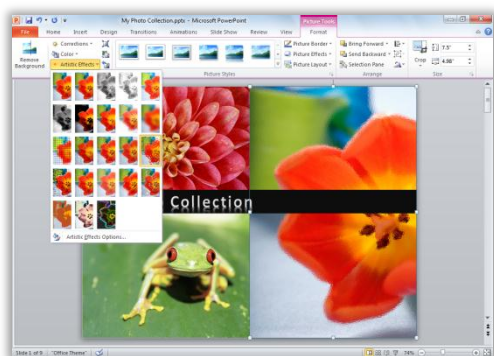


Microsoft PowerPoint 2010 Overview

Microsoft® PowerPoint® 2010 gives you more ways to create and share dynamic presentations with your audience than ever before. Exciting new audio and visual capabilities help you tell a crisp, cinematic story that's as easy to create as it is powerful to watch. With new and improved tools for video and photo editing, dramatic new transitions, and realistic animation, you can add polish to presentations that will captivate your audience. In addition, PowerPoint 2010 enables you to work simultaneously with other people or post your presentation online and access it from virtually anywhere using the Web or your smartphone.¹

1 Bring more energy and visual impact to your presentations

Save time and money by applying sophisticated photo effects without using additional photo-editing software programs. Transform your images into compelling, vibrant visuals by using new and improved picture editing features such as color saturation and temperature, brightness and contrast, and an advanced cropping tool, along with artistic filters such as blur, paintbrush and watercolor.

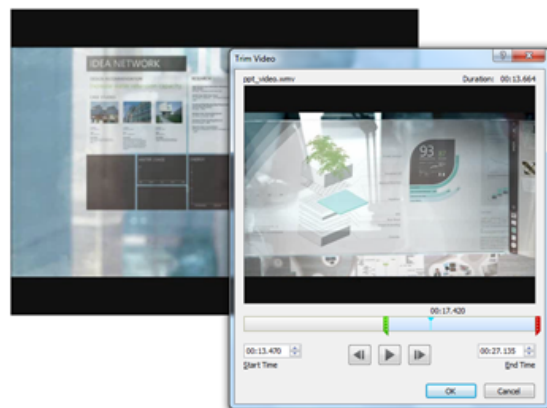


2 Work with others without waiting your turn

PowerPoint 2010 redefines the way people can work together on presentations. With co-authoring, you can simultaneously edit the same presentation with others in different locations. You can also use Office Communicator or your instant messaging application to view the availability of others who are authoring a presentation with you and easily initiate a conversation without leaving PowerPoint.²

3 Add a personalized video experience

Embed and edit video files directly in PowerPoint 2010. Easily trim your video to show only relevant sections. Bookmark key points in a video for quick access or trigger animation to begin automatically when those bookmarks are reached. You can also set the video to fade in and out at specified intervals and apply a variety of video styles and effects — such as reflections, bevels and 3-D rotation — to help you quickly capture your audience's attention.



4 Imagine just-in-time show and tell

Instantly broadcast your PowerPoint 2010 presentations by sending a link to where people can view your presentation on the Web.³ Your audience sees your slides in high fidelity, even if they don't have PowerPoint installed. You can also create a high-quality video of your presentation, including narration, to share with virtually anyone through e-mail, via the Web or on DVD.

¹ Requires Microsoft® SharePoint® Foundation 2010 or a Windows Live™ account. An appropriate device, Internet connection, and supported Internet Explorer®, Firefox or Safari browser are required. Some mobile functionality requires Office Mobile 2010, which is not included in Office 2010 applications, suites or Web Apps. There are some differences between the features of the Office Web Apps, Office Mobile 2010 and the Office 2010 applications.

² Instant messaging and presence require one of the following: Microsoft Office Communications Server 2007 R2 with Microsoft Office Communicator 2007 R2, Windows Live Messenger, or another instant messaging application that supports IMessenger. Voice calls require Office Communications Server 2007 R2 with Office Communicator 2007 R2 or an instant messaging application that supports IMessengerAdvanced.

³ Broadcast Slide Show requires either SharePoint Foundation 2010 or a Windows Live account. To broadcast via Microsoft SharePoint 2010, Office Web Apps must be installed.

5 Access your presentations from more locations and on more devices

Post your presentations online and then access, view and edit them from the Web⁴ or your Windows[®] phone.⁵ With PowerPoint 2010, you can get things done according to your schedule.

- **Microsoft PowerPoint Web App.** Extend your PowerPoint experience to the Web and enjoy full-screen, high-quality viewing of your presentations. Store your presentations online and edit your work through the PowerPoint Web App when you're away from your office, home or school.⁴
- **Microsoft PowerPoint Mobile 2010.** Stay current and take immediate action when necessary using a new mobile version of PowerPoint specifically suited to your smartphone.⁵

6 Create high-quality presentations with stunning graphics

You don't have to be a design expert to create professional-looking graphics. Use dozens of additional SmartArt[®] layouts to create many types of graphics such as organization charts, lists and picture diagrams. Transform words into impressive visuals that better illustrate your ideas. Create diagrams as easily as typing a bulleted list or convert text and images to a diagram in just a few clicks.



7 Captivate your audience with new transitions and improved animations

PowerPoint 2010 offers new, dynamic slide transitions and animation effects that look similar to graphics you'd see on TV. Easily access, preview, apply, customize and replace animations. You can also use the new Animation Painter to easily copy animations from one object to another.

8 Organize and print your slides more effectively

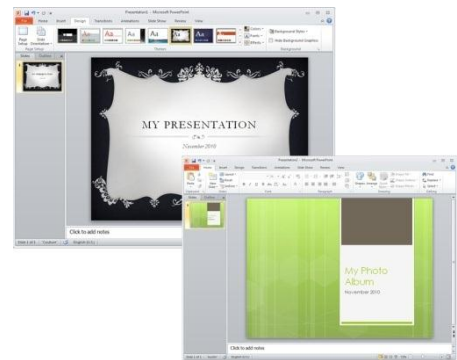
Easily organize and navigate through slides using slide sections. Divide a presentation into logical slide groups, rename sections to help you manage content — such as to assign slides to a particular author — or easily print just one section of slides.

9 Get things done faster

PowerPoint 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 presentations 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.

10 Work on multiple presentations and multiple monitors

PowerPoint 2010 gives you a completely separate window for each presentation that you open, so you can view and edit multiple presentations independently, side by side or even on separate monitors.



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

⁴ Requires either SharePoint Foundation 2010 or a Windows Live account.

⁵ An appropriate device, Internet connection, and Internet Explorer, Firefox or Safari browser are required. PowerPoint Mobile 2010 is not included in Office 2010 applications, suites or Web Apps.