

# **Office 2010 and SharePoint 2010: Business Productivity at Its Best**

Fact Sheet

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## OVERVIEW

As information work evolves in response to external trends and technological innovations, the tools for information work must evolve as well. Microsoft Office, as the primary vehicle by which people experience Business Productivity Infrastructure (BPI) capabilities, continues to expand to support the changing requirements of businesses and information workers around collaboration, mobility and secure access to business data, while providing value, simplicity and integration throughout the BPI stack.

Over the years, Microsoft Office has provided increasingly richer capabilities through integration with back-end server components such as Microsoft SharePoint. Office 2010 continues this evolution. Though good results can be achieved using Office 2007 applications with SharePoint 2007, the highest level of value and capabilities can be realized through the integration of Microsoft Office 2010 with SharePoint 2010.

## COLLABORATION WITHOUT COMPROMISE

People and businesses expect the tools they use in the office to support the highly collaborative, mobile, and distributed work styles that are the norm in today's workplace. Microsoft Office 2010 and SharePoint 2010 enable people to pull information together quickly from experts and data sources anywhere, then collaborate to produce documents, support customers, onboard new employees, or provide timely guidance on an important process. With Microsoft SharePoint 2010 and Office 2010 together, people can:

- Co-author documents: Share ideas with other people simultaneously
- Share a Team Notebook: Enable multiple people to add and change content, with clear author history
- Broadcast Slide Shows in PowerPoint: Share a PowerPoint presentation over the Web for remote or networked viewers.
- Automate workflow and document routing through various departments and contributors (especially useful in situations requiring regulatory compliance and legal approval.)

## BRING IDEAS TO LIFE

Today's business environment is leaner than ever, and people need a concise, accessible view of the information to stay productive amid the constant challenge of "information overload." With Microsoft Office 2010 and SharePoint 2010 capabilities, people can create powerful analysis right from their desktops share through a browser to drive better business decisions. With Microsoft SharePoint 2010 and Office 2010 together, people can:

- PowerPivot for Excel 2010 and SharePoint 2010: Manipulate data sets up to hundreds of millions of rows and analyze on the Web
- Microsoft Office Backstage view: Provides more automated Metadata capture Excel Services: Use Office Backstage view in Excel 2010 to selectively publish parts of a worksheet, hide formulas, and stage data to SharePoint 2010
- Design for Web Mode in Access 2010: Applications can be published to SharePoint 2010 so people can share, collect and report on data

## ANYWHERE ACCESS

Over the past decade, mobility and telework have moved from the margins to the center of the workplace experience, sometimes led by popular consumer technologies that have proven problematic in the enterprise. With Microsoft Office 2010 and SharePoint 2010 capabilities, information access is securely extended to enable people to work from more places and on more devices with a browser, and to keep everyone more productive even when they're on the go. Co-workers in different locations can share, edit, and comment on documents or presentations from their mobile devices with a familiar experience tailored to mobile devices. With Microsoft SharePoint 2010 and Office 2010 together, people can:

- Office Web Apps: View and make light edits to documents through the Browser with the new Office Web Apps for Word, Excel, PowerPoint and OneNote, which can be hosted on premises with SharePoint 2010
- SharePoint Workspace 2010: Work offline. When reconnected to the network, changes are synchronized
- Office Mobile: Find and view standard business documents, spreadsheets and presentations using mobile versions of familiar Microsoft Office applications

## THE PRACTICAL IT PLATFORM

Today's business world demands that IT support the business to overcome increasingly complex challenges while operating within a reduced budget. At the same time, organizations are being forced to support a broader array of devices securely and meet compliance requirements with fewer resources, better response times, and lower costs. Microsoft Office 2010 and SharePoint 2010 enable secure and easy access to line-of-business applications and external data sources, through the familiar Microsoft Office interface they already know. IT can extend the value of enterprise applications more broadly across the business while reducing the demands for training and support. With Microsoft SharePoint 2010 and Office 2010 together, people can:

- Business Connectivity Services (BCS) provides the read/write capability to connect SharePoint 2010 and Microsoft Office client applications to external data sources (such as SQL, Oracle, SAP, CRM, Siebel, Web services, and custom applications).
- SharePoint Workspace 2010: Bring LOB data into SharePoint 2010 Sites and then take that data offline
- Use Business Data Applications: Design forms for SharePoint 2010 that create, read, update, and delete business data from a back-end systems
- InfoPath 2010: Package forms more quickly and easily by using the Windows SharePoint Services Solutions (.wsp) and SharePoint Site Template (.stp) file formats.

## BOTTOM LINE VALUE: BETTER TOGETHER

Microsoft Office 2010, when used with Microsoft SharePoint 2010, maximizes existing investments by extending server and services capabilities to people's desktops, mobile devices, and browsers through familiar and intuitive applications. The latest versions of these platforms were developed together for maximum integration, with the expressed purpose of delivering a wealth of server and services capabilities to information workers and enabling the most powerful user experience possible. While Office 2010 and SharePoint 2010 provide much new and improved functionality compared to their previous versions, the combined deployment of the latest client programs and server technologies is necessary to achieve the best integration of Microsoft Office and SharePoint features.