Microsoft Office 2010 Packaging

Fact Sheet
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Microsoft Office 2010 is the premier productivity solution across the PC, phone and browser. Office 2010 includes a new, simplified product lineup that delivers additional value and makes it easier for customers to choose the right version of Office to meet their specific productivity needs.

Below are overviews of the Office 2010 product set that will help meet the business and personal needs of large enterprises, small and midsize businesses, at-home users, and students and teachers.

Microsoft Office 2010 Suites
Microsoft Office Professional Plus 2010 — *only available via volume licensing* Includes: • Microsoft Excel 2010 • Microsoft Outlook 2010 with Business Contact Manager • Microsoft PowerPoint 2010 • Microsoft Word 2010 • Microsoft Access 2010 • Microsoft InfoPath 2010 • Microsoft Communicator • Microsoft Publisher 2010 • Microsoft OneNote2010 *New addition to suite* • Microsoft SharePoint Workspace 2010 *New addition to suite* • Microsoft Office Web applications • Integrated solution capabilities such as enterprise content management (ECM), electronic forms, and information rights and policy capabilities
Microsoft Office Professional 2010 Includes: • Microsoft Excel 2010 • Microsoft Outlook 2010 • Microsoft PowerPoint 2010 • Microsoft Word 2010 • Microsoft Access 2010 • Microsoft Publisher 2010 • Microsoft OneNote 2010 *New addition to suite* •
Microsoft Office Home and Business 2010 *New!* Includes: • Microsoft Excel 2010 • Microsoft Outlook 2010 • Microsoft PowerPoint 2010 • Microsoft Word 2010 • Microsoft OneNote 2010

Microsoft

Microsoft Office Standard 2010 — *only available via volume licensing*
Includes: • Microsoft Excel 2010 • Microsoft Outlook 2010 • Microsoft PowerPoint 2010 • Microsoft Word 2010 • Microsoft OneNote 2010 *New addition to suite* • Microsoft Publisher 2010 *New addition to suite* • Microsoft Office Web applications
Microsoft Office Home and Student 2010 — *licensed for noncommercial use*   Includes: • Microsoft Excel 2010 • Microsoft PowerPoint 2010 • Microsoft Word 2010 • Microsoft OneNote 2010

Microsoft Office 2010 Programs	
Microsoft Access 2010	Access 2010 makes it even easier for you to manage and track information with integrity, from tracking your soccer team's progress to running a small inventory application for a shop. Improved expressions and logic; integration with the Business Data Catalog (BDC); and 25 out-of-the-box, high-quality, easy-to-customize templates for the most common data tracking needs empower both new and experienced users.
Microsoft Communicator	Communicator provides a single intuitive interface, bringing together multiple communication modalities. Using a single identity for all your communication needs (e-mail, instant messaging, voice, conferencing) with presence as the indicator of availability, it's easier than ever to find the right people, make the right call, share a document and schedule a conference. Communicator 2010 also streamlines communication by allowing you to utilize its capabilities within other Office applications.
Microsoft Excel 2010	Excel 2010 will help empower better, faster, more agile business decisions through enhanced tools and functions. With Excel 2010, you can better analyze growing amounts of data both inside and outside your organization, perform "what if" calculations, and easily show off and communicate your results through rich visualizations in cell trending to reach that "aha" moment every time. From simple lists to the most complex mission-critical financial models, you can easily publish your Excel spreadsheets to the Web, extending the ways you share and collaborate with

	friends and colleagues while maintaining one accurate version among your team members.
Microsoft SharePoint Workspace 2010 *New!*	Formerly Microsoft Office Groove 2007, SharePoint Workspace is client software that expands the boundaries of effective collaboration by offering fast online and offline access to SharePoint content, convenient portability of SharePoint sites onto the user PC, quick automatic synchronization between the PC and SharePoint sites, and local accessibility of SharePoint content through Windows Desktop Search.
Microsoft InfoPath 2010	With InfoPath 2010, customers can create rich, dynamic forms that teams and organizations can use to gather, share, reuse and manage information, helping to improve collaboration and decision-making throughout organizations. Customers also can use the InfoPath Forms Services capabilities in SharePoint Server 2010 to extend business processes beyond the corporate firewall and deliver forms as Outlook 2010 e-mail messages, Web browser forms or forms for mobile devices.
Microsoft OneNote 2010	With OneNote 2010, you won't have to worry about forgetting anything again. With its Fluent user interface (UI), improved navigation and new organizational tools, all your notes, thoughts and ideas are easier than ever to capture and organize in a visually clear, quickly searchable location. If you are working on a team, OneNote 2010 streamlines collaboration with co-authoring and versioning. Shared Notebooks make getting everyone on the same page — yours — easier than ever.
Microsoft Outlook 2010	Microsoft Outlook 2010 provides you with a powerful set of e-mail management tools and connects to you a variety of Web services and social networks to manage your personal information and schedule while staying in touch with the people who matter most. With Outlook 2010, you can view, track and find information; customize your user interface and experience; connect across boundaries; and remain in control of your e-mail, calendar, contacts and other information like never before.
Microsoft Outlook 2010 with Business Contact Manager	Microsoft Outlook 2010 with Business Contact Manager offers powerful customer and contact management to help you save time, improve sales and marketing, and deliver better customer service. It helps organize and manage all your contact, prospect and customer information in one place. Customize Business Contact Manager records and create new record types to suit your business by using the new visual form designer. Track leads and opportunities throughout the sales cycle. Easily create, personalize and track direct marketing campaigns in-house. Centralize your project-related information so you can

	stay organized and monitor tasks with automated reminders. Monitor your business health at-a-glance with the graphical gadgets that help you see into various areas of your business. Review and analyze the effectiveness of your business through reports.
Microsoft PowerPoint 2010	PowerPoint 2010 equips you to create more powerful, portable presentations featuring enhanced transitions, animation, and audio and video (A/V) capabilities. With PowerPoint 2010, you can embed audio and video files in your presentations in high definition, co-author presentations in real time, and create video versions of your presentations. PowerPoint 2010 also expands the ways you can display and distribute your presentations by offering the ability to broadcast presentations to be viewed through a Web browser and easily post your presentation to the Web for easy editing.
Microsoft Publisher 2010	With its simple-to-use design tools, Publisher 2010 gives you the power to create professional-quality marketing materials and publications that can be printed and shared with ease by e-mail. You can work more efficiently with an updated user interface and easier photo-editing tools that let you get the effect you want, plus visual guides to help you navigate publications and see what you're printing. Whether it's brochures, flyers, catalogs or e-mail newsletters, you can do it yourself and save time and money. With Publisher 2010, it's never been easier to create your own successful marketing materials and publications.
Microsoft Visio Standard 2010	Visio Standard 2010 offers modern and intuitive diagramming tools to transform complex ideas into aha moments and get everyone on the same page with less time and effort. A diverse set of pre-drawn shapes, pictures and templates and new automatic drawing tools make visualization easier than ever.
Microsoft Visio Professional 2010	Visio Professional 2010 takes diagramming to a bold new level with dynamic, data-driven visualization tools and templates, and advanced sharing through the Web. Bring the big-picture and real-time data from multiple sources, including Excel, Microsoft SQL Server, and SharePoint lists, together in one powerful diagram. Then see real-time changes to data right within your diagram, displayed through vibrant graphics such as icons, colors and data bars. Using SharePoint integration, you can now easily share your diagrams in real time with anyone, even those who don't own Visio.
Microsoft Visio Premium 2010 *New*	Visio Premium 2010, introduced this year, offers advanced diagramming capabilities for IT and Process management, including new templates for Business Process Management Notations (BPMN), The Microsoft Accelerator for Six Sigma and SharePoint

	Workflow; new process management tools such as subprocess to help with standardization and reuse; and rules and logic validation to ensure accuracy and consistency across the organization. In addition, SharePoint workflows developed in Visio 2010 Premium can be exported for execution and real-time monitoring on Microsoft SharePoint Server 2010.
Microsoft Word 2010	Word 2010 empowers you to create more powerful and impressive documents through expanded capabilities and by removing roadblocks between your vision for the document and the end product. With Word 2010 you can collaborate more effectively with co-authoring capabilities, bring your text to life with OfficeArt formatting, and search and navigate through your documents more quickly. Word 2010 also connects you to research resources within the word references pane.

Third-party services are available for additional fees.

More information about Microsoft Office 2010 is available at http://www.microsoft.com/office/2010.

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For more information, press only:
Rapid Response Team, Waggener Edstrom Worldwide, (503) 443-7070, rrt@waggeneredstrom.com