

Office 2010 and Office Web Apps Capabilities

Basic Editing

| Feature/Capability * | Editing Supported in Office Web Apps | | | | Ex of enriched features in Office client |
|------------------------------|--------------------------------------|-------|------|------------|--|
| | OneNote | Excel | Word | PowerPoint | |
| Print | | | ● | | Print Preview |
| Save a Copy | | ● | | | Select location |
| Copy/Paste | ● | ● | ● | ● | Live Preview |
| Undo/Redo | ● | ● | ● | ● | |
| Spelling errors highlighted | ● | | ● | | Autocorrect |
| Create and Edit Tables | ● | ● | ● | | Format tables |
| Apply Conditional Formatting | | | | | <u>Sparklines</u> |
| Create PivotTables | | | | | Slicers |
| Track changes | | | | | Comments |
| Insert charts | | | | | <u>Sparklines</u> |
| Insert hyperlinks | ● | ● | ● | ● | Link within document |
| Insert pictures | ● | | ● | ● | Photo editing |
| Insert video | | | | | Video editing |
| Insert SmartArt | | | | ● | Transitions, animation |
| Insert References | | | | | Bibliography wizard |
| Calculate formulas | | ● | | | Advanced formulas |
| Protect documents with IRM | | | | | Set policies |
| Workflow enabled | | | | | Integration with BCS |

Sample selection of features only
Preliminary information, subject to change upon release

* Not all features/capabilities are applicable for all Office Client applications

