Microsoft® Office 2010

See where your business
is going, not just where it's been.
That's a great idea.

Chart entire trends in a single cell using new
Sparklines in Excel 2010.

Top reasons why Office 2010 is great for your business.

Use Microsoft® Office 2010 anywhere to manage your business—from a PC, phone, or browser.

Respond faster and better when you're away from the office.

Whether you're in a coffee shop, an airport lounge, or a hotel room, Office 2010 gives you the best productivity experience available. With the new Office Web Apps, you can review documents and do lightweight editing from virtually anywhere and on any device with a browser.*

Keep productive on the go with Microsoft SharePoint® Workspace 2010.

Get a seamless online/offline experience that saves you time. You can now work offline in SharePoint Workspace 2010 and then instantly sync only the changes to your PC when you get back online—so your content stays consistent and your team stays up-to-date.

Work better together and stay connected to customers.

Broadcast presentations instantly.

Present your work to customers across the room or across town. With the new Broadcast Slide Show feature in Microsoft PowerPoint® 2010 you can broadcast your slide show directly to anyone, anywhere with a browser.

Get your e-mail under control.

Managing e-mail these days can be overwhelming. Acting as a mute button for your inbox, the new Conversation View in Microsoft Outlook® 2010 cleans up and removes duplicate information, so e-mail stays organized and is easier to search.

Bring ideas to life and empower individual impact.

Create professional materials that set you apart.

Take the quality of your work to the next level—without investing more time. The easy-to-use, powerful new video and photo editing tools in Office 2010 help you add real impact to your communications, without the expense of professional fees.

Create powerful data insights.

Make faster and better-informed decisions. With new Sparklines in Excel 2010, entire trends can be shown in a single cell to help improve data visualization and give you meaningful insights into your business processes—so you can clearly determine your customers' needs.

*An appropriate device, Internet connection, and supported Internet Explorer, Firefox, or Safari browser are required. Some mobility functionality requires Office Mobile 2010 which is not included in Office 2010 applications, suites, or Web Apps.

"Yes, Office 2010 saves us time. But the benefits extend far beyond that. We're working better together, delivering projects faster, and working more closely with new and existing clients."

—Community Energy Plus, United Kingdom

Contact us to learn how Office 2010 can help you turn ideas into business success.

It's easy to find the right Office 2010 suite to meet your unique needs.

The new product lineup in Office 2010 provides simple and clear descriptions, making it easier for you to choose the product that works for your business:

Office 2010 suites	New PC only	Pre-installed on PC or Retail Packaged Product*			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			✔	NEW	✔ (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	
Purchase Recommendations for Customer	Home		Small Business		Mid Size Business	

w/BCM - Available with Business Contact Manager.   *Product Key Card or Traditional Disc Media   **Professional Academic suite available.

To learn more about Office 2010 and how it can drive your business success, visit http://go.microsoft.com/?linkid=9697997