opportunities, create basic reports, conduct mail merges, and import data from other Office programs.	Improved New and improved features in Office Outlook 2007 with Business Contact Manager provide your company with several capabilities, including tailoring the information that is tracked, using offline sync, setting up a sales dashboard, exporting reports to Excel, and integrating with Publisher 2007. Office Outlook also offers improved import tools.	Improved New features in Outlook 2010 with Business Contact Manager make it possible to create and customize records that reflect your business, track leads and opportunities from inception to successful close, watch key metrics in a dashboard, and seamlessly share business data with colleagues.
Translate documents and work across multiple languages.			New Now, your employees can take advantage of on-demand translation, full-item translations, and a Mini Translator to work easily across languages. From a single dialog box, users can customize their multilingual experience setting separate language preferences for editing, help, and display.
Retrieve voice mail from your inbox.		A fully integrated inbox helps your users see e-mail and voice messages in a single view with Office Outlook 2007 and Exchange Server 2007.	Improved With Outlook 2010 and Exchange Server 2010, your voice messages are automatically transcribed. A voice-to-text preview of a recorded voice message is sent directly to the in-box along with the voice-mail recording. Employees can retrieve messages virtually anywhere by using a Web browser, computer, or smartphone.

¹Office Communicator was launched in Q2 2005, after the Office 2003 release.

²Microsoft Communicator "14" and Microsoft Office Communications server "14," scheduled to release in the second half of 2010, will provide additional functionality. Timing is subject to change.

Bring Ideas to Life

	Office 2003	Office 2007	Office 2010
Experience a new look and feel with an intuitive interface.		The results-oriented Office Fluent user interface is introduced to most applications with the Ribbon toolbar, making it easier to find the commands that are needed most and to reveal new ones.	New and Improved The Ribbon toolbar is now part of all Office applications, improving discoverability across the suite. The new Microsoft Office Backstage view gives everyone quick access to important operations such as viewing document information, saving, printing, and sharing.
Quickly preview content changes with Live Preview.		Your users can preview proposed changes to their documents while they are working on them without having to repeatedly search through layers of menus.	Improved Your users will like the new Paste with Live Preview feature that shows options of how the content will look before they paste content between Office 2010 documents or from other applications.
Edit videos from within PowerPoint.			New With the photo- and video-editing tools in PowerPoint 2010, your users can trim a video clip, bookmark it, turn a color film into black & white, add artistic effects to photos, and more. They can also compress media to make file sizes smaller.
Edit pictures across several Office 2010 programs.	Office Word 2003 and Office PowerPoint 2003 provide basic photo-editing options to help your users make pictures suitable for a presentation or report.	Improved Picture Tools in Office Word 2007 and Office PowerPoint 2007 give your users expanded photo-editing capabilities, including the ability to add frames, drop shadows, rotate images, create mirror images, and apply special effects.	Improved Use new and improved picture-editing tools in Word 2010 and PowerPoint 2010 to achieve spectacular artistic effects and advanced correction, color and cropping tools, and more.
Analyze large volumes of data.	Office Excel 2003 provides the ability to analyze up to 64,000 rows and 256 columns of data.	Improved Office Excel spreadsheets can now include up to 1 million rows by 16,000 columns in size, so your users can import and explore large amounts of information.	Improved PowerPivot for Excel 2010, a free add-in available for download, provides calculations of sets of hundreds of millions of rows of data from multiple sources at lightning speed.
Identify key trends with data visualization.	Office Excel 2003 support up to three tests for conditional formatting with a limited color palette.	Improved With new data bars and more colorful and gradual fills, Office Excel 2007 makes it easy to use conditional formatting to format data based on specific rules. Users can also create professional-looking charts and tables with fewer clicks.	Improved In Excel 2010, Sparklines save on-screen real estate by charting trends in a single cell right next to the corresponding data. New conditional formatting options support greater insights with increased icon set flexibility, enhanced data bar length, gradient fills with borders, and more.

Take advantage of PivotTable® views to draw insights from information.

Provide centrally managed business intelligence dashboards.

Create powerful, dynamic presentations with easy-to-create diagrams, animation, transitions, and themes.

Find the right place in long documents quickly and easily.

Capture and search all types of information in one place.

Synchronize tasks, calendar items, and notes between OneNote and Outlook.

	Office 2003	Office 2007	Office 2010
Take advantage of PivotTable® views to draw insights from information.	After your users prepare source data, the PivotTable and the PivotChart® Wizard in Excel 2003 helps them specify which data to include and creates the report framework. Then they can use the PivotTable toolbar to arrange the data within that framework.	<i>Improved</i> By using PivotTable and PivotChart views in Office Excel 2007, your users can summarize information and more easily find the answers they need.	<i>Improved</i> New Slicers can dynamically filter data in a PivotTable view or PivotChart view and display only the relevant details so that even people in your organization who are not familiar with PivotTables can manipulate the data.
Provide centrally managed business intelligence dashboards.		Office Excel 2007 and Excel Services spreadsheets can be managed and controlled on a server to better protect your important business information and help ensure people are working with the most current data.	<i>Improved</i> Excel Services now gives you the ability to load more workbooks and supports Excel 2010 features, including Sparklines and Slicers, and PowerPivot for SharePoint. Your users can take advantage of PowerShell administration and more Web services APIs.
Create powerful, dynamic presentations with easy-to-create diagrams, animation, transitions, and themes.	Office PowerPoint 2003 includes templates and a library of animation and transition options to help your users build consistent and compelling presentations with less manual effort.	<i>Improved</i> Office PowerPoint 2007 offers a large library of customizable themes and slide layouts. The newly introduced SmartArt helps your users easily create high-impact and dynamic workflow, relationship, or hierarchy diagrams. They can even convert a bulleted list into a SmartArt diagram or modify and update existing diagrams.	<i>Improved</i> With PowerPoint 2007, it's easy to captivate audiences with exciting special effects—including high-quality 3-D—that look just like graphics on TV. The library of themes and SmartArt diagrams is also expanded to help you effectively present important information.
Find the right place in long documents quickly and easily.	The Thumbnails view in Office Word 2003 provides small pictures of each document page for easier navigation.	Office Word 2007 makes it a snap to find out what changes were made to a document. A new tri-pane review panel reveals both versions of a document with the deleted, inserted, and moved text clearly marked.	<i>Improved</i> The improved Navigation Pane with integrated Find tools makes it easy to jump to the right place in a document, rearrange headings, and find information with a new results list and automatic hit highlighting.
Capture and search all types of information in one place.	Office OneNote 2003 Instant Search takes advantage of the Windows Desktop Search 3.0 technology, which is built into Windows Vista® (also available through a free download). It also indexes the content of notebooks in the background to speed the return of search results.	<i>Improved</i> Office OneNote 2007 can capture text, images, audio, and video. It provides advanced search capabilities, including optical character recognition and speech recognition.	<i>Improved</i> The improved search experience in OneNote 2010 displays search results as the user types—and it includes a new ranking system that “learns” from past choices, prioritizing notes, pages, page titles, and recent picks.
Synchronize tasks, calendar items, and notes between OneNote and Outlook.		With Send to OneNote your users can move or copy e-mail messages to Office OneNote 2007 and easily file them with notes. When tasks are created, they are automatically added to Office Outlook. Updates in Office Outlook will be automatically synchronized with the original task in Office OneNote.	<i>Improved</i> Quick Filing simplifies the collection of information while your users are working in other programs. People throughout your company can send a copy of the content from documents, Web pages, e-mail messages, or almost any program to the exact location desired in a OneNote notebook with just a few clicks.

	Office 2003	Office 2007	Office 2010
Add flair to text and tables.	WordArt provides artistic font styles to enhance reports.	Save time by quickly formatting text and tables throughout Office Word 2007 documents. Your users can take advantage of new fonts and easier on-screen reading.	<i>Improved</i> The new OpenType typography in Word 2010 and Publisher 2010 helps create the look of professional typesetting in just a few clicks. Support is included for ligatures, stylistic sets, and other typography features in several OpenType fonts.
Easily begin working with databases.	Built-in templates and wizards help your users quickly start working with databases in Office Access 2003.	<i>Improved</i> Additional templates and easier-to-use wizards in Office Access 2007 are built in for convenience, and your users can customize them to meet their business needs. Contacts—and the tracking of issues, projects, and assets—are only part of the new innovative solutions.	<i>Improved</i> With new features in Access 2010, such as Application Parts and Quick Start fields, your users can rapidly build a database. They can select from common Access components and add groups of frequently used fields in just a few clicks. Database navigation is now even simpler through the creation of Navigation Forms—no code is required.
Create reports from databases quickly.	Create reports in Office Access 2007 with minimal clicks, and use improved tools to filter, sort, group, and subtotal data.	<i>Improved</i> Creating a report in Office Access 2007 delivers a “what you see is what you get” (WYSIWYG) experience. Your users can modify a report with real-time visual feedback and save various views for different audiences.	<i>Improved</i> Now, with Access 2010, your users can add data bars with gradient fills to their forms and reports and visually compare one value with others or quickly identify trends.
Track, report, and share information by using databases on the Web.			<i>New</i> Access Services is a new SharePoint 2010 feature that gives your users the ability to create Web databases in Access, host them on a SharePoint site, and make them fully accessible through a Web browser. As a result, your business can save time and reduce development and maintenance costs.
Create publications for print, e-mail, and the Web.	Office Publisher 2003 includes a library of templates for print, Web, and e-mail.	<i>Improved</i> Office Publisher 2007 makes it easy to apply your company’s brand to all marketing materials in one step. Hundreds of templates are available from Office online.	<i>Improved</i> Templates created by both businesses and the Publisher user community are hosted online for easy access from within Publisher 2010. Any template can be customized for specific needs.
Improve e-mail marketing.	Publisher 2003 makes it possible to send publications as e-mail messages or attachments.	<i>Improved</i> With Office Publisher 2007, your company can use e-mail templates, bookmarks, personalized hyperlinks, and E-mail Merge to create effective, personalized e-mail marketing campaigns.	<i>Improved</i> Your users can now send Publisher, PDF, or XPS files created in Publisher 2010 as e-mail attachments. The formatting and design stay intact when e-mail newsletters are sent using a variety of Web-based and e-mail applications.

Gain a Practical Productivity Platform for IT

	Office 2003	Office 2007	Office 2010
Integrate Office with line-of-business applications.		<i>Improved</i> Office 2007 provides more secure access to business information through a number of differentiated features and capabilities, including integrated document workflow, label and barcode attachment, and the new Report Center portal.	<i>Improved</i> Office business applications deliver line-of-business information and workflow and business processes to users through SharePoint 2010 and Business Connectivity Services. Your company can reduce its training cycles, improve data center use, and increase the user effectiveness by delivering key data right in the familiar Office applications. Office 2010 is the best companion to SharePoint solutions for workflow, forms, collaboration, and social networking.
Get support for Information Rights Management (IRM) to help protect sensitive information.	Through integration with Windows Rights Management, IRM support in Office 2003 helps your organization address restricted permissions for sensitive information along with information privacy, control, and integrity.	Your business can apply persistent usage policies to documents and e-mail messages, helping protect and control intellectual property and sensitive information.	<i>Improved</i> Now, even outside organizations with their own RMS server can be federated with yours to receive protected content—and improve communications.
Manage content with Open XML file format.		The new Open XML file format supports smaller, more robust documents and deep integration with information systems and external data sources.	<i>Improved</i> Office 2010 continues support for the Open XML file format and adds new tools for more quickly creating solutions that integrate with back-end systems.
Maximize performance across the hardware you already own, while also positioning yourself for future hardware investments.			<i>New</i> Office 2010 was designed to take advantage of most existing hardware and newer items such as 64-bit chips, advanced graphics cards, and multicore processors to enhance the value of your IT infrastructure.
Create custom productivity solutions that extend, enhance, or automate the built-in Office application features	Office 2003 provides an extensible infrastructure for quick task automation through Visual Basic for Applications and a programmable user interface.	<i>Improved</i> Businesses benefit from a broader range of solution possibilities with the introduction of SharePoint 2007, the customizable Office Ribbon, and the Open XML file formats.	<i>Improved</i> IT can build on an evolved platform with new services (such Word Services, Access Services), application extensibility improvements, and the ability to extend new areas of the user interface, such as the Backstage view to deliver highly refined productivity experiences for users.
Use one identity management system for ease of administration.	Office 2003 provides access through a single identity management system for most applications.	<i>Improved</i> Office 2007 provides access through a single identity management system for all Office client applications.	<i>Improved</i> Office 2010 can provide access to information through a single identity management system, so that a user's identity is consistent across platforms, including InfoPath®, Office Mobile, SharePoint Workspace, and SharePoint.

	Office 2003	Office 2007	Office 2010
Get support for Application Virtualization.			<i>Improved</i> Office 2010 helps reduce your compatibility issues—and deployment time and costs—through improved support for Microsoft Application Virtualization and System Center deployments.
Help maintain compliance with limited resources and give users the ability to prepare documents for sharing.		With the Document Inspector, users can remove “invisible” information such as comments, hidden text, and properties.	<i>Improved</i> Office 2010 includes Retention Policy, an archiving and retention tool that is more flexible to accommodate users’ workflow. In addition, the new Accessibility checker scans documents for issues that will affect users with disabilities.
Keep security in mind when opening e-mail attachments.	Office Outlook 2003 includes built-in features for improved attachment security, more control for users, and a change to the default security zone in which Outlook runs.	A junk e-mail filter, anti-phishing tools, and the ability to preview attachments without opening them enhance security in Outlook 2007.	<i>Improved</i> The Trusted Documents and Protected View features of layered defense combine to first determine the trustworthiness of a document, and then, if not trusted, to open it in a protected “sandbox” for your users to view before enabling. This tiered approach is new in Office 2010 to deliver enhanced security.
Combine data from different sources in a single form.	The initial release of Office InfoPath 2003 helps the development of XML-based data entry forms.	Office InfoPath 2007 integrates with the Forms Services of Office SharePoint Server to support electronic forms-based workflows. Together with browser-based form fill-in, it streamlines processes inside and outside of your firewall. Office InfoPath 2007 also works with Office Outlook 2007 to make it easy to gather and consolidate information from co-workers using e-mail forms.	<i>Improved</i> Extend important business processes beyond the firewall by enabling Web-based form completion with InfoPath 2010 and SharePoint 2010. What’s more, InfoPath 2010 forms can easily combine data from multiple sources simultaneously, using Web Services, XML, SQL, and SharePoint data connections from within the same form.
InfoPath List Forms easily synced from SharePoint sites.			<i>New</i> Automatically synchronize InfoPath List Forms to your PC. Add or delete records and be confident that the data will automatically synchronize with your SharePoint Server.

Which Edition Is Right for My Business?

Two volume licensing suites are available for Microsoft Office 2010, so you can choose the edition that delivers the maximum value to your organization. In general, Microsoft Office Standard 2010 provides a comprehensive toolset for individual productivity, and Office Professional Plus 2010 offers a complete toolset for both individual and team productivity and connects users to key business processes.

Compare the Office 2010 Suites

Applications	Microsoft Office Standard 2010	Microsoft Office Professional Plus 2010	
 Word	✓	✓	Transform ideas into professional-looking documents.
 Excel	✓	✓	Achieve valuable insights with powerful and intuitive analysis tools.
 PowerPoint	✓	✓	Create dynamic presentations and share them with your audiences.
 Outlook with Business Contact Manager	✓	✓	Stay connected to the world with our most up-to-date e-mail and calendar tools. Improve the effectiveness of your company's sales, marketing, and project management efforts with powerful customer management.
 OneNote	✓	✓	<i>New to Office Standard 2010 and Office Professional Plus 2010</i> Store and share thoughts, ideas, and information.
 Publisher	✓	✓	<i>New to Office Standard 2010</i> Create, personalize, and share a wide range of professional-quality publications and marketing materials.
Office Web Apps	✓	✓	<i>New to Office Standard 2010 and Office Professional Plus 2010</i> Use these streamlined, but high-fidelity online companions of Word, Excel, PowerPoint, and OneNote in almost any Web browser. They can also be hosted on premises using SharePoint Server.
 Access		✓	Track and report important information with easy-to-use database tools.
 InfoPath		✓	Quickly collect information from the people who matter most to your business.
 Communicator		✓	Know how and when to reach someone and make every communication count.
 SharePoint Workspace		✓	<i>New to Office Professional Plus 2010</i> Expand the boundaries of collaboration by allowing fast, anytime, anywhere access to your SharePoint team sites.

Server Integration Features

	Microsoft Office Standard 2010	Microsoft Office Professional Plus 2010	
Information Rights Management (IRM) & Policy Capabilities	Limited ¹	✓	Help safeguard digital information from unauthorized use through integration with Windows Rights Management Services (RMS) for Microsoft Windows Server®.
Contextual Access to Business & Social Networking	Limited ²	✓	Get a people-centric view of your company, directly within Outlook. And connect to popular social networking sites to get news from customers, prospects, and partners.
Integrated Enterprise Content Management (ECM)	Limited ³	✓	Provide security-enhanced access to business information through integration with SharePoint 2010—from integrated document workflow to smart templates that populate document metadata.
Publishing Data Insights	Limited ⁴	✓	Publish worksheets with high fidelity to the Web, and create Web databases with Excel Services and Access Services through SharePoint 2010.
Unified Instant Messaging, Presence & Voice	Limited ⁵	✓	Easily communicate with others in different locations or time zones using familiar Office tools. Integrated with Communicator and Office Communications Server.
Managed E-mail Folders & Retention Policy		✓	Use a variety of tools and features that improve your organization's ability to maintain compliance—from accessible document creation to e-mail retention.
Integrated Electronic Forms		✓	Improve data collection processes through integration between InfoPath 2010 and other core applications and back-end systems.

¹Users of Office Standard have the ability to access IRM content when granted appropriate rights, but Office Professional Plus is required to create document protection.

²Office Professional Plus is required for integration with SharePoint; Connections will work with the Office Standard suite through the SDK.

³Office Professional Plus is required to initiate workflows from within Office applications and some other ECM related tasks.

⁴Users of Office Standard have the ability to view content, but Office Professional Plus is required to create and publish to the Web.

⁵Office Professional Plus is required for integration with Office Communications Server to surface presence and initiate conversations from within Office applications.

See the following section for more detail on the difference between the limited and full capabilities in Office Standard and Office Professional Plus.

Differences in Features

In addition to feature differences between the applications, the 2010 Microsoft Office suites vary in the way certain advanced features are implemented, largely because the products interact differently with the related business productivity servers.

These differences apply primarily to initiating processes, creating electronic forms, rights-protecting content, publishing data insights, and automating compliance. In other cases the products vary in the implementation of how users can reach each other through unified communications.

With its advanced features, Office Professional Plus 2010 offers an enhanced user experience. By contrast, although users of Office Standard 2010 may have access to these features, the access is often less integrated. (For example, the users of the Standard edition may interact with SharePoint libraries through a Web browser interface.) In many cases, Office Professional Plus 2010 is required to initiate a process or apply policies. However, all users are able to participate in the processes, or to consume content, regardless of which suite of the 2010 release they are using.

The primary differentiated features are highlighted in the following section:

Review the Differentiated Features

Information Rights Management (IRM) & Policy Capabilities

Help safeguard digital information from unauthorized use through integration with Windows Rights Management Services (RMS) for Microsoft Windows Server. Give users the ability to define exactly who can open, modify, print, forward, and/or take other actions with documents and e-mail messages.

Create IRM-protected documents and e-mail messages. Grant access and editing permissions and apply policy templates to protected content.

Read and use IRM-protected documents and e-mail messages, given appropriate rights. Now, even outside organizations with their own RMS server can be federated to receive protected content.

Apply policy statements to e-mail messages before sending.

Read policy statements associated with received e-mail messages.

Microsoft Office Standard 2010	Microsoft Office Professional Plus 2010
	✓
✓	✓
	✓
✓	✓

Contextual Access to Business & Social Networking

Get a people-centric view of your company, including messages, meeting schedules, attachments, and SharePoint activities—such as the posting of status updates directly within Outlook. And connect to popular social networking sites to get news from customers, prospects, and partners.

See a people-centric view including messages, meeting schedules, attachments, and SharePoint activities—like new document postings and status updates—on MySites, from within Outlook 2010 through the new Outlook Social Connector.

Gain a people-centric view of recently shared messages and meetings from within Outlook 2010 through the new Outlook Social Connector. IT can also configure connections to internally developed or popular third-party Internet social networking tools built using the Outlook Social Connector SDK.

	✓
✓	✓

Integrated Enterprise Content Management

Provide security-enhanced access to business information through integration with SharePoint. Includes differentiated capabilities from integrated document workflow and smart templates that populate document metadata and easy access to rich client/server capabilities within the Backstage view.

Initiate document workflows and complete workflow tasks from within the Microsoft Office applications.

Initiate document workflows and complete workflow tasks from a Web browser.

Use new Metadata Picker to select terms from both organization-defined taxonomies and user-generated folksonomy with autocomplete and disambiguation.

Save documents directly to SharePoint from within select Office applications, using the new Backstage view.

Publish presentations and individual PowerPoint 2010 slides to Slide Libraries for later reuse.

Browse slide libraries from within PowerPoint 2010, build new presentations from individual slides, and get updates when slides change on the server.

Publish spreadsheets to the Report Center and specify parameters and viewing permissions for spreadsheets and specific cells that are published to Report Center.

View and use spreadsheets published to the Report Center from a Web browser.

Create printable labels and barcodes from metadata and insert barcodes and labels into Microsoft Office documents.

Read, print, and update existing labels and barcodes in Microsoft Office documents.

Microsoft Office Standard 2010	Microsoft Office Professional Plus 2010
	✓
✓	✓
✓	✓
✓	✓
	✓
✓	✓
	✓
✓	✓
	✓
✓	✓

Publish Data Insights

Publish worksheets with high fidelity to the Web, and create Web databases with Excel Services and Access Services through SharePoint 2010. The Report Center helps ensure that all users have access to the same version of critical business information.

Share analyses and results—including Excel 2010 workbooks with Sparklines and Slicers—across the organization by using Excel Services to publish workbooks and dashboards to the Web.

View shared analysis and reports on the Web that were created with Excel Services.

Create Web databases in Access 2010, host them on SharePoint, and enable them to be fully accessible through a Web browser with Access Services.

Open Web Forms and reports that were created in Access 2010 with a Web browser. Make changes that will be automatically synchronized with the database.

Publish Excel 2010 workbooks to SharePoint that were created with PowerPivot for Excel 2010, a free Web download that can quickly calculate data sets of hundreds of millions of rows from multiple sources. PowerPivot for SharePoint 2010 enables Web-based analysis through Excel Services or the Excel Web App.

Microsoft Office Standard 2010	Microsoft Office Professional Plus 2010
	✓
✓	✓
	✓
✓	✓
	✓

Unified Instant Messaging, Presence & Voice

Easily communicate with others in different locations or time zones using familiar Office tools. Communicator and Office Communications Server integrate with popular Office programs to provide a range of different communication options, including instant messaging (IM), phone, and voice, video, or Web conferencing.

See the presence of others—from author indicators when co-authoring to the address field when composing an e-mail message—from directly within Office applications through integration with Office Communications Server.

Initiate IM and voice directly from Office applications, through integration with Office Communications Server. Point to an author's or manager's name in File Properties—available from the Info tab in Backstage view—to surface a contact card and initiate a voice or IM conversation.

Record and listen to name pronunciation recordings wherever presence is found with the new contact card, which includes a recording tied to the user's voice-mail box for name pronunciation.

Have IT staff configure Mail-Tips to give users of Outlook 2010 and Exchange Server 2010 important information before they click **Send** to avoid distributing messages to inappropriate recipients. For example, users can be notified that they are about to send a message outside the organization or are using Reply All.

Take advantage of voice-mail transcripts that are now sent directly to a user's inbox along with the recording. The Microsoft voice-to-text engine automatically transcribes a text preview of recorded messages.

	✓
	✓
✓	✓
✓	✓
✓	✓

Managed E-Mail Folders & Retention Policy

Use a variety of tools and features that improve your organization's ability to maintain compliance—from accessible document creation to e-mail retention.

Provide a secondary location for users to store their e-mail messages and manage their mailbox quota with new online managed folders. Unlike local Outlook Data Files (PSTs), this information can be backed up and managed by Exchange Server.

Take advantage of the new Retention Policy so IT administrators and records managers can provide users with policies stipulating how long items should be retained. Users can apply these policies to items and folders to comply with your organization's overall records management policy.

Integrated Electronic Forms

Improve data collection processes through integration between InfoPath 2010 and other core applications and back-end systems. E-mail forms, developer enhancements, the Document Information Panel, and a seamless online/offline experience enhance the quality of the data that is collected and reduce errors.

Extend InfoPath forms to Internet browsers and mobile devices for use in SharePoint-enabled business workflows and other areas. Designers also have more options to create InfoPath forms; for example, they use SharePoint regular or external lists to automatically generate forms.

Complete, collect, and organize InfoPath 2010 e-mail forms in Office Outlook 2007.

Host embedded, fully customizable InfoPath forms in Word 2010, Excel 2010, and Office PowerPoint 2007.

Complete forms in Programmable Task Panes.

Complete custom fields and execute custom business logic in Document Information Panel forms.

Microsoft Office Standard 2010	Microsoft Office Professional Plus 2010
	✓
	✓

	✓
	✓
	✓
	✓
	✓

Start extending your own boundaries with Microsoft Office 2010.

