

Which Edition Is Right for My Business?

Two volume licensing suites are available for Microsoft Office 2010, so you can choose the edition that delivers the maximum value to your organization. In general, Microsoft Office Standard 2010 provides a comprehensive toolset for individual productivity, and Office Professional Plus 2010 offers a complete toolset for both individual and team productivity and connects users to key business processes.

Compare the Office 2010 Suites

Applications	Microsoft Office Standard 2010	Microsoft Office Professional Plus 2010	
 Word	✓	✓	Transform ideas into professional-looking documents.
 Excel	✓	✓	Achieve valuable insights with powerful and intuitive analysis tools.
 PowerPoint	✓	✓	Create dynamic presentations and share them with your audiences.
 Outlook with Business Contact Manager	✓	✓	Stay connected to the world with our most up-to-date e-mail and calendar tools. Improve the effectiveness of your company's sales, marketing, and project management efforts with powerful customer management.
 OneNote	✓	✓	<i>New to Office Standard 2010 and Office Professional Plus 2010</i> Store and share thoughts, ideas, and information.
 Publisher	✓	✓	<i>New to Office Standard 2010</i> Create, personalize, and share a wide range of professional-quality publications and marketing materials.
Office Web Apps	✓	✓	<i>New to Office Standard 2010 and Office Professional Plus 2010</i> Use these streamlined, but high-fidelity online companions of Word, Excel, PowerPoint, and OneNote in almost any Web browser. They can also be hosted on premises using SharePoint Server.
 Access		✓	Track and report important information with easy-to-use database tools.
 InfoPath		✓	Quickly collect information from the people who matter most to your business.
 Communicator		✓	Know how and when to reach someone and make every communication count.
 SharePoint Workspace		✓	<i>New to Office Professional Plus 2010</i> Expand the boundaries of collaboration by allowing fast, anytime, anywhere access to your SharePoint team sites.

Server Integration Features

	Microsoft Office Standard 2010	Microsoft Office Professional Plus 2010	
Information Rights Management (IRM) & Policy Capabilities	Limited ¹	✓	Help safeguard digital information from unauthorized use through integration with Windows Rights Management Services (RMS) for Microsoft Windows Server®.
Contextual Access to Business & Social Networking	Limited ²	✓	Get a people-centric view of your company, directly within Outlook. And connect to popular social networking sites to get news from customers, prospects, and partners.
Integrated Enterprise Content Management (ECM)	Limited ³	✓	Provide security-enhanced access to business information through integration with SharePoint 2010—from integrated document workflow to smart templates that populate document metadata.
Publishing Data Insights	Limited ⁴	✓	Publish worksheets with high fidelity to the Web, and create Web databases with Excel Services and Access Services through SharePoint 2010.
Unified Instant Messaging, Presence & Voice	Limited ⁵	✓	Easily communicate with others in different locations or time zones using familiar Office tools. Integrated with Communicator and Office Communications Server.
Managed E-mail Folders & Retention Policy		✓	Use a variety of tools and features that improve your organization's ability to maintain compliance—from accessible document creation to e-mail retention.
Integrated Electronic Forms		✓	Improve data collection processes through integration between InfoPath 2010 and other core applications and back-end systems.

¹Users of Office Standard have the ability to access IRM content when granted appropriate rights, but Office Professional Plus is required to create document protection.

²Office Professional Plus is required for integration with SharePoint; Connections will work with the Office Standard suite through the SDK.

³Office Professional Plus is required to initiate workflows from within Office applications and some other ECM related tasks.

⁴Users of Office Standard have the ability to view content, but Office Professional Plus is required to create and publish to the Web.

⁵Office Professional Plus is required for integration with Office Communications Server to surface presence and initiate conversations from within Office applications.

See the following section for more detail on the difference between the limited and full capabilities in Office Standard and Office Professional Plus.

Differences in Features

In addition to feature differences between the applications, the 2010 Microsoft Office suites vary in the way certain advanced features are implemented, largely because the products interact differently with the related business productivity servers.

These differences apply primarily to initiating processes, creating electronic forms, rights-protecting content, publishing data insights, and automating compliance. In other cases the products vary in the implementation of how users can reach each other through unified communications.

With its advanced features, Office Professional Plus 2010 offers an enhanced user experience. By contrast, although users of Office Standard 2010 may have access to these features, the access is often less integrated. (For example, the users of the Standard edition may interact with SharePoint libraries through a Web browser interface.) In many cases, Office Professional Plus 2010 is required to initiate a process or apply policies. However, all users are able to participate in the processes, or to consume content, regardless of which suite of the 2010 release they are using.

The primary differentiated features are highlighted in the following section:

Review the Differentiated Features

Information Rights Management (IRM) & Policy Capabilities

Help safeguard digital information from unauthorized use through integration with Windows Rights Management Services (RMS) for Microsoft Windows Server. Give users the ability to define exactly who can open, modify, print, forward, and/or take other actions with documents and e-mail messages.

Create IRM-protected documents and e-mail messages. Grant access and editing permissions and apply policy templates to protected content.

Read and use IRM-protected documents and e-mail messages, given appropriate rights. Now, even outside organizations with their own RMS server can be federated to receive protected content.

Apply policy statements to e-mail messages before sending.

Read policy statements associated with received e-mail messages.

Microsoft Office Standard 2010	Microsoft Office Professional Plus 2010
	✓
✓	✓
	✓
✓	✓

Contextual Access to Business & Social Networking

Get a people-centric view of your company, including messages, meeting schedules, attachments, and SharePoint activities—such as the posting of status updates directly within Outlook. And connect to popular social networking sites to get news from customers, prospects, and partners.

See a people-centric view including messages, meeting schedules, attachments, and SharePoint activities—like new document postings and status updates—on MySites, from within Outlook 2010 through the new Outlook Social Connector.

Gain a people-centric view of recently shared messages and meetings from within Outlook 2010 through the new Outlook Social Connector. IT can also configure connections to internally developed or popular third-party Internet social networking tools built using the Outlook Social Connector SDK.

	✓
✓	✓

Integrated Enterprise Content Management

Provide security-enhanced access to business information through integration with SharePoint. Includes differentiated capabilities from integrated document workflow and smart templates that populate document metadata and easy access to rich client/server capabilities within the Backstage view.

Initiate document workflows and complete workflow tasks from within the Microsoft Office applications.

Initiate document workflows and complete workflow tasks from a Web browser.

Use new Metadata Picker to select terms from both organization-defined taxonomies and user-generated folksonomy with autocomplete and disambiguation.

Save documents directly to SharePoint from within select Office applications, using the new Backstage view.

Publish presentations and individual PowerPoint 2010 slides to Slide Libraries for later reuse.

Browse slide libraries from within PowerPoint 2010, build new presentations from individual slides, and get updates when slides change on the server.

Publish spreadsheets to the Report Center and specify parameters and viewing permissions for spreadsheets and specific cells that are published to Report Center.

View and use spreadsheets published to the Report Center from a Web browser.

Create printable labels and barcodes from metadata and insert barcodes and labels into Microsoft Office documents.

Read, print, and update existing labels and barcodes in Microsoft Office documents.

Microsoft Office Standard 2010	Microsoft Office Professional Plus 2010
	✓
✓	✓
✓	✓
✓	✓
	✓
✓	✓
	✓
✓	✓
	✓
✓	✓

Publish Data Insights

Publish worksheets with high fidelity to the Web, and create Web databases with Excel Services and Access Services through SharePoint 2010. The Report Center helps ensure that all users have access to the same version of critical business information.

Share analyses and results—including Excel 2010 workbooks with Sparklines and Slicers—across the organization by using Excel Services to publish workbooks and dashboards to the Web.

View shared analysis and reports on the Web that were created with Excel Services.

Create Web databases in Access 2010, host them on SharePoint, and enable them to be fully accessible through a Web browser with Access Services.

Open Web Forms and reports that were created in Access 2010 with a Web browser. Make changes that will be automatically synchronized with the database.

Publish Excel 2010 workbooks to SharePoint that were created with PowerPivot for Excel 2010, a free Web download that can quickly calculate data sets of hundreds of millions of rows from multiple sources. PowerPivot for SharePoint 2010 enables Web-based analysis through Excel Services or the Excel Web App.

Microsoft Office Standard 2010	Microsoft Office Professional Plus 2010
	✓
✓	✓
	✓
✓	✓
	✓

Unified Instant Messaging, Presence & Voice

Easily communicate with others in different locations or time zones using familiar Office tools. Communicator and Office Communications Server integrate with popular Office programs to provide a range of different communication options, including instant messaging (IM), phone, and voice, video, or Web conferencing.

See the presence of others—from author indicators when co-authoring to the address field when composing an e-mail message—from directly within Office applications through integration with Office Communications Server.

Initiate IM and voice directly from Office applications, through integration with Office Communications Server. Point to an author's or manager's name in File Properties—available from the Info tab in Backstage view—to surface a contact card and initiate a voice or IM conversation.

Record and listen to name pronunciation recordings wherever presence is found with the new contact card, which includes a recording tied to the user's voice-mail box for name pronunciation.

Have IT staff configure Mail-Tips to give users of Outlook 2010 and Exchange Server 2010 important information before they click **Send** to avoid distributing messages to inappropriate recipients. For example, users can be notified that they are about to send a message outside the organization or are using Reply All.

Take advantage of voice-mail transcripts that are now sent directly to a user's inbox along with the recording. The Microsoft voice-to-text engine automatically transcribes a text preview of recorded messages.

	✓
	✓
✓	✓
✓	✓
✓	✓

Managed E-Mail Folders & Retention Policy

Use a variety of tools and features that improve your organization's ability to maintain compliance—from accessible document creation to e-mail retention.

Provide a secondary location for users to store their e-mail messages and manage their mailbox quota with new online managed folders. Unlike local Outlook Data Files (PSTs), this information can be backed up and managed by Exchange Server.

Take advantage of the new Retention Policy so IT administrators and records managers can provide users with policies stipulating how long items should be retained. Users can apply these policies to items and folders to comply with your organization's overall records management policy.

Integrated Electronic Forms

Improve data collection processes through integration between InfoPath 2010 and other core applications and back-end systems. E-mail forms, developer enhancements, the Document Information Panel, and a seamless online/offline experience enhance the quality of the data that is collected and reduce errors.

Extend InfoPath forms to Internet browsers and mobile devices for use in SharePoint-enabled business workflows and other areas. Designers also have more options to create InfoPath forms; for example, they use SharePoint regular or external lists to automatically generate forms.

Complete, collect, and organize InfoPath 2010 e-mail forms in Office Outlook 2007.

Host embedded, fully customizable InfoPath forms in Word 2010, Excel 2010, and Office PowerPoint 2007.

Complete forms in Programmable Task Panes.

Complete custom fields and execute custom business logic in Document Information Panel forms.

Microsoft Office Standard 2010	Microsoft Office Professional Plus 2010
	✓
	✓

	✓
	✓
	✓
	✓
	✓

Start extending your own boundaries with Microsoft Office 2010.

