




















Office Suites Comparison Chart

See what's new in Office 2010.

New, easy-to-use features and tools in Microsoft Office 2010 and new Office Web Apps help you make it great for home, school, and work. See what's new and improved and compare to previous versions.

		OFFICE 2010	OFFICE 2007	OFFICE 2003
				
New Features by Program and Version				
	OFFICE ONLINE: Access, edit, and share documents. ¹			
	Post documents online right from Word, Excel, PowerPoint, or OneNote.	•	•	•
	Access and share with others from virtually anywhere.	•	•	•
	Edit and work together online with new Office Web Apps.	•	•	•
	WORD 2010: Give your words some added flair.			
	Edit and apply effects to photos without additional software.	•	•	•
	Turn text into compelling diagrams with new and improved SmartArt graphics.	•	•	
	Add powerful special effects to words with new text effects.	•	•	•
	Work together in real time with the new Co-Authoring feature. ²	•		
	POWERPOINT 2010: Create presentations that have an impact.			
	Embed, trim, add bookmarks and special effects to videos right in PowerPoint.	•		
	Apply sophisticated effects to pictures, like color saturation and artistic filters.	•	•	•
	Broadcast presentations instantly by creating a link for real-time, online viewing.	•		
	Share with others and stay on top of changes using the Co-Authoring feature.	•		
	ONENOTE 2010: Organize notes in one digital notebook.			
	Capture and store text, images, video, and audio notes in one easy-to-find place.	•	•	
	Link notes back to their source with Linked Notes. ³	•		
	Share and edit notes together using new Version Control tools.	•	•	
	Make edits with others at the same time using the new OneNote Web App.	•		
	OUTLOOK 2010: Manage e-mail and calendars with ease.			
	Streamline your inbox with the new Conversation View and Ignore features.	•	•	•
	Manage multiple e-mail accounts, like Hotmail or Gmail, right from Outlook.	•	•	•
	Make scheduling simple with new Calendar Preview and Multiple Calendar View.	•	•	•
	Stay connected with social and business network updates using new Outlook Social Connector.	•		
	EXCEL 2010: See data more clearly.			
	Highlight important data trends in seconds using new Sparklines.	•		
	Clarify information with color schemes and data bars in Conditional Formatting.	•	•	•
	Spend less time sifting through data with new PivotTable features.	•	•	•
	Edit documents with others simultaneously using the new Excel Web App.	•		
	OFFICE 2010: Work your way.			
	Easily customize the Ribbon in every Office 2010 application.	•	•	
	Quickly access file management tasks, such as open, save, and print, with new Backstage view.	•		