

# Do More with Less

## And prepare for the future through innovation

In today's economic times, it's critical to do more with less. You need to wring every drop of value from existing investments and scrutinize every new investment. Additionally, with workforce reductions, there's a greater demand for technology tools that can help fewer employees work smarter and respond to customers faster so that you can stay competitive.

**As an IT decision maker, you're challenged with finding the right balance between driving operational efficiency and investing for growth.** You need new ways to innovate and securely bring the right business capabilities to the right people with security in mind in this "New World of Business" – a global market with customers, suppliers, and partners who work together across cultures and continents. At the same time, you want to deliver these capabilities efficiently to manage costs.

Microsoft is committed to helping you and your business through these hard times while also helping you prepare for the future.

We understand that the last thing you want is technology that introduces the risks of incompatibility, requires new staff or training, or fails to work when you need it most. Instead, Microsoft solutions give you reliability, manageability, and choice.

Microsoft® Office maximizes your existing investments by extending server and services capabilities to people's desktops. The role of Office within organizations has expanded, and today it delivers a wealth of server or services capabilities—including business intelligence, collaboration,

and content management—into the hands of users through familiar and intuitive applications. Microsoft Office technology is easy to use and includes everything your people depend on to be more efficient and productive.

We invite you to learn more about how Office is evolving in its next release, Microsoft Office 2010. It will be able to help you do more with less, stay competitive, and prepare for the future. Office 2010 will offer people the tools they need to more effectively work together to bring ideas to life across the PC, phone, and browser. And IT can have a more flexible platform for delivering these tools.

In good times, and in bad, Microsoft continues to focus on your needs to bring you solutions to help your company work smarter and leaner. With Office 2010, you can be sure we're looking out for you today and for the future.



**Takeshi Numoto**  
Corporate Vice President  
Office Product Management Group



## Today...

The state of the economy is front and center for businesses. So now, more than ever, you need to know that your technology investments are wise ones.

## With Microsoft Office 2010

Your organization can thrive, not just survive. Your IT team will have more choices in delivery models and better tools to reduce Office management costs. Employees will have greater flexibility in how and where they work. And developers will be better able to make Office an integration point for your business applications.

## More Value with Office Professional Plus 2010

Microsoft Office Professional Plus 2010 empowers your people to do their best work from more places — whether they're using a PC, Web browser, or Smartphone\*. Put server capabilities into their hands with databases that connect directly with line-of-business systems through Office applications, so they can track, report, and share information more easily. Office Professional Plus 2010 gives you innovative applications to make your business more efficient and empower your people.

\*Mobile functionality requires an appropriate device and Internet connection. Some functionality also requires Office Mobile 2010, which is not included in Office 2010 applications or suites.

### Work Together: Connect. Share. Accomplish.

Today, it's even more critical for people to work better together with customers, partners, and each other using technology. You want to build stronger teams across broader geographic boundaries and reduce costs such as travel expenses.

Common Trends and Business Challenges Today	Sample Features/Benefits in Office Professional Plus 2010 <sup>1</sup>	Potential Cost Savings and Efficiency Gains
<p><b>Sharing expertise and staying connected</b></p> <ul style="list-style-type: none"> <li>Increased competition demands faster response times, but time is wasted on versioning and coordination.</li> <li>Ever-larger volumes of e-mail saps time and balloons storage costs.</li> <li>Technology is often a barrier to meeting spontaneously.</li> <li>Stronger emphasis on teamwork, driven by millennial work-styles (Gen-Y).</li> </ul>	<ul style="list-style-type: none"> <li>Allow multiple people to work on the same document at the same time, such as an RFP, to respond faster and meet deadlines.</li> <li>Take control of your e-mail and calendar with conversation management tools, mail tips, calendar preview, and more in Outlook® 2010.</li> <li>Start an application-sharing session from Communicator 2010 or the Backstage view of popular Office applications.</li> <li>Instantly share a presentation with virtually anyone who can access a Web browser for spontaneous meetings with customers and partners with PowerPoint® 2010.</li> </ul>	<ul style="list-style-type: none"> <li>Respond to clients faster to win and maintain more business.</li> <li>Reduce storage and bandwidth costs that result from the use of e-mail as the primary collaboration tool.</li> <li>Reduce travel budgets through the use of unified communications technology.</li> <li>Eliminate the expense of acquiring third-party social computing tools.</li> </ul>

<sup>1</sup> Microsoft Business Productivity Servers are required to enable many of the listed features.

## Bring Ideas to Life: Envision. Mash Up. Inform.

People are working in a far more complex environment than ever before and can fall victim to “information overload.” They need the right tools to help them draw insights and express ideas. Further, staff and budget cuts mean that everyone needs to be more productive and make the most of resources to produce results that keep them ahead of the competition.

Common Trends and Business Challenges	Sample Features/Benefits in Office Professional Plus 2010 <sup>1</sup>	Potential Cost Savings and Efficiency Gains
<p><b>Managing large volumes of information</b></p> <ul style="list-style-type: none"> <li>• Reduced staff means that everyone needs to be more productive.</li> <li>• Must be able to draw insights from complex or disparate data sets.</li> <li>• Photos and videos capture your audience but hogs memory and require tools and expertise to edit.</li> <li>• Need to capture, search, and reuse all types of content more easily.</li> </ul>	<ul style="list-style-type: none"> <li>• Discover more program features with the Ribbon toolbar, extended to all applications to help you deliver better results faster.</li> <li>• Make fast, effective comparisons of data by using improved conditional formatting and analysis tools such as sparklines and slicers in Excel® 2010.</li> <li>• Edit and compress videos and photos in PowerPoint 2010 with cutting-edge audio/video capabilities that are easy to use.</li> <li>• Capture all types of content, from videos to screen clippings, and easily track changes with improved search and navigation in OneNote® 2010.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce training costs and increase productivity by allowing users to work in familiar, intuitive tools that are consistent across applications.</li> <li>• Spot trends and make them visible to others to draw insights from data and make decisions faster.</li> <li>• Reduce spending on specialized tools: records management, photo/video editing, analysis add-ins, etc.</li> <li>• Avoid agency costs by producing professional-looking documents in-house.</li> </ul>

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## Use Office Anywhere: PC. Phone. Browser.

Mobile working isn't just about the sales force anymore. Today you're likely supporting telecommuting and expect employees to be “always on, always connected” even when they are away from the office. Workers need access to information and the ability to take action regardless of whether they are at home, at work, or on the move.

Common Trends and Business Challenges	Sample Features/Benefits in Office Professional Plus 2010 <sup>1</sup>	Potential Cost Savings and Efficiency Gains
<p><b>Working across locations and devices</b></p> <ul style="list-style-type: none"> <li>• Porting content is time-consuming and can lead to errors, but mobile work is on the rise.</li> <li>• Teams are more geographically dispersed.</li> <li>• People want freedom to access their information from more places and on more devices.</li> </ul>	<ul style="list-style-type: none"> <li>• Use Office in more places with the new Office Web Applications and easily post documents to the Web; view and review Word, Excel, PowerPoint, and OneNote documents on virtually any machine with a Web browser.<sup>2</sup></li> <li>• Access and edit documents offline using SharePoint® Workspace 2010, which automatically syncs the changes later, helping save you time.</li> <li>• Use Office Mobile applications to complement Office 2010 to stay up to date; view and edit documents with a familiar Office interface best suited for Smartphones.<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Save on overhead costs of real estate and facilities by enabling telecommuting.</li> <li>• Keep everyone connected, even when remote, with access to more information offline.</li> <li>• Help people stay updated on the go since they can do more work offline and from more devices.</li> </ul>

<sup>1</sup>Microsoft Business Productivity Servers are required to enable many of the listed features.

<sup>2</sup>Supported on Internet Explorer®, Safari, and Firefox.

<sup>3</sup>Office Mobile 2010 is not included in the Office 2010 applications or suites.

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## Simplify Deployment and Lower Management Costs: Choice. Relevance. Power.

Effective desktop management is a critical component of cost management and worker productivity. In an environment where users demand more flexibility in their work style, IT adds significant value to an organization when it can meet this demand with even fewer resources than in the past.

Common Trends and Business Challenges Today	Sample Features/Benefits in Office Professional Plus 2010 <sup>1</sup>	Potential Cost Savings and Efficiency Gains
<p><b>Helping the diverse workforce be productive</b></p> <ul style="list-style-type: none"><li>• Support a broader array of devices with security as a top priority.</li><li>• Manage collaboration complexity and increased mobility.</li><li>• Work with reduced IT budget.</li><li>• Maximize the value of existing investments.</li></ul>	<ul style="list-style-type: none"><li>• Integrated identity &amp; security management across PC, phone, and browser helping protect your IP.</li><li>• Online and offline capabilities for e-mail, collaboration workspaces, and electronic forms provide flexibility for the work force.</li><li>• More delivery options enable tremendous savings for deployment, update management and application compatibility testing.</li><li>• SA Benefits for IT and end-user training and migration planning help you transition users and realize the value of your Microsoft investments.</li></ul>	<ul style="list-style-type: none"><li>• Enable IT to drive innovation with less time spent on administration.</li><li>• Support a consistent collaboration strategy across the organization.</li><li>• Spend less time and money on desktop migration and management.</li><li>• Lower training costs.</li></ul>

<sup>1</sup> Microsoft Business Productivity Servers are required to enable many of the listed features.

## New Additions for Office Professional Plus 2010

Microsoft® Office Professional Plus 2010 helps put server capabilities into the hands of users. To align with this approach, we're adding the following applications to the Office Professional Plus suite with the 2010 release.

### SharePoint Workspace 2010 (formerly "Groove")

SharePoint® Workspace 2010 allows you to take SharePoint content offline and work with the content on your desktop whether or not you are connected. Make changes with confidence that the next time you touch the network, content will be synchronized back to SharePoint. You can even work with customers, partners, and remote team members seamlessly across multiple networks.

We're adding SharePoint Workspace 2010 to Office Professional Plus 2010 to help you gain even more from server investments. It's a great tool to provide people with easy access to SharePoint content wherever they are and a seamless online/offline experience. Plus, it makes it easier for IT to drive a consistent information management strategy based on SharePoint technology throughout the organization.

### OneNote 2010

More powerful than memory, more searchable than a stack of documents—OneNote® 2010 gives people a place to manage work's details. Even multiple sources of data—such as audio files, video recordings, and scanned text—are easy to find, sort, and display. And, with shared "notebooks," OneNote becomes an easy place for teams to quickly swap information and stay on track.

OneNote 2010 provides a comprehensive set of tools to accommodate how people and teams work today. It offers new ways to capture and share collective knowledge and facilitates collaborative editing in wiki-like "living documents."

### Office Web Applications

The Office Web Applications are Office applications that have been optimized for use in the Web browser. They help people work more effectively from virtually any location or device online through a familiar Office interface.

These Office Web Applications are included in Office Professional Plus 2010 to extend the Office experience. Enjoy high-fidelity viewing, meaning documents appear just as they would on the desktop, and do light-weight editing of Word documents, Excel® workbooks, PowerPoint® presentations, and OneNote notebooks in a browser.

- Supported through Internet Explorer®, Firefox, and Safari
- Preserves data and formatting changes
- Allows simultaneous editing in OneNote and Excel.

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