

Office 2010的3大應用特色

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微軟Office 2010 官方網站

<http://www.microsoft.com/taiwan/office2010>

Office 2010整合通訊協同作業

◆ 內建**OneNote**，並且發行**x64**版本

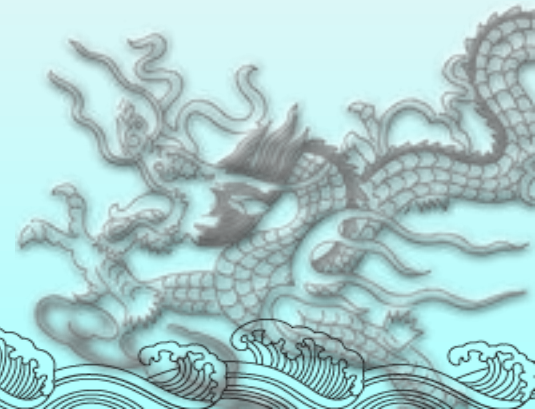
首度將OneNote列為所有Office版本的標準配備

◆ 搭配**OCS 2007 R2**，強調整合通訊

(Exchange Server 2010、Office Communications Server (OCS) 2007 R2)

◆ 利用**SharePoint 2010**強化協作

- 協同作業
- 企業搜尋
- 結合社群



一、藉由PowerPivot提升資料分析力

The screenshot displays a Microsoft Office meeting interface. On the left, a chat window shows messages from participants: Hsu Lu (Leader), Yvonne Hsiao (104), and Daniel Chang. The main window shows a PowerPivot dashboard with several data visualizations:

- Bar Chart (Top):** Compares 'Sales' and 'Profit' across four quarters (Q1, Q2, Q3, Q4).
- Pie Chart (Middle):** Shows the distribution of sales/profit across four quarters.
- Bar Chart (Bottom):** Compares 'Gross Profit' and 'Net Revenue' across four quarters.
- Table (Right):** An 'Annual Report' table with columns for 'Sales', 'Profit', and 'Growth' across four quarters.

The dashboard also includes a 'Click to add notes' button at the bottom. The meeting title bar indicates '3 Participants - Yvonne Hsiao (104), Daniel Chang, Hsu Lu'.

二、加強郵件操作，並整合通訊功能

The screenshot shows a web browser window with the address bar displaying `http://internet.contoso.com/search/People/peopleresults.aspx?i=trey`. The browser tabs include "Financial Overview Dwik..." and "People Search Results...". The page content is titled "FAST Search Center - People Search Results" and shows search results for "trey".

Search Results:

- Focus:** 1-6 of 6 results
- Sort by:** Default

Profile 1: Karen Berg

- Name:** Karen Berg
- Job Title:** Sr. Account Manager
- Expertise:** Sr. Manager
- Contact:** (415) 555-0174, 4268, karenb@contoso.com
- About Me:** As a partner account manager for Contoso's Industrial Parts division, I handle partner and supplier relationships, coordination, and so on. Key supplier relationships include Trey Research and Fabricom.
- Responsibilities:** Trey: Partners and Suppliers; Promoting Change; Project Management; Organization Skills...
- Skills:** Trey
- Summary:** Windows... 1

Profile 2: Merav

- Name:** Merav
- Job Title:** 工程師
- Expertise:** 網站管理員
- Contact:** (205) 333-5648, 4057, meravs@contoso.com
- About Me:** I have multiple years of experience with CRM administration projects. The Qualitative Research project required and enhanced my TDC experience.
- Responsibilities:** TDC: Web and User Interface Design; Web Methods; Wireless; SQL Server...
- Skills:** Trey
- Summary:** Windows... 1

Profile 3: Lukas Keller

- Name:** Lukas Keller
- Job Title:** 經理
- Expertise:** 管理員

Left Sidebar (Filters):

- Name:** All
- Expertise:** Any Job Title
- Job Title:** Sr. Account Manager
- Interests:** Any Interests
- Schools:** Any Schools

三、可召開投影片廣播會議

The screenshot displays a web browser window titled "Organization Browser - Windows Internet Explorer". The address bar shows the URL: <http://intranet.contoso.com/my/OrganizationView.aspx?accountname=contoso%5Cclaryp>. The browser's address bar includes several bookmarks: "我的最愛", "記 選購的網站", "會員快訊匯集", "BI Demo", "Contoso", and "Project Office". The browser's address bar also shows the current page is "Financial Overview Dash..." and "Organization Browser".

The main content area of the browser shows a navigation bar with tabs: "Overview", "Organization" (selected), "Content", "Tags and Notes", "Colleagues", and "Memberships". Below the navigation bar, there is a search bar labeled "Find People".

The main content area displays a hierarchical organizational chart. At the top level, there are four boxes representing different departments or roles:

- 總經理 (General Manager)
- 全球營運副總裁 (Global Operations Vice President)
- 全球資訊副總裁 (Global Information Vice President)
- 亞洲區副總裁 (Asia Pacific Vice President)

Below these, there are two columns of boxes representing regional or functional units. The central column is the most prominent, featuring a large box for the "大中華區業務副總" (Greater China Business Vice President) with a profile picture and a bio. The bio reads: "超過 15 年的銷售與管理經驗。光前望後在知悉外商製造！我熱愛我的工作以及我的團隊。對於客戶的竭誠服務，是您我永不遺棄的工作目標。" Below the bio, there is a red text box that says "百死無悔不置其詞自奉，志願獻其熱血！". Below this box is another smaller box for the "大中華區副總經理" (Greater China Business Vice President).

On the left and right sides of the central box, there are two columns of smaller boxes, each representing a regional or functional unit. The left column includes boxes for "亞太區副總裁" (Asia Pacific Vice President) and "亞太區副總裁" (Asia Pacific Vice President). The right column includes boxes for "大中華區副總裁" (Greater China Business Vice President) and "大中華區副總裁" (Greater China Business Vice President).