



Top 10 Benefits of Office 2010 Beta

For home, small business, and school

Download the Office 2010 beta if you're a student, running a small business, or using Office at home.

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For enterprise and mid-sized business

Download if you're an IT professional or a developer or want to use Office at work.

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Microsoft® Office 2010 offers rich and powerful new ways to deliver your best work at the office, home, or school. Create results with people at the same time and stay connected to your files across the town or around the world.¹ With Office 2010, you're in control of getting things done and delivering amazing results according to your schedule.

1

Express your ideas more visually

Office 2010 opens up a world of design options to help you give life to your ideas. The new and improved picture formatting tools such as color saturation and artistic effects let you transform your document visuals into a work of art. Combined with a wide range of new pre-built Office themes and SmartArt® graphic layouts, Office 2010 gives you more ways to make your ideas stick.

2

Accomplish more when working together

Brainstorm ideas, provide better version control, and meet deadlines faster when you work in groups. The co-authoring experience for Microsoft® Word 2010, Microsoft PowerPoint 2010, Microsoft® Excel Web App and Microsoft OneNote shared notebooks let you work on a file with several people at once - even from different locations.²

3

Enjoy the familiar Office experience from more locations and more devices

With Office 2010, you can get things done more easily, from more locations and more

devices. Using a smartphone or virtually any computer with an Internet connection, you can work when and where you want to work.³

Microsoft Office Web Apps

Extend your Office 2010 experience to the Web. Store your Word, Excel, PowerPoint, and OneNote files online and then access, view, edit, and share content through the web.

Microsoft Office Mobile 2010

Stay current and respond quickly using enhanced mobile versions of Office 2010 applications, specifically suited to your Windows Mobile-based smartphone.

4

Create powerful data insights and visuals

Track and highlight important trends with new data analysis and visualization features in Excel 2010. The new Sparklines feature delivers a clear and compact visual representation of your data with small charts within worksheet cells. Filter and segment your PivotTable data in multiple layers using Slicers to spend more time analyzing and less time formatting.

5

Deliver compelling presentations

Captivate your audience with personalized videos in your presentation. Insert and customize videos directly in PowerPoint 2010—trim, add fades and effects, or bookmark key points in the video to call attention to selected scenes. Videos you insert are now embedded by default, relieving you from managing and sending additional video files.

6

Manage large volumes of e-mail with ease

Compress your long e-mail threads into a few conversations that can be categorized, filed, ignored, or cleaned up. The new Quick Steps feature let you perform multi-command tasks, such as reply and delete an e-mail in a single click, saving you time and in-box space.

7

Store and track all your ideas and notes in one place

Get the ultimate digital notebook for tracking, organizing, and sharing your text, picture, video and audio notes with OneNote 2010. New features such as version tracking, automatic highlighting, and Linked Notes give you more control over your notes so you're always on top of where your ideas came from and the latest changes when working in teams.⁴

8

Get your message out instantly

Broadcast your PowerPoint presentation to a remote audience, whether or not they have PowerPoint installed.⁵ The new Broadcast Slide Show feature allows you to share your presentation through a web browser quickly without additional set up.

9

Get things done faster and easier

Microsoft Office Backstage™ view replaces the traditional File menu to give you a centralized space for all of your file management tasks, such as the ability to save, share, print, and publish. The enhanced Ribbon across Office 2010 applications lets you access commands quickly and customize tabs to personalize the experience to your work style.

10

Access work across devices and platforms

Enjoy the freedom of using Office 2010 from more locations on more devices. When you use Microsoft® Office 2010, you're getting the familiar and intuitive Office experience across PCs, Smartphones, and Web browsers on the go.

1 Some functionality requires Office Mobile 2010, which is not included in Office 2010 applications or suites.

2 Co-authoring for Word, PowerPoint, and excel require either SharePoint Foundation Services or a Windows Live account. Co-authoring for Excel is available via the Microsoft® Excel® Web App.

Office Web Apps require either SharePoint Foundation Services (for business) or a free Windows Live account (for personal use). Office Mobile 2010 is not included in Office 2010 applications or suites.

4 Requires one of the following: Office Communicator 2007 or later with Office Communications Server 2007 or later, windows Live Messenger, or another instant message application that supports Imessenger or OCOM. Video available only with Office Communicator; voice calling availability varies by provider.

5 Broadcast Slide Show requires either SharePoint Foundation Services or a Windows Live account.