

OFFICE 2010

Microsoft Office 2010 offers your customers one of the best productivity experiences across PC, phone, and browser today. It consists of a suite of smart, easy-to-integrate tools that help users to work in a way that's faster, easier and more intuitive – whether they're on the road or in the office.

The release of Office 2010 presents a major opportunity for both new and upgrade customers. Delivering clear advantages over Office 2007 and Office 2003 it is the perfect opportunity to upgrade customers to a new productivity suite that will help them rise to the challenge of today's business environment.

Plus! Together with Windows 7, Office 2010 offers a whole heap more. These two products combined will have a real impact across your customers' organisations – enabling them to increase operational efficiency and employee productivity while helping to keep their information safe.

MICROSOFT 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	✓	✓	✓	✓	✓
Excel	Limited	✓	✓	✓	✓	✓
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 Managibility and Control	
Purchase Recommendations for Customer	Home		Small Business		Mid Size Business	

WHY CUSTOMERS WILL WANT OFFICE 2010

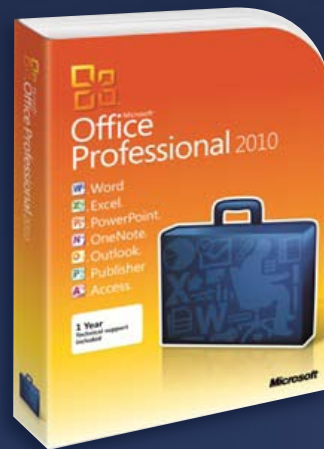
Microsoft Office has evolved from a suite of individual productivity technologies to a comprehensive, integrated system that enables customers to:

- **Express ideas more visually** – Office 2010 opens up a world of design options to help give life to your customers' ideas, including new and improved picture formatting tools such as colour saturation and artistic effects.
- **Deliver compelling presentations** – Help customers captivate their audience with personalised videos within their presentations. Insert and customise videos directly in PowerPoint 2010 – trim and add effects, or bookmark key points to call attention to selected scenes.

- **Stay on top of heavy workloads** – The new Conversation View feature of Office 2010 consolidates and condenses conversation threads, so emails stay organised and are easy to search.
- **Get messages out instantly** – Broadcast PowerPoint presentations to a remote audience with the new Broadcast Slide Show feature, which allows your customers to share presentations through a web browser quickly without additional set up.
- **Work together in real time** – With more people working on the go, collaboration can be a challenge. Co-Authoring enables multiple employees to work on a single document at the same time, so revisions, edits, and approvals can be made quickly and easily – from almost anywhere.

WHAT'S NEW IN OFFICE 2010?

- **Co-Authoring** – Breakthrough technology that 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 users can see what's been changed.
- **Conversation View** – This improves the tracking and management of related emails while saving valuable inbox space, letting customers better control large amounts of email easily. It also hides entire conversations and condenses them with just a few clicks.
- **Broadcast Slide Show** – Instantly broadcast slides to a remote audience, who can view the presentation online and on any device that has a Web browser, even if they don't have PowerPoint 2010.
- **Video Editing and Formatting** – Allows customers to edit videos right in PowerPoint 2010, no additional software required. They can even insert a video link from the Internet into a presentation to create rich, dynamic work but keep the file size manageable. And video controls let customers pause, rewind, fast-forward, and stop audio and video content without leaving slide-show mode.
- **Microsoft Excel 2010 Sparklines** – Sparklines are small charts in a worksheet cell that provide a clear and compact visual representation of data. Customers can use them to show trends in a series of values, such as seasonal increases or monthly expenditures, or to highlight maximum or minimum values.
- **Microsoft Office Backstage view** – Provides a single location for essential information about a document, such as permissions and version information – and increases sharing options for print, online, and email. And printing is faster and easier than ever with the new Live Preview. Now customers can see their document and settings automatically before they print, without multiple clicks.



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OFFICE 2010 AND WINDOWS 7: A POWERFUL COMBINATION

Together Office 2010 and Windows 7 enable your customers to increase operational efficiency and employee productivity while keeping their information safe. Boasting new tools designed to take the desktop to the next level these two products deliver a number of business benefits:

- **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. Plus with the new Office Web Apps, customers can review documents and do lightweight editing from virtually anywhere and on any device with a supported browser.

- **Keep productive on the go**

Work offline in Microsoft 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.

- **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 visualisation and give your customers meaningful insights into their business processes.

OPPORTUNITY SPOTTER

The following types of customer may be particularly interested in the benefits of Office 2010:

- Those who need to move from legacy versions of the product before they move out of extended support
- Those looking to save money on external 3rd party vendor costs such as marketing material creation, production and project management
- Those who want to improve efficiencies in sharing information and collaborating inside their business as well as with customers and partners Opportunity spotter
- Those who want to increase employee productivity on the go by extending battery life and improving productivity across the PC, phone and browser
- Those who need to be productive whether in or outside of the office
- Those who require smarter and quicker ways to gain insights from data for quicker and better-informed business decisions
- Those who are concerned with data security
- Those who are upgrading their hardware and want to minimise downtime