



A Day in the Life of the Next Wave of Productivity


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Because it's everybody's  business

The Best Productivity Experience

Enable your people to work from anywhere with their PC, phone, and browser.



Office 2010 suite



Office Mobile



Office Web Apps

***LET'S TAKE A LOOK AT
HOW OFFICE HAS CHANGED
OVER THE YEARS...***

Font: Tms Rmn Pts: 10 **B** *I* ~~X~~ U ~~W~~ D + = *

Style: Normal [List Icons] [Align Icons] [Indent Icons] [Tab Icons]

0 1 2 3 4 5 6

Word for Windows 1.0 (1989)

Common screen resolution: 640x480

Number of toolbars: 2

Font: Tms Rmn

Style: Normal

- Character...
- Paragraph...
- Document...
- Tab...
- Table...

Rich text formatting toolbar with icons for Bold (B), Italic (I), Underline (K), Underline (U), Strikethrough (W), Double Underline (D), Increase Indent (+), and Decrease Indent (*).

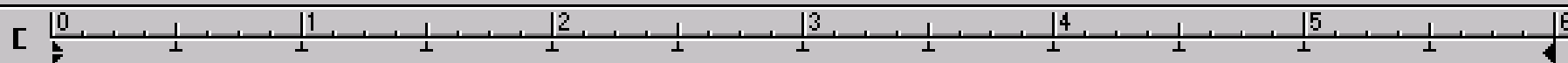
Paragraph formatting toolbar with icons for Bulleted List, Numbered List, Increase Indent, Decrease Indent, and Right Align.



L



Normal Tms Rmn 10 B I U [bulleted list] [numbered list] [indent] [outdent]



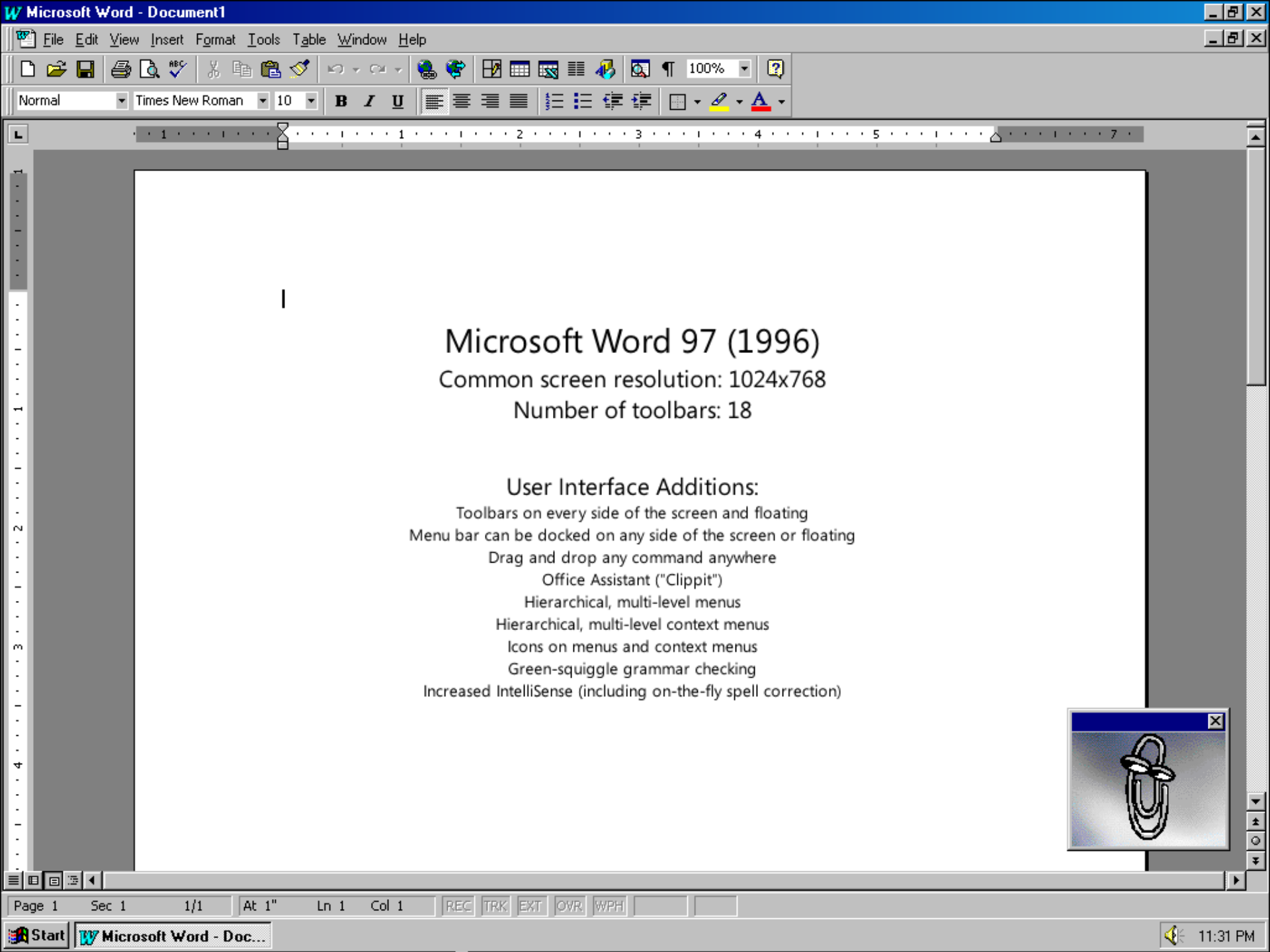
Word for Windows 2.0 (1992)

Common screen resolution: 640x480

Number of toolbars: 2

User Interface Additions:

Nested Dialog Boxes



Microsoft Word 97 (1996)

Common screen resolution: 1024x768

Number of toolbars: 18

User Interface Additions:

- Toolbars on every side of the screen and floating
- Menu bar can be docked on any side of the screen or floating
- Drag and drop any command anywhere
- Office Assistant ("Clippit")
- Hierarchical, multi-level menus
- Hierarchical, multi-level context menus
- Icons on menus and context menus
- Green-squiggle grammar checking
- Increased IntelliSense (including on-the-fly spell correction)



- Spelling and Grammar... F7
- Language
- Word Count...
- AutoSummarize...
- AutoCorrect...
- Look Up Reference...
- Track Changes
- Merge Documents...
- Protect Document...
- Online Collaboration
- Mail Merge...
- Envelopes and Labels...
- Letter Wizard...
- Macro
- Templates and Add-Ins...
- Customize...
- Options...

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CHAPTER 1		CHAPTER 3	
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About the "Picture" Icons	1	About the "Picture" Icons	1
Section Breaks are Key	2	Section Breaks are Key	2
About Pictures and Captions	2	About Pictures and Captions	2
How To Generate a Table of Contents	3	How To Generate a Table of Contents	3
How To Create an Index	3	How To Create an Index	3
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How To Save Time in the Future	4	CHAPTER 3	
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- Add bullets or numbering to your documents
 - Demo: Delete the first-page header and footer
 - Insert headers and footers
- More...

Search for:

Example: "print more than one copy"

Open

- Standard Forms
- Views Persistence
- Usability Tasks
- More...
- Create a new document...

Microsoft Word 2003 (2003)

Common screen resolution: 1024x768

Number of toolbars: 31

User Interface Additions:

- Task Panes (11 new + 8 existing = 19 total)
- Person Name Smart Tag Menu
- ALT+click words to perform lookup actions

Document1 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

100% Read

Table Columns Times New Roman 10 B I U

<Click Recount to view> Recount

Value1	Value2	Value3	Value4
--------	--------	--------	--------

30 results from Office Online

- Update an index, table of contents, table of figures, or table of authorities
Help > Tables of Contents, Index, and Tables of Figures
- Change the appearance of a table of contents, index, table of authorities, or table of figures
Help > Tables of Contents, Index, and Tables of Figures
- Delete an index, table of authorities, or table of figures
Help > Tables of Contents, Index, and Tables of Figures
- Split a table
Help > Tables
- Table of Contents II: Advanced TOCs, long documents, and other tables
Training > Word

Search

Microsoft Office Online

tables

Can't find it?

Page 1 Sec 1 1/1 At 1.1" Ln 2 Col 1 REC TRK EXT OVR

Microsoft Office Word ...

Change the appearance of a table of contents, index, table of authorities, or table of figures

Show All

- On the **Insert** menu, point to **Reference**, click **Index and Tables**, and then click the tab you want.
- In the **Formats** box, click **From template**, and then click **Modify**.
- In the **Styles** box, click the style you want to change, and then click **Modify**.
- To add the new style definition to your template, select the **Add to template** check box.
- Under **Formatting**, select the options you want.

Notes

- To change the appearance of a table of contents in a Web frame, you must first position the insertion point inside the frame that contains the table of contents. To change the appearance of a table of contents in a Web frame that uses hyperlinks, change the properties of the hyperlink style.
- To edit the text of an individual entry, locate the source of the entry, modify it, and then update the entire table of contents, index, table of authorities, or table of figures.

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3:45 AM

Microsoft Business Productivity Infrastructure

Best Productivity Experience
Across PC, Phone, Browser

IT Choice and Value



Unified
Communications

Business
Intelligence

Enterprise
Content
Management

Collaboration

Enterprise
Search

Unified Business Platform

Microsoft Business Productivity Infrastructure

Office Brings Even More Value to Server & Services Capabilities

Deliver the value of servers & services to users



Microsoft®
Office 2010



Promote faster adoption of new capabilities through tools used every day

Unified Business Platform

Single-interface training helps manage support costs

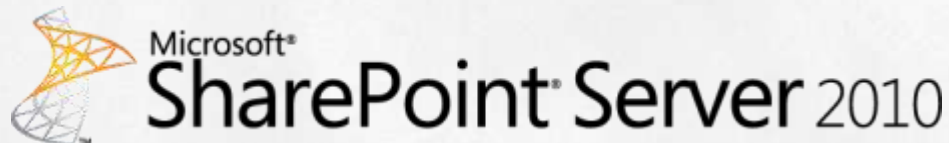
A Day in the Life in the New
Wave of Productivity

Let's Take a Look!

What was under the hood?



The Day Powered by...



On the Server?



Office 2010 Delivers More

The Best Productivity Experience Across the PC, Phone & Browser



Work Better
Together



*Collaboration Without
Compromise*

Bring Ideas
to Life



*Insights from
Information*

Use Office
Anywhere



*PC, Phone &
Browser*

The Practical
Productivity Platform



*Security,
Manageability &
Performance*



Thank you