

Microsoft Office 2010 Starter comes FREE on new Windows PCs

Microsoft has released a **Starter** Version of Word 2010 and Excel 2010. The Starter programs will be preinstalled on all new Windows 7 computers. The new Word and Excel Starter programs replace the Microsoft Works software. Microsoft Word and Excel 2010 Starter programs offer 70-75% of the Core, or beginner and intermediate Office features. Users can create, format, and calculate sophisticated documents and spreadsheets.

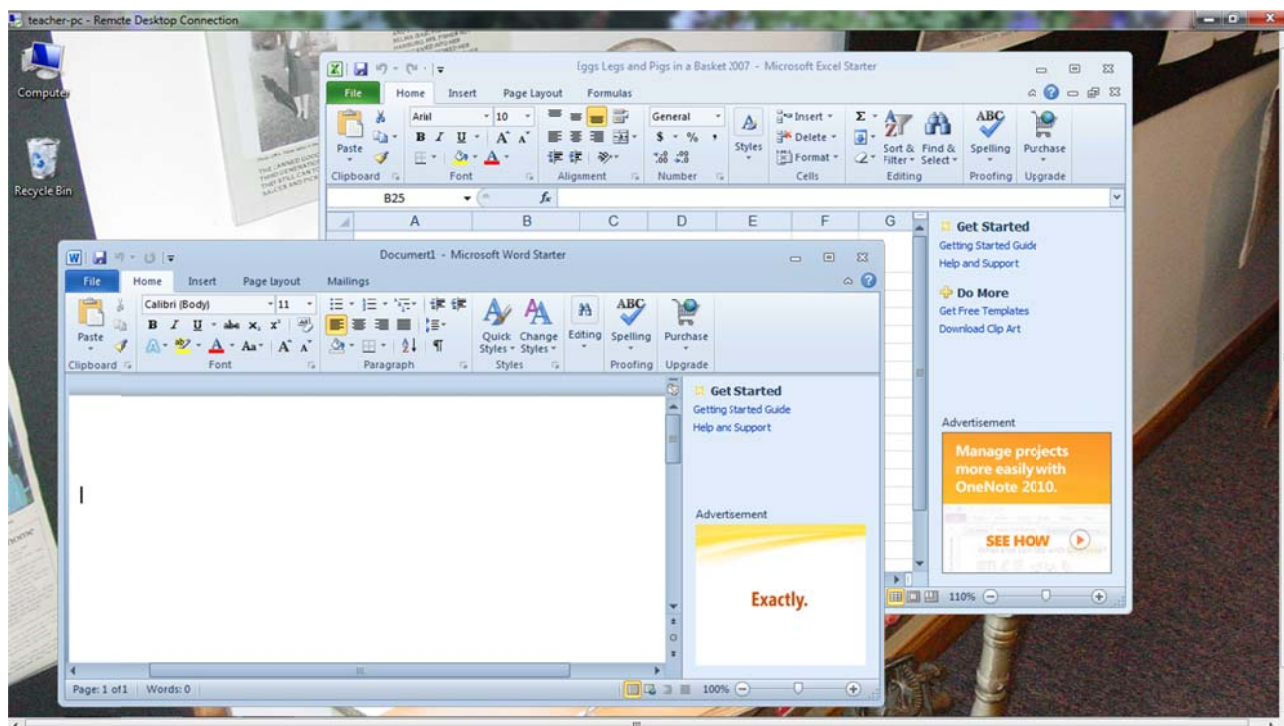
This white paper addresses three key questions:

- How can you get Microsoft Office 2010 Word and Excel 2010 Starter?
- Can Microsoft Office 2010 Starter be used for Microsoft certification training?
- How does Microsoft Office Starter software compare to the Microsoft Office 2010 Retail versions?

Obtaining Microsoft Office 2010 Starter: OEM Deployment

The Microsoft Word and Excel 2010 Starter OEM installation allows computer manufacturers and resellers to preload Microsoft Office 2010 Starter as well as all of the Retail files on a new computer's hard drive.

Microsoft Office 2010 Starter programs have rotating banner ads in the bottom right corner of the Task Pane. Users cannot close or customize the Task Pane: the banner ads are part of the visual landscape. These advertising placements are similar to the ads found in webmail or social networking sites. Most of the banner ads invite users to purchase the Retail version of Office 2010 and activate all of the features.



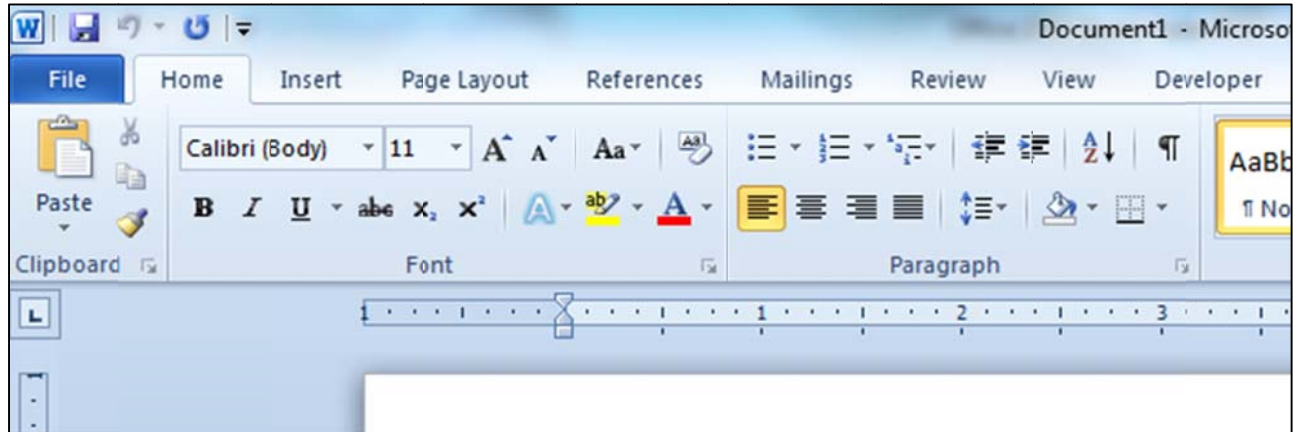
Can Microsoft Office 2010 Starter be used for Microsoft certification training?

Yes and No. The **Microsoft Excel 2010 Starter** software has all of the features required to practice and prepare for the Microsoft Excel 2010 CORE certification test. The **Microsoft Word 2010 Starter** software is missing several key features that are part of the Microsoft Office 2010 CORE certification requirements. The following pages compare Office 2010 Starter to Office 2010 Retail and outline how these products help students prepare for the Microsoft Office Specialist (MOS 2010) certification exams.

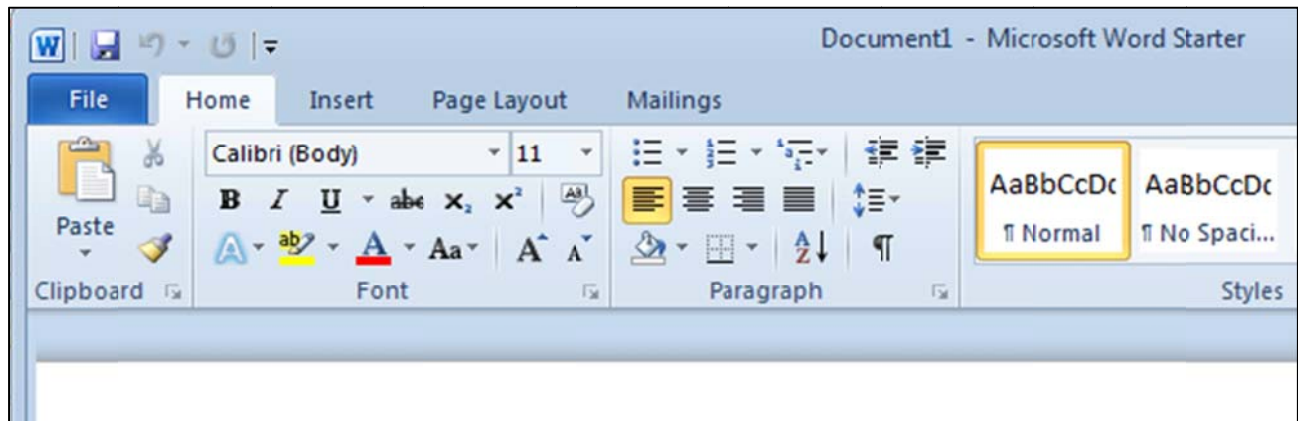
Comparing Microsoft Office 2010 Starter to Microsoft Office 2010 Retail

The Office 2010 Starter Ribbons match most the Office 2010 Retail Ribbons, except some of the expert tools are not available. The Microsoft Word and Excel 2010 Starter hide these features which can be found in the Retail versions of Microsoft Office.

Microsoft Word 2010



Microsoft Word 2010 Starter



Which buttons are NOT available on Microsoft Office Word Starter 2010?

The Microsoft Word 2010 Starter: Expert Functions which are not available

- Customizable ribbon and customizable quick access toolbar buttons
- SmartArt
- QuickParts
- Math and equation editor
- Tabs and Indentation formatting
- View options: Split, Full screen reading view
- Reference features (Citation, Bibliography etc)
- Tracked changes and comments
- Compare and combining documents
- Document permissions and protection
- Automatic table of contents
- Macros and Addins

Which Microsoft Office Specialist (MOS 2010) CORE certification topics cannot be completed with Microsoft Office Word Starter 2010?

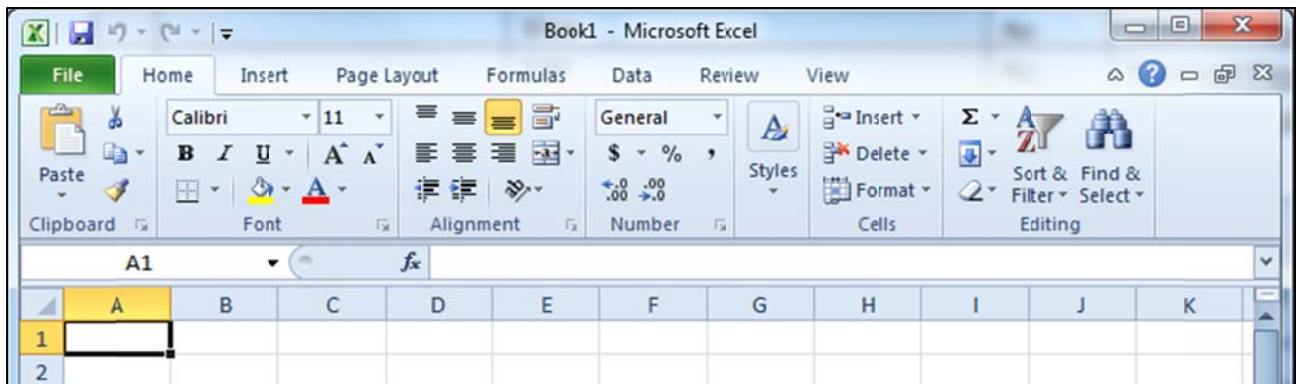
Exam 77-881: Microsoft Word 2010 Core		Starter	As seen in the MOS 2007 course
Apply different views to a document		No	
	Zoom, Split and arrange panes	No	Beginning Pg 121
	Change Document views	No	Beginning Pg 122
	New Window, Switch Windows	No	Beginning Pg 123
	Protect a document for filling forms, making changes, or printing	No	Advanced Pg 99
	Mark as Final	No	Advanced Pg 132
	View the Navigation pane	No	Advanced Pg 60
Apply indentation and tabs to paragraphs		No	
	Apply indents	No	Advanced Pg 37
	Use the Tabs Dialog Box	No	Advanced Pg 17
	Set tabs, clear tab stops	No	Advanced Pg 14
	Move tab stops	No	Advanced Pg 15
	Use a theme to apply formatting	No	Beginning Pg 107
	Customize a theme	No	Beginning Pg 108
Create a document by using Quick Parts tools		No	
	Add built-in building blocks	No	Beginning Pg 84
Insert and format Pictures		No	
	Captions	No	Advanced Pg 80
	Compress pictures	No	Intermediate Pg 86
Apply and manipulate text boxes		No	
	Save selection to text box gallery	No	Beginning Pg 109
Insert and modify comments		No	
	Navigation	No	Advanced Pg 129
	Insert, edit and delete comments	No	Advanced Pg 129
	View a comment	No	
	Headings and Bookmarks	No	Intermediate Pg 101
Create a Table of Contents		No	
	Default formats	No	Advanced Pg 69
	Show levels	No	Advanced Pg 70
	Alignment	No	Advanced Pg 67
	Format table and Tab leader	No	Advanced Pg 70
	Edit Table Options	No	Advanced Pg 70
	Modify styles	No	Advanced Pg 70
	Update table	No	Advanced Pg 71

The Microsoft Excel 2010 Starter: Expert Functions which are not available

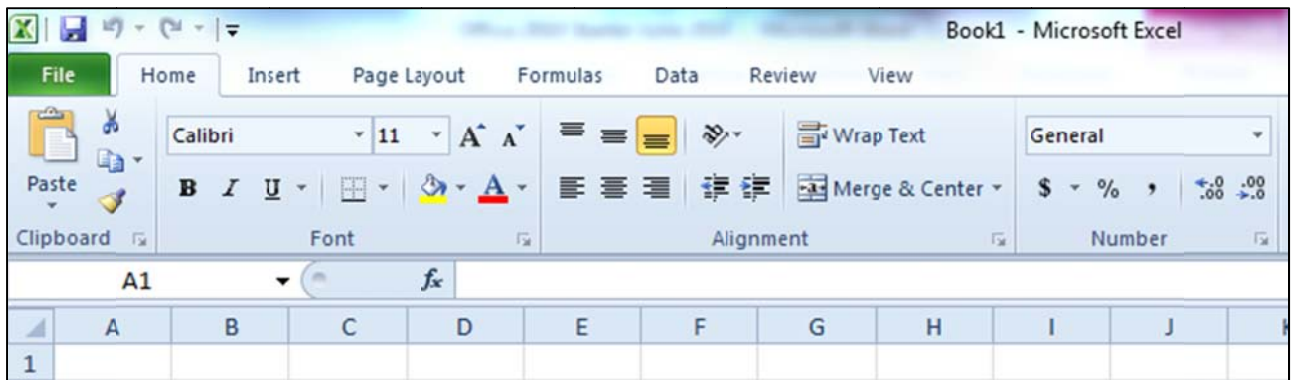
- Customizable ribbon and customizable quick access toolbar buttons
- SmartArt
- Tracked changes and comments
- Document permissions and protection
- Macros and Addins
- Pivot Tables and Pivot Charts
- Developer and User-defined Toolbars

Which buttons are NOT available on Microsoft Office Word Starter 2010?

Microsoft Excel 2010 Retail



Microsoft Excel 2010 Starter



Which Microsoft Office Specialist (MOS 2010) CORE certification topics cannot be completed with Microsoft Office Word Starter 2010?

Exam 77-882: Microsoft Excel 2010 Core		Starter	As seen in the MOS 2007 course
Window views		No	
	Split, Arrange	No	Beginning Pg 72
	New	No	Beginning Pg 82
Manage comments		No	
	Insert, Edit and Delete	No	Advanced Pg 103
	View and navigate	No	Advanced Pg 104