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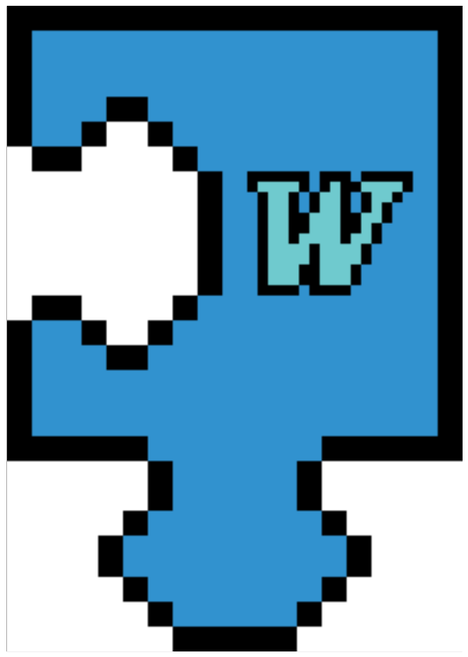
MICROSOFT OFFICE 97 LAUNCH
1 OF 7

APPEARS AS CONSECUTIVE SINGLE PAGES SPACED THROUGHOUT A MAGAZINE.



It started like this: A few years ago, for a small summer promotion, someone from Microsoft decided to put four popular Microsoft applications into a box to see what would happen. They called the box "Office". It happened to be a good summer and we sold a lot of boxes. But still, they were *boxes*. Then someone else from Microsoft decided that these specific applications would work better if they worked together and worked the same way. Now, next chapter. The idea that made this whole thing take off – the idea that things connected >

Word 97 - makes word processing faster, easier, and backed by the power of the Internet. New: Web toolbar - offers the navigation and searching tools of the web. New: Save as HTML - saves any word document as HTML format with the click of a button. New: AutoCorrect Grammer and Spelling - checks, and lets you correct spelling and grammar as you type. New: Auto Summarize - creates a summary of the content of any document or e-mail message. New: Office Art - drawing tools with 3-D effects, shadows, multicolored fills, textures and curves.

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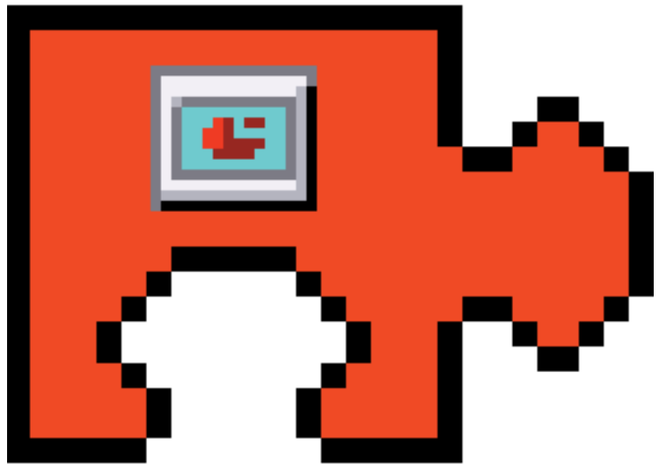

< are better than things apart, has been taken, literally, to the ends of the earth. Office97 connects you to everything and everyone everywhere because Office97 is connected, perpetually and inexorably, to the Internet. Think about this. This means that your office can reach out to the entire world and talk and trade and share anything. This means that you can create a sales report in Word, for example, and with one click, post your report on the Internet for your sales force in the field to read. This means you can post spreadsheets to the >

PowerPoint - lets you build powerful presentations and show them anywhere. New: Save as HTML Wizard - automatically turns your file into a presentation for posting to the web. New: Auto Connect Wizard - a new way to structure presentations. New: Clip Gallery Live - access to updated clip art on the web. New: Action Buttons - create hyperlinks within your presentations. Allowing the user to read other slides, documents or Internet files. New: Office Art - improved drawing tools, 3-D and text effects, symbols and textures.

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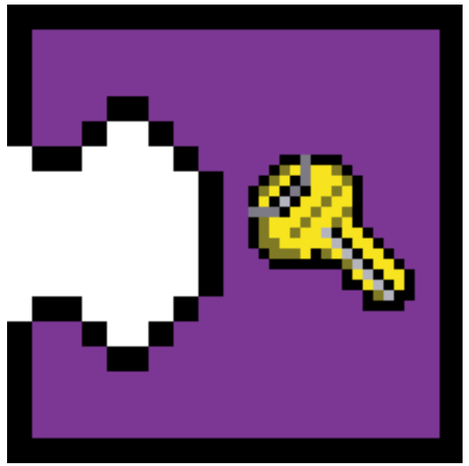

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Access - lets you build and organize your data bases fast. New: Publish to the Web - converts data or reports into HTML so you can create dynamic interactive database pages for the web or Intranet. New: Simple Query Wizard -sorts through database information and helps you organize. Improved: Database Wizard - automatically builds tables, queries, forms, and reports from multiple full-featured templates. Improved: Form and Report Wizards - adapts forms and reports to accommodate the data you want to include.

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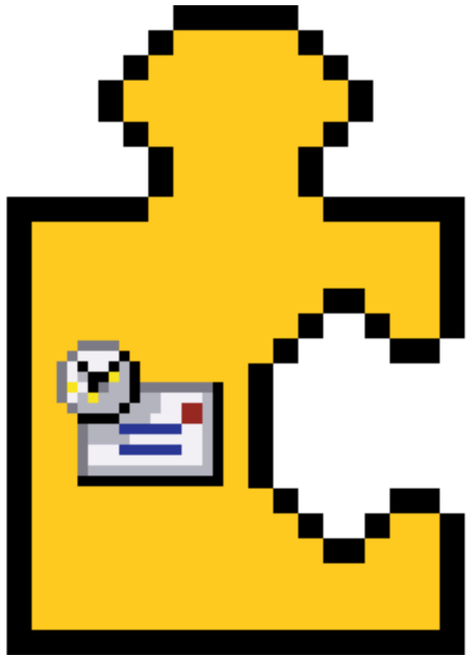

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Outlook 97 - Puts everything you need to organize your life in one place. New: Outlook bar - central navigation tool that provides shortcuts to Outlook information, Web favorites, and documents. New: Auto Preview - allows you to view the first three lines of each e-mail message. New: Document Explorer - lets you view, browse, and find Office documents. New: AutoCreate - helps you create task lists, appointments, and contacts from e-mail. New: Meeting Planner - displays the free and busy times for a list of team members for easy scheduling of meetings.

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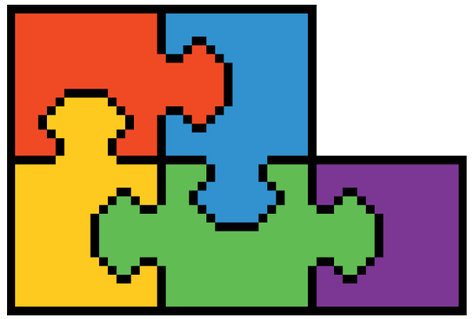

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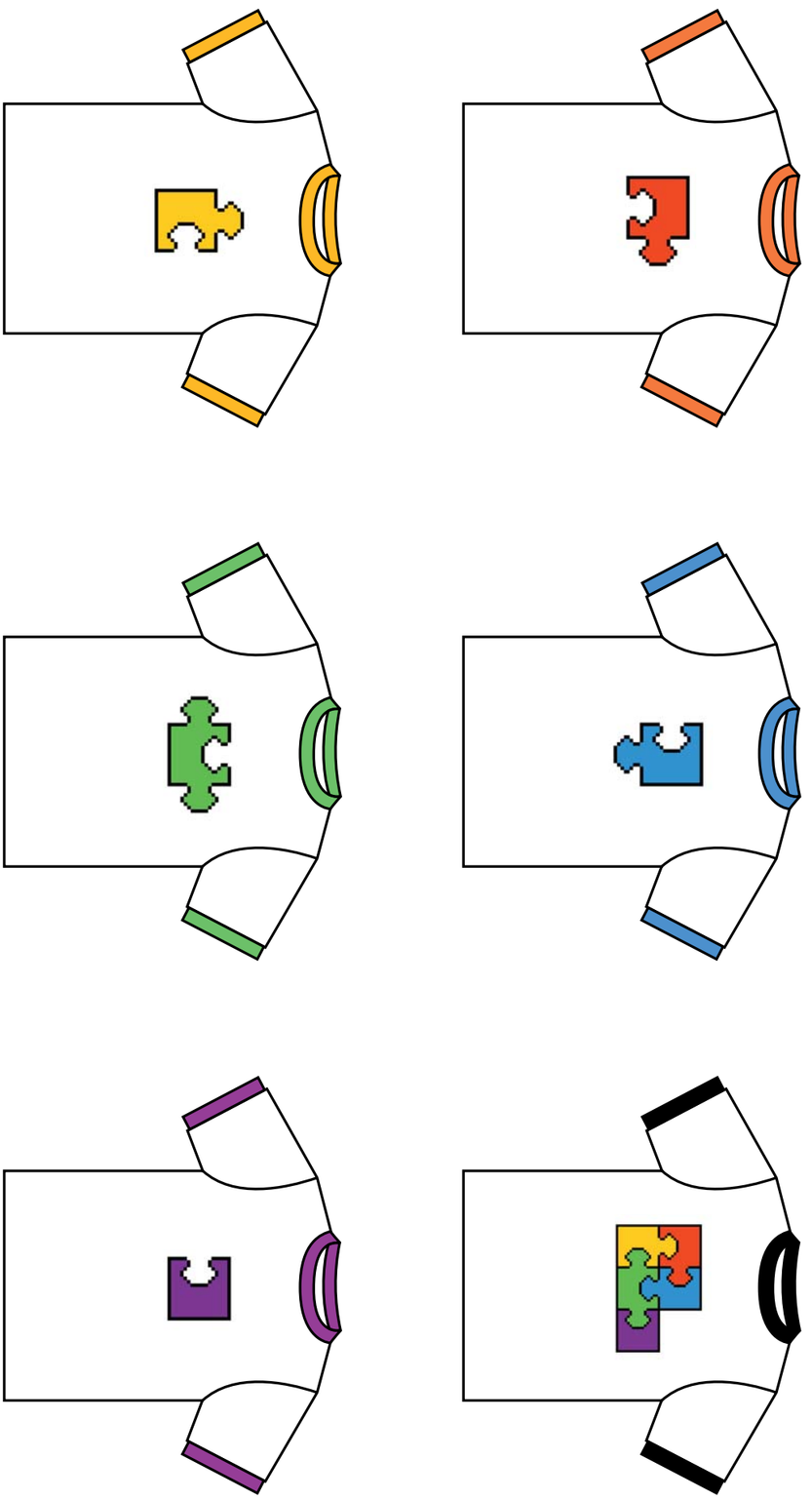

MICROSOFT OFFICE 97 LAUNCH T-SHIRTS

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