

Office 2010 Assessment

Summary Report

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# **Executive Overview**

This document summarizes the results from the Microsoft Office 2010 Assessment Report generated by the Microsoft Assessment and Planning (MAP) tool. This assessment indicates which computers in your environment are ready to be upgraded to Office 2010. The accompanying Microsoft Office Excel® workbook, the Office 2010 Assessment Report, provides detailed information about each inventoried computer on your organization’s network. The report enables you to perform detailed readiness analysis of your existing computer hardware, operating system, and Microsoft Office applications for Office 2010.

For more information about the requirements to support Office 2010, see Appendix A, “Office 2010 Hardware Requirements.” This document also provides recommendations that can help you identify which of the computers in your environment could be ready for Office 2010 through hardware or operating system patch upgrades. Additionally this document outlines the next steps to continue planning your Office 2010 migration.

## Where Is Your Organization

This section provides summary information about assessed computers on your network and provides details about these computers readiness for Office 2010. This section uses the term "Office 2010 Ready" to describe a computer that meets the hardware and operating system requirements for Office 2010. Note that the assessment considers the migration to the 32-bit version of Office 2010 only. Refer to the assessment details in the Office 2010 Assessment workbook to analyze specific system requirements for 64-bit migration and leverage the OS requirements listed in appendix B.

As part of the assessment, the MAP tool gathers information about the client operating systems and system hardware parameters that are already in use in your environment to determine the readiness for Office 2010. The following figure shows your organization’s current state Office 2010 readiness.

Figure 1. Current state client computer readiness for Office 2010

Additional Office 2010 analysis views are provided in this report and the accompanying Office 2010 Assessment workbook.

## Microsoft Office 2010 Benefits

Empowering your people without increasing risk, complexity, and cost is the challenge IT Professionals face every day. Microsoft Office Professional Plus 2010 is the best productivity experience across PC, Phone, and Browser\* and it is also the best IT experience to solve these challenges. Office 2010 provides enterprise-class capabilities to manage your environment without compromise. At the same time, your workers benefit from the worldwide standard in business applications – giving them new and easier ways to create documents, see data, share their information, and work from practically anywhere.

*\*An appropriate device, Internet connection, and supported Internet Explorer, Firefox, or Safari browser are required.  Some mobile functionality requires Office Mobile 2010 which is not included in Office 2010 applications, suites, or Web Apps. There are some differences between the features of the Office Web Apps, Office Mobile 2010 and the Office 2010 applications*

### Connect Without Compromise

Office 2010 means simplifying and enhancing connectivity to the servers, services, and devices the business relies upon, without compromising experience, control, and performance. Examples of these connectivity, control and performance benefits include:

* Office 2010 saves resources by helping you deploy and manage Office on the PC, the smartphone and the web, all from within the common Microsoft System Center family of products.
* Utilize Office 2010 Backstage, Web Apps, and SharePoint Workspace to help users connect with important business information and services, online and offline, without users having to leave their familiar Microsoft Office environment.
* Office 2010 brings high fidelity document collaboration with Office Web Apps, hosted in our cloud or in yours.
* Office 2010 was built for performance across the hardware you already own while preparing you to take advantage of future investments into 64bit chips, advanced graphics cards, multi-core processors, and alternative form factor devices.

### Safeguard Your Enterprise Environment

With Office 2010, you provide innovative business solutions without sacrificing the things critical to success, such as maintaining security and compliance. Office 2010 can help bring you peace of mind with the following powerful features.

* The Trusted Documents and Protected View features of Office 2010 layered defense combine to provide better security for malicious email attachments and files, while simultaneously allowing quick document viewing.
* Office 2010 increases compliance capabilities with Retention Policy, an archiving and retention tool that is more flexible to users’ workflow, and the new Accessibility checker which scans documents for issues that will impact users with disabilities.
* Office 2010 offers increased security with native support for Cryptographic Agility by integrating with the Cryptographic Next Generation (CNG) interfaces for Windows. Office 2010 also enables IT to enforce password and security consistency by ensuring that all Office documents conform to domain password complexity rules.

### Simplify Everyday Challenges

Office 2010 frees up IT resources by better supporting more deployments options across devices and platforms, providing tools for major issues, and reducing training and support costs. Features that can simplify and make your life easier include.

* Office 2010 introduces resources and tools for end-users, delivered by IT, to reduce training costs and minimize helpdesk calls.
* Office 2010 introduces resources and tools for IT Professionals and Developers to help minimize application and document compatibility conflicts when upgrading from previous versions of Office.
* Office 2010 allows access to information through a single identity management system, so that a user’s identity is consistent across platforms, including InfoPath, Outlook Mobile, SharePoint Workspace and SharePoint.
* Office 2010 helps virtualization reduce compatibility issues and deployment time and costs, through improved support for Microsoft Application Virtualization and System Center deployments.

## Microsoft Office 2010 Readiness

Microsoft provides programs and services to minimize the effort to deploy Office 2010. The following sections highlight the tools that should be considered to fully prepare your organization for a migration to Office 2010. The next steps section of this report provides guidance on when to use these additional planning tools.

### Microsoft Office Environment Assessment Tool

In addition to evaluating the hardware & OS readiness of your organization’s computers, it is recommended that you evaluate the application compatibility of the software that your organization uses, including Office add-ins and programs which integrate with the Office applications. We recommend the Microsoft Office Environment Assessment Tool to complete the Office application compatibility assessment. This tool will help you discover all of the applications that are currently touching the Office applications in your environment and determine their compatibility with Office 2010. Microsoft also works with ISVs within a compatibility visibility program for Office 2010 - the program is designed to let ISVs pledge the compatibility of their products with Office 2010. For more information, see [Microsoft Office Environment Assessment Tool](http://go.microsoft.com/fwlink/?LinkId=181844).

### Microsoft Office Migration Planning Manager

The Office Migration Planning Manager (OMPM) helps an organization determine potential file format issues when moving to Office 2010 from earlier versions of Microsoft Office (Office 97 through Office 2003). The OMPM checks for, and reports on, file properties and contents to help you analyze your environment and determine any issues you might experience when migrating to the new file formats.

For the most part, documents created in Office 2003 and earlier open and behave the same way in the 2010 Office release. However, there might be instances where files require manual intervention or analysis to ensure consistent behavior. For example, a custom solution built in Microsoft Office Excel 2003 might require modification because it relies on legacy Office features that are no longer supported in Excel 2010.

The OMPM focuses primarily on converting old files to the new file formats. When the OMPM shows an error or highlights a warning on a file, it does not mean the file will not open in the 2010 Office system (most older files can open in compatibility mode). It only means that saving it into the new OOXML format could cause problems.

For more information, refer to the Introduction of the [Office Migration Planning Manager](http://go.microsoft.com/fwlink/?LinkId=181846) on TechNet.

### Microsoft Office Code Compatibility Inspector

The Microsoft Office Code Compatibility Inspector is a tool that you can use to troubleshoot and resolve issues with your Microsoft Visual Basic for Application (VBA) Macros and add-ins. The tool is designed to assist power users and developers of VBA or Visual Studio (VS) solutions with porting their code from Office 97, 2000, XP, 2003 or 2007 to Office 2010. The tool will mark the code with comments in suspect areas of the code helping developers when debugging their code and will provide a URL to more information in those comments; it will also output a detailed summary report. This tool should be used to migrate Office related code in VBA or Visual Studio in conjunction with the scanning of the documents by OMPM. For more information, see the [Microsoft Office Code Compatibility Inspector](http://go.microsoft.com/fwlink/?LinkId=181848) on TechNet.

# **Assessment Results Summary**

With the results of the Microsoft Office 2010 Assessment, you can make informed decisions about the deployment of Office 2010 in your organization. The information in this section summarizes the results of the assessment conducted on your network and outlines what is required to successfully deploy Office 2010 for your organization.

According to the assessment performed using the MAP tool, your organization has the potential to take advantage of the benefits of Office 2010 in a very short time. The Office 2010 assessment found 365 client computers in your environment. A total of 10 computers can readily be upgraded to Office 2010. Of the remaining computers, 300 could be ready for Office 2010 with a hardware upgrade, 10 could be ready for Office 2010 with an operating system patch update, 20 could be ready for Office 2010 with a hardware upgrade and a operating system software update, and 25 are not capable of running Office 2010. The assessment could not be completed on 10 computers because of insufficient data. The assessment found 10 computers are already running Office 2010.

## Hardware and Operating System Analysis

The analysis phase of the assessment has compiled key information about computers in your network. The Office 2010 Assessment workbook provides detailed information about each of the computers inventoried. The overview section of this document provided you a snapshot of where the organization is at today. The following scenarios show the analysis in greater depth, including what-if scenarios based on hardware and operating system upgrade options.

The Figure 1 in the Executive Summary section presented a quick view of the current state of your Office 2010 readiness. The following table details the number of client computers in your network that can be upgrade to Office 2010 in their current state.

Table 1. Current State Office 2010 Client Computer Readiness

| **Office 2010 Readiness Categories** | **Count** | **Percent** |
| --- | --- | --- |
| Already Installed Office 2010 Suite | 0 | 0% |
| Ready for Office 2010, no Office Suites Installed | 9 | 10% |
| Ready for Office 2010, previous version of Office Suites Installed | 15 | 50% |
| Not Ready for Office 2010, no Office Suites Installed | 2 | 5% |
| Not Ready for Office 2010, previous version of Office Suites Installed | 9 | 10% |
| Insufficient data | 344 | 20% |
| Total | 379 | 100% |

The number of Office 2010 ready computers can be influenced by upgrading hardware and operating systems on your client computers. If you decide to upgrade hardware and update the system operating system installations to meet the Office 2010 requirements, you can increase the number of computers that are ready for Office 2010 to 200. The following figure shows client computer readiness for Office 2010 after the hardware upgrades and operating system software updates are made.

Figure 2. Client computer readiness for Office 2010 with hardware upgrades and operating system software updates

The following table details the “what-if” scenario that can influence your client computer readiness.

Table 2. Office 2010 Ready Computers (with recommended hardware upgrades and operating system software updates)

| **Office 2010 Readiness Categories** | **Hardware Upgrade Only (Count)** | **Operating System Update Only (Count)** | **Both Hardware and Operating System Updates (Count)** |
| --- | --- | --- | --- |
| Already Installed Office 2010 Suite | 0 | 0 | 0 |
| Ready for Office 2010, no Office Suites Installed | 9 | 11 | 11 |
| Ready for Office 2010, previous version of Office Suites Installed | 16 | 20 | 24 |
| Not Ready for Office 2010, no Office Suites Installed | 2 | 0 | 0 |
| Not Ready for Office 2010, previous version of Office Suites Installed | 8 | 4 | 0 |
| Insufficient data | 344 | 344 | 344 |
| Total | 379 | 379 | 379 |

The following sections detail the type of upgrades that are required to meet the system requirements for Office 2010 and get your client computers Office 2010 ready.

For the most current information about Office 2010 hardware requirements, see

[Microsoft Office 2010 system requirements](http://go.microsoft.com/fwlink/?LinkId=181850). The following sections detail the proposed upgrades to make additional computers Office 2010 ready.

### Operating System Analysis

The following table shows the client operating systems that the assessment found in your environment and indicates the number of installations for each operating system.

Table 3. Operating Systems That the Assessment Found

| **Operating System Name and Version** | **Computer Count** | **Percentage** |
| --- | --- | --- |
| Insufficient Data | 4 | 7% |

For the most current information about Office 2010 operating system requirements, see [System requirements for Office 2010](http://go.microsoft.com/fwlink/?LinkId=181850).

### Recommended Operating System Upgrades

The following table describes the number of computers which contains sufficient Hardware and might need operating system update. It also categorizes the type of operating system upgrade that is recommended to make a computer ready for Office 2010.

Table 4. Count of Computer Operating System Updates Recommended

| **Recommended operating system upgrade** | **Computer Count** |
| --- | --- |
| No Upgrade Required | xx |
| Upgrade Service pack(s) for Windows XP OS | 42 |
| Upgrade Service pack(s) Windows Vista OS | 35 |
| OS Upgrade Required | 18 |

Computers which require a complete operating system upgrade should be assessed for operating system upgrade readiness. You can use the MAP Windows 7 Readiness assessment to help determine the feasibility of the required operating system upgrades.

### Recommended Hardware Upgrades

The following table describes the number of computers that requires hardware upgrades only. It also categorized type of hardware upgrades that is recommended to make a computer ready for Office 2010. Because CPU upgrades are assumed to be too costly to be considered, they are excluded from this list.

Table 5. Count of Computer Hardware Upgrades Recommended

| **Recommended Hardware Upgrade** | **Computer Count** |
| --- | --- |
| Increase System RAM | 9 |
| Increase Hard Disk Free Space | 19 |

Some of the computers in your organization may require more hardware upgrades than others. For example, some computers can be made ready for Office 2010 with a single hardware upgrade, such as the addition of extra system memory. Other computers might need two hardware changes, such as the addition of extra system memory and the replacement of the hard disk with one that has greater capacity. The following table classifies computers by the number of hardware upgrades that they will require to be ready for Office 2010.

Table 6. Count of Computers by the Number of Recommended Hardware Upgrades

| **Number of Recommended Hardware Upgrades** | **Computer Count** |
| --- | --- |
| Computers that require NO hardware upgrades | 10 |
| Computers that require 1 hardware upgrade | 0 |
| Computers that require 2 hardware upgrades | 5 |

## Software Analysis

This assessment provides analysis of the current environment’s Office applications. It is important to understand the current environment to properly plan for application compatibility, file migration, and user readiness activities as part of the Office 2010 migration. The following section provides a summary view of the Office application inventory.

### Office Application Summary

The following table lists the most prevalent Office software installed on the client computers on the network and indicates the number of installations. This table summarizes Microsoft Office applications by suite package regardless of suite support pack version. The Office 2010 Report workbook provides a complete list of all of the Microsoft Office programs that were found on the network.

Table 7. Prevalent Microsoft Office Software Installed on the Network

| **Office Application Name** | **Number of installed copies** |
| --- | --- |
| Microsoft Office 2000 <xxxxx> Suite | xx |

Note: Computer may have more than one Office Suite installed.

# **Next Steps**

With the results of the Office 2010 Assessment, you can determine the level of investment in client hardware upgrades and effort in operating system updates that are necessary to deploy Office 2010. You can also identify specific groups of client computers to which Office 2010 can be deployed immediately.

The following outlines the key activates to execute to drive your organization to deployment of Office 2010. Use the following steps as a general guide to your deployment process.

1. Decide which client computers you intend to upgrade to Office 2010.
2. Consider taking advantage of your Microsoft Software Assurance benefits such as [Desktop Deployment Planning Service](http://www.microsoft.com/licensing/software-assurance/packaged-services.aspx) (DDPS) to fully plan your deployment or execute a Jumpstart program (Proof of Concept Jumpstart or Production Pilot Jumpstart) to get expedite your Office 2010 deployment. Learn more about these [Jumpstart programs](http://go.microsoft.com/?linkid=9734650). Additional SA Benefits and be leveraged to drive your Office deployment, learn more about [Microsoft SA benefits](http://www.microsoft.com/licensing/software-assurance/default.aspx).
3. Perform follow-on assessments and remediation for Office 2010. For more information, see [Assess the Environment](http://go.microsoft.com/fwlink/?LinkId=181857) on TechNet.

This process involves:

1. Inspecting the environment for application compatibility issues. For more information, see the [Microsoft Office Environment Assessment Tool](http://go.microsoft.com/fwlink/?LinkId=181844) on TechNet.
2. Evaluating file readiness for the Office 2010 deployment if migrating from Office 2003 or earlier installations. For more information, see the [Office Migration Planning Manager](http://go.microsoft.com/fwlink/?LinkId=181846) reference on TechNet.
3. Ensuring that critical Microsoft Visual Basic for Applications (VBA) projects that you plan to migrate will be compatible with the updated Office 2010 object model. For more information, see the [Microsoft Office Code Compatibility Inspector](http://go.microsoft.com/fwlink/?LinkId=181848).
4. Decide how you plan to acquire the software licenses, such as through Volume Licensing. Additionally consider the activation model you plan to use with Office 2010. For more information, see [Plan for volume activation of Office 2010](http://go.microsoft.com/fwlink/?LinkId=181865) on the TechNet resource center.
5. Determine the best approach for deploying Office 2010 to your client computers. Deployment methods include: MSI Installations, virtualizations, Office Web Apps and mobile versions.
6. Perform any hardware upgrades and operating system updates that may be required. After completing the upgrades, you can run the Inventory and Assessment Wizard again to verify that computers are ready for migration.
7. Build your customized deployment package. Utilize the Office Customization Tool and Office Config.xml solutions to develop a package that fully supports the feature sets your organization requires. For more information, see [Customize Setup for Office 2010](http://go.microsoft.com/fwlink/?LinkId=181869) on TechNet.
8. Start deployment. Use the most appropriate deployment method to deploy the Office 2010 package to the target client computers. Review the [Office 2010 deployment options](http://go.microsoft.com/fwlink/?LinkId=181870) on Technet.
9. Plan and use Office 2010 Group Policy settings to enforce the policies in your deployment. For more information about these policy settings, [download the Office 2010 group policy templates](http://go.microsoft.com/fwlink/?LinkId=181861).
10. Manage the change within your organization to guide your users improved productivity with Office 2010. Visit the user readiness content on the [TechNet Office center](http://go.microsoft.com/fwlink/?LinkId=181863).

# **Appendix A: Office 2010 Hardware Requirements**

To determine definitively whether your client computers are ready for Office 2010, you can compare the results presented on the **Office2010Assessment** worksheet of the Office 2010 Assessment workbook with the information in the following list of hardware requirements for Microsoft Office Professional Plus 2010.

Table 8. Microsoft Defined Thresholds

| **Property** | **Microsoft Recommended** |
| --- | --- |
| Processor | 500-megahertz (MHz) processor or higher |
| Memory | 256 megabytes (MB) of RAM or higher |
| Hard disk | 3 gigabytes (GB); a portion of this disk space will be freed after installation if the original download package is removed from the hard disk. |
| Display | 1024 × 768 or higher-resolution monitor; 1024 × 576 or higher for Excel 2010, OneNote 2010, Outlook 2010, PowerPoint 2010, and Word 2010 |

Additional Requirements and product functionality can vary based on the system configuration and operating system. Note the additional system requirements for your specific use.

* Use of graphics hardware acceleration requires DirectX 9.0c compatible graphics card with 64 MB or higher video memory.
* Certain inking features require Windows XP Tablet PC edition or later.
* Speech recognition functionality requires a close-talk microphone and audio output device.
* Information Rights Management features require access to a Windows Server 2003 with SP1 or later running Windows Rights Management Services.
* Connectivity to Microsoft Exchange 2000 Server or later is required for certain advanced functionality in Office Outlook 2007. Instant Search requires Windows Desktop Search 3.0. Dynamic Calendars require server connectivity.
* Connectivity to Windows Server 2003 with SP1 or later running Windows SharePoint Services is required for certain advanced collaboration functionality.Microsoft Office SharePoint Server 2007 is required for certain advanced functionality. PowerPoint Slide Library requires Office SharePoint Server 2007. To share data among multiple computers, the host computer must be running Windows Server 2003 with SP1, Windows XP Professional with SP2 or later.
* Internet Explorer 6 or later, 32-bit browser only. Internet functionality requires Internet access (fees might apply)
* 1 gigahertz (GHz) processor or higher and 512 MB of RAM or higher recommended for Business Contact Manager. Business Contact Manager not available in all languages.
* 512 MB of RAM or higher recommended for Outlook Instant Search. Grammar and contextual spelling in Word 2010 is not turned on unless the computer has 1 GB memory.
* Silverlight plug-in can improve the experience in some Office Web App scenarios and end user readiness areas. See [Get started with Microsoft Silverlight](http://go.microsoft.com/fwlink/?LinkID=169372).

For the most current information see the [Office 2010 system requirements](http://go.microsoft.com/fwlink/?LinkId=181850) on TechNet.

# **Appendix B: Office 2010 System Requirements**

All assessments for Office 2010 assume migration to 32-bit Office 2010. The following are the supported operating systems for Office 2010:

Windows XP with Service Pack (SP) 3 (32-bit), Windows Vista with SP1 (32-bit or 64-bit), Windows Server 2003 R2 (32-bit or 64-bit) with MSXML 6.0 installed, Windows Server 2008 with SP2 (32-bit or 64-bit), Windows 7 (32-bit or 64-bit). Terminal Server and Windows on Windows (WOW) (which allows installing 32-bit versions of Office 2010 on 64-bit operating systems) are supported.

Office 2010 can also run as a 64-bit application. The following table defines the supported client operating systems by Office 2010 application.

Table 9. Microsoft Office 2010 Operating System Support

| **Product** | **XP SP3 x86** | **XP SP3 x64** | **Vista SP2 x86** | **Vista SP2 x64** | **Win 7 x86** | **Win 7 x64** |
| --- | --- | --- | --- | --- | --- | --- |
| Office 2010 – 32-bit | Yes | No | Yes | WOW | Yes | WOW |
| Office 2010 – 64-bit | No | No | No | Yes | No | Yes |

The following statements should be considered when considering a 64-bit Office deployment:

* The 64-bit Office client installs only on 64-bit editions of Windows Vista with Service Pack 1, 64-bit editions of Windows Server 2008 with Service Pack 1, Windows 7, and Windows Server 2008 R2.
* The 32-bit Office client is supported as a WOW64 installation. This is the default installation on 64-bit Windows operating systems. The 32-bit Windows-based applications run on 64-bit Windows, which allows for compatibility with 32-bit Office applications and add-ins.
* For Click-to-Run scenarios, the supported version is Office 2010 32-bit (WOW64) on computers that are running the supported 64-bit editions of Windows operating systems.

Refer to the [64-bit editions of Office 2010](http://go.microsoft.com/fwlink/?LinkId=181866) article on Technet for additional considerations.

For the most requirements see the [Office 2010 system requirements](http://go.microsoft.com/fwlink/?LinkId=181850) on TechNet.

# **Appendix C: Office 2010 Assessment Report Worksheets**

The following information is provided in the detailed Office 2010 Assessment Report workbook.

* **OfficeAssessmentSummary**. This worksheet provides a summary of Microsoft Office 2010 readiness information for computers that are already running a Microsoft Windows client.
* **OfficeSystemRequirements**. This worksheet provides a summary of system requirements used in the Office 2010 readiness assessment.
* **OfficeAppSummary**. This worksheet provides a summary of all the Microsoft Office suites and individual Microsoft Office applications installed on the client computers that are successfully inventoried. It reports the Microsoft Office application version and the total number of installations among the client computers.
* **Office2010Assessment**. This worksheet provides a summary of the client computers evaluated in the MAP assessment. This report provides the computer name, client operating system, Microsoft Office suite and applications, and a migration recommendation. The report classifies computers with respect to Office 2010 migration readiness in the following categories: 1) Insufficient Data, 2) Already Installed, 3) Office 2010 Ready, 4) Not Office 2010 Ready. To determine the reason for reporting "Insufficient Data", refer to the WMI Status column or other columns if WMI indicates success. Computers that report "Not Office 2010 Ready" are further explained by the reasons for recommendation column. This column offers suggested corrections to mitigate the client issues to enable migration to Office 2010.