

# Microsoft Excel 2010 Overview

Microsoft® Excel® 2010 makes it possible to analyze, manage and share information in more ways than ever before, helping you make better, smarter decisions. New data analysis and visualization tools help you track and highlight important trends. Easily upload your files to the Web and work simultaneously with others online. Access your important data on the go from almost any Web browser.<sup>1</sup> Whether you're producing financial reports or managing personal expenses, Excel 2010 gives you more efficiency and flexibility to accomplish your goals.

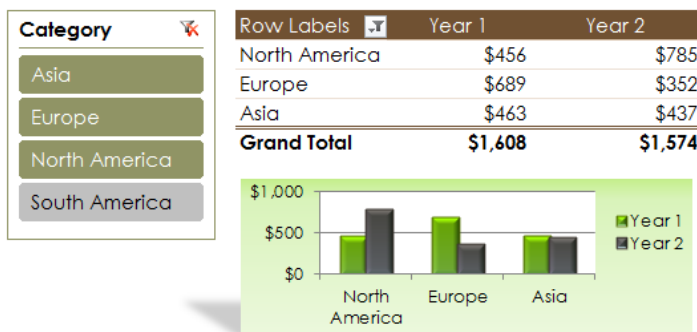
## 1 Create data charts in a single cell

With Sparklines, a new feature in Excel 2010, you can create small charts in a single cell to quickly discover patterns in your data. It's a quick and easy way to highlight important data trends such as seasonal increases or decreases, saving you time.

	Current	1 Year History		
		Trend	High	Low
All Departments	\$ 159.6		\$ 159.6	\$ 130.5
Women's Apparel	\$ 32.6	↑	\$ 32.6	\$ 30.2
Patio & Garden	\$ 16.2	→	\$ 16.9	\$ 15.1
Toys	\$ 15.7	↓	\$ 15.7	\$ 13.5
Electronics	\$ 14.9	→	\$ 18.3	\$ 14.9
Baby Apparel	\$ 14.2	→		
Men's Apparel	\$ 13.5	→	\$ 13.2	\$ 12.8
Kid's Apparel	\$ 12.6	→	\$ 12.9	\$ 11.9
Furniture	\$ 11.4	→	\$ 14.5	\$ 8.7
Bed & Bath	\$ 11.1	↑	\$ 11.1	\$ 9.3
Kitchen	\$ 9.9	↑	\$ 10.1	\$ 2.3
Home	\$ 7.5	→	\$ 9.1	\$ 4.5

## 2 Zero in on the right data points quickly

Excel 2010 delivers a new and exciting filter enhancement for your PivotTables®. The Slicer feature provides you with a rich visualization of your PivotTable view so you can dynamically segment and filter the data to display precisely what you need. With the new search filter, you can spend less time sifting through large data sets in your tables and PivotTable views, and more time analyzing.



## 3 Access your spreadsheets from virtually anywhere

Post your spreadsheets online and then access, view and edit wherever from just about any computer or your Windows® phone.<sup>2</sup> With Excel 2010, you can take advantage of a best-in-class spreadsheet experience across multiple locations and devices.

- **Microsoft Excel Web App.** Edit workbooks in a Web browser when you're away from your office, home or school without compromising the quality of your viewing experience.<sup>1</sup>
- **Microsoft Excel Mobile 2010.** Stay current and take immediate action when necessary using an enhanced mobile version of Excel specifically suited to your smartphone.<sup>2</sup>

## 4 Connect, share and accomplish more when working together

Co-authoring through Excel Web App makes it possible for you to edit the same spreadsheet with others simultaneously from different locations.<sup>1</sup> See changes from others appear as they are made and with the number of editors in the workbook shown on the status bar you'll always know who else is editing the workbook with you.

## 5 Add more sophistication to your data presentations

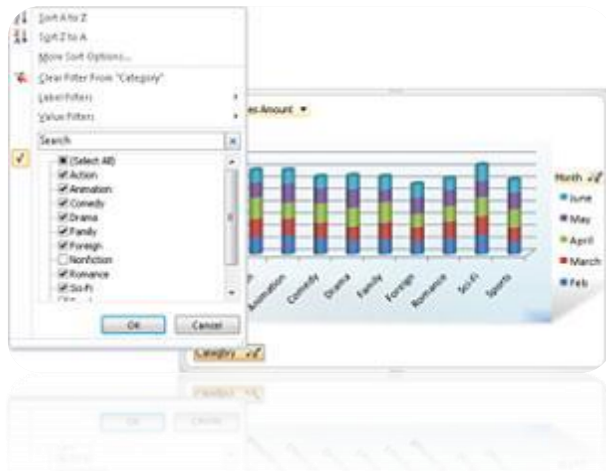
Conditional Formatting in Excel 2010 gives you more control over styles and icons, improved data bars, and the ability to highlight specific items in a few clicks. Negative values are more clearly displayed and zero values are suppressed. New gradient fills with borders and solid fills make it easier to add more visibility to your values.

<sup>1</sup> Requires Microsoft SharePoint Foundation 2010 or a Windows Live™ account, Internet connection, and supported Internet Explorer®, Firefox or Safari browser. There are some differences between the features of the Office Web Apps and the Office 2010 applications.

<sup>2</sup> An appropriate device, Internet connection, and supported Internet Explorer, Firefox or Safari browser are required. Excel Mobile 2010 is not included in Office 2010 applications, suites or Web Apps. It will be available at the final release of Microsoft Office 2010 on Windows phones (Windows Mobile® 6.5 or above). There are some differences between the features of the Office Web Apps, Office Mobile 2010 and the Office 2010 applications.

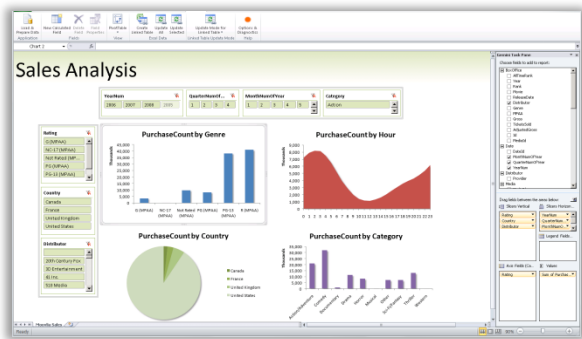
**6 Take advantage of more interactive and dynamic PivotChart views**

Quickly gather more insights with the ability to display different data views directly in a PivotChart®, independent of PivotTable views, to analyze and capture the most compelling picture of your numbers.



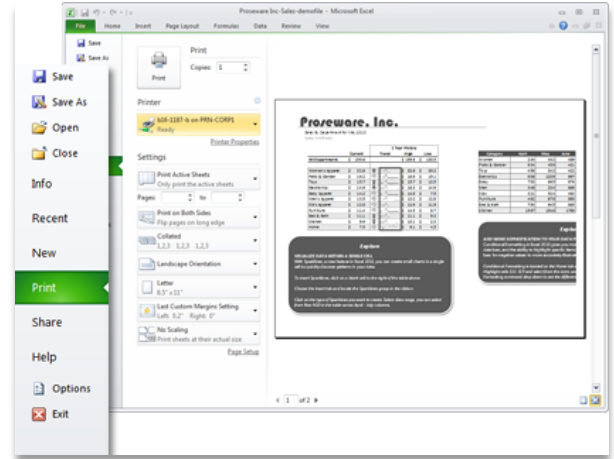
**7 Efficiently model and analyze almost any data**

PowerPivot for Excel 2010, a free add-in, provides groundbreaking technology such as streamlined integration of data from multiple sources and lightning-fast manipulation of large data sets with up to millions of rows. Business users can effortlessly publish and share analysis through Microsoft SharePoint® Server 2010, and have other users enjoy the same Slicer, PivotTable and fast-query capabilities when working on their Excel Services report.<sup>3</sup>



**8 Do things easier and faster**

Excel 2010 simplifies how you access features. The new Microsoft Office Backstage™ view replaces the traditional File menu to let you save, share, print and publish your workbooks with just a few clicks. And, with the improved Ribbon, you can access your favorite commands even more quickly by customizing tabs or creating your own to personalize the experience to your work style.



**9 Harness more power for building bigger, more complex spreadsheets**

Power users and analysts rejoice! With the new 64-bit version of Excel 2010, massive amounts of information are easier to analyze than ever before. Analyze large, complex datasets greater than the 2-gigabyte file size of previous Excel versions.

**10 Publish and share through Excel Services**

SharePoint Server 2010 and Excel Services integration lets business users share analysis and results across their organization by publishing spreadsheets to the Web. Build a business intelligence dashboard and share sensitive business information more broadly with co-workers, customers and business partners in a security-enhanced environment.

*This information is about pre-release software and therefore is subject to change. It is provided without warranty of any kind, express or implied.*

<sup>3</sup> PowerPivot for Excel 2010 requires a separate, free download at [www.powerpivot.com](http://www.powerpivot.com). PowerPivot for SharePoint requires SQL Server® 2008 R2 Enterprise Edition or higher and SharePoint 2010.