



Microsoft EXCEL for Windows

The Spreadsheet for Windows

Version 4.0

Microsoft Excel version 4.0 gives you unprecedented power and ease of use. It gives you instant access to powerful features, including unmatched analytical functions; outstanding reporting and presentation tools; and extensive, easy charting. Microsoft Excel is power made easy.

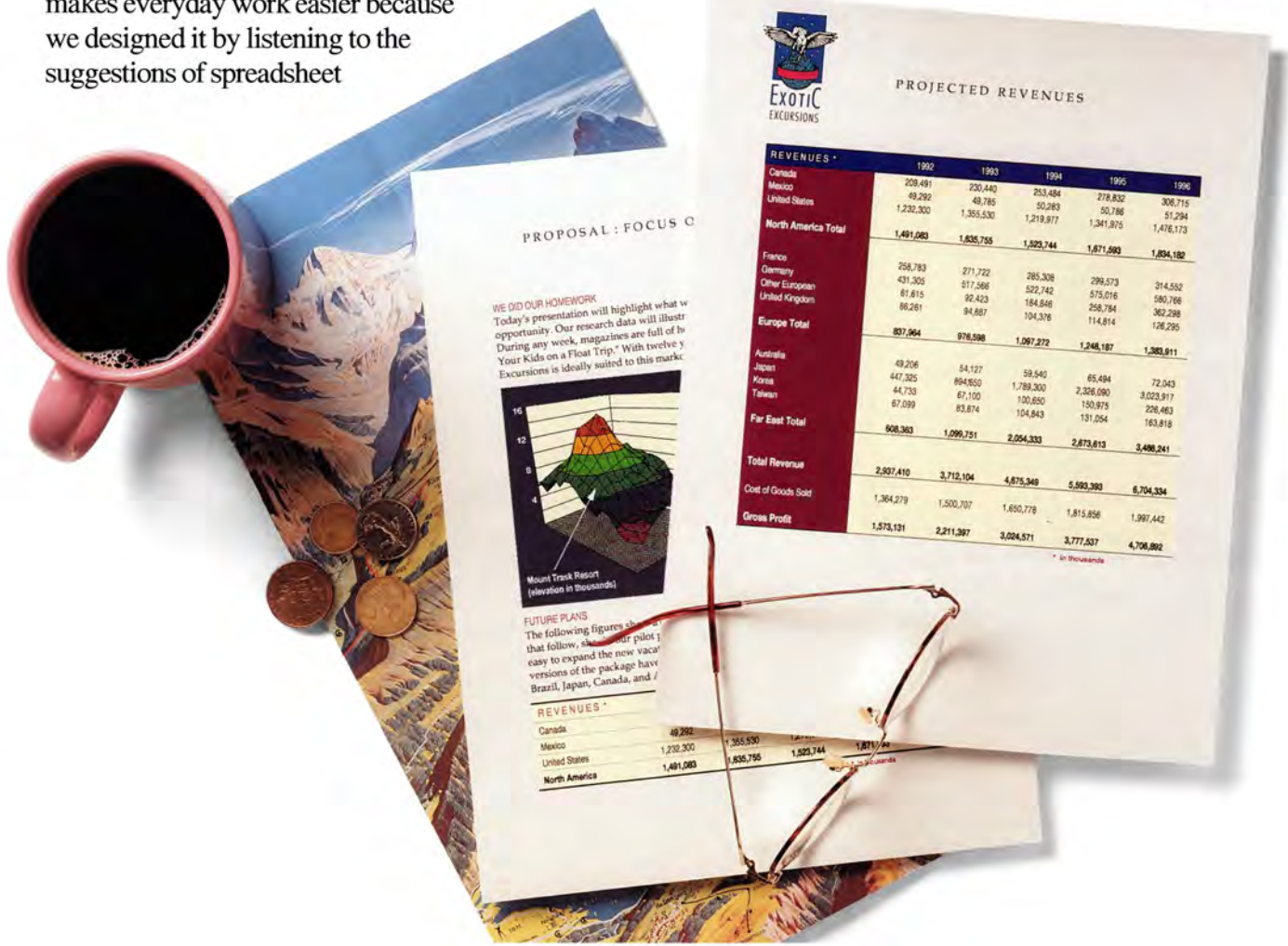
Overview

From the first time you use Microsoft Excel for Windows, you'll swear that it thinks like you do. Anticipating your needs and calculating your next step. You'll blaze through tasks that used to take hours. And the tasks you do most often are the ones Microsoft Excel helps you do most easily. Microsoft Excel makes everyday work easier because we designed it by listening to the suggestions of spreadsheet

users. And, we watched them work. If it took ten steps to do a common task, we figured out how to do it in two steps.

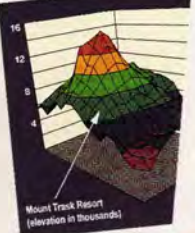
Superior performance, consistency with other Microsoft applications, and unmatched ease of use have won Microsoft Excel just about every top

industry award. In fact, *InfoWorld* gave Microsoft Excel 4.0 a 9.3 rating—the highest ever awarded to a spreadsheet. Reviewers and users alike have consistently chosen Microsoft Excel to be the best spreadsheet for Windows. There's no substitute for experience. Microsoft Excel is *the* spreadsheet for Windows.



PROPOSAL: FOCUS C

WE DID OUR HOMEWORK
Today's presentation will highlight what opportunity. Our research data will illustrate During any week, magazines are full of Your Kids on a Float Trip. With twelve y Excursions is ideally suited to this market.



FUTURE PLANS
The following figures show that follow, show our pilots y easy to expand the new vacat versions of the package have Brazil, Japan, Canada, and /

REVENUES *	1992	1993	1994	1995	1996
Canada	48,292	230,440	253,484	278,832	306,715
Mexico	1,232,300	1,355,530	50,283	50,786	51,294
United States	1,491,083	1,835,755	1,219,977	1,341,975	1,476,173
North America	1,491,083	1,835,755	1,523,744	1,671,593	1,834,182



PROJECTED REVENUES

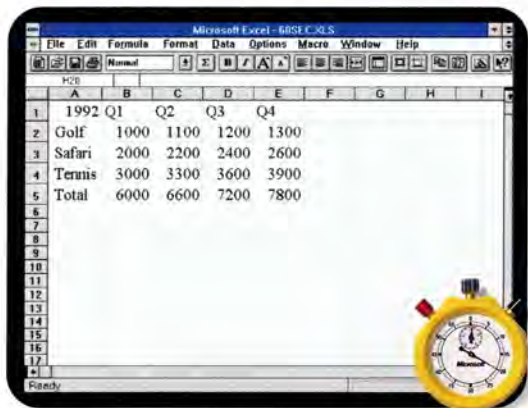
REVENUES *	1992	1993	1994	1995	1996
Canada	208,491	230,440	253,484	278,832	306,715
Mexico	48,292	48,785	50,283	50,786	51,294
United States	1,232,300	1,355,530	1,219,977	1,341,975	1,476,173
North America Total	1,491,083	1,835,755	1,523,744	1,671,593	1,834,182
France	256,783	271,722	285,308	299,573	314,552
Germany	431,305	517,566	522,742	575,016	580,766
Other European	87,815	92,423	164,846	258,784	362,298
United Kingdom	86,261	84,887	104,376	114,814	126,295
Europe Total	807,964	976,598	1,097,272	1,248,187	1,383,911
Australia	49,206	54,127	59,540	65,494	72,543
Japan	447,325	894,650	1,789,300	2,326,080	3,029,917
Korea	44,733	67,100	100,650	150,975	226,463
Taiwan	67,099	83,874	104,843	131,054	163,818
Far East Total	608,363	1,099,751	2,054,333	2,873,613	3,488,241
Total Revenue	2,907,410	3,712,104	4,875,349	5,993,393	6,704,334
Cost of Goods Sold	1,364,279	1,500,707	1,650,778	1,815,856	1,997,442
Gross Profit	1,573,131	2,211,397	3,024,571	3,777,537	4,706,892

* In thousands

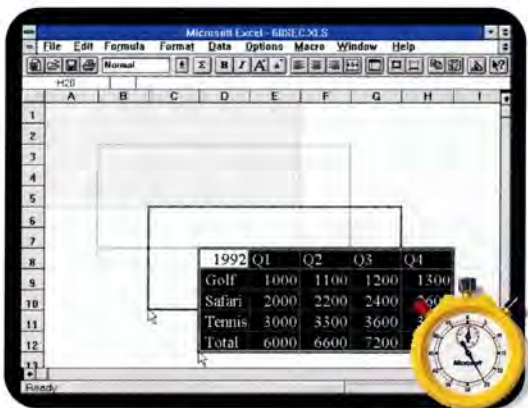
Only Microsoft Excel gives you the power and control to create your next worksheet in 60 seconds.



Microsoft Excel lets you input a minimum of basic spreadsheet information such as categories, dates, and trends, and then intelligently extends your spreadsheet as far as you want using the **Autofill** feature. Autofill recognizes and extends growth trends, totals, quarters, dates, and more.



Microsoft Excel automatically inserted Q3 and Q4 headings, and extended the data based on the established trend. Now sum the entire table with a click on the **Autosum** button.



We forgot to leave room for a title. No problem. To make room, just highlight the information you need to move (in this case, the whole table), grab the edge of the table with your mouse, and move it to the desired location. It's easy. Just **drag and drop!**

Highlights

Microsoft Excel takes everyday tasks such as moving or formatting data, and makes them easy. At every turn, you'll find faster ways to get your work done.

- **Autofill** recognizes trends in your data and intelligently extends those trends as far as you like.
- **Drag-and-drop** data movement is a new, faster way to cut, copy, move, and paste data in your worksheet. Just select a range with the mouse and drag it to another location on your worksheet.
- **Customizable toolbars** give you one-step access to the most frequently used commands. Optional toolbars, such as drawing and charting, appear as you need them. You can create custom tools, tool groupings, or whole toolbars, too. Toolbars can be sized and moved anywhere on the screen.
- **Shortcut menus** of everyday commands pop up when you click the right mouse button. They sensibly relate to whatever task you're doing.
- **Wizards** are online assistants that walk you through complex tasks, such as chart creation. It's a great way to learn as you work.
- **Workbooks** let you store related worksheets together in a single file, making it easier to manage your projects. Use the table of contents to access, organize, and share files.
- **View Manager** saves your display so you can instantly recall different views of the same worksheet.
- **Best Fit Column Width** lets you automatically adjust column widths to fit the longest text or string of numbers.
- **Autosum™** automatically sums rows and columns of numbers with a click on the Toolbar. Microsoft Excel intelligently chooses the correct range for summation.
- **Most recently used files** can be found listed at the bottom of the File menu. Just select and release the mouse button to reopen any one of those files.

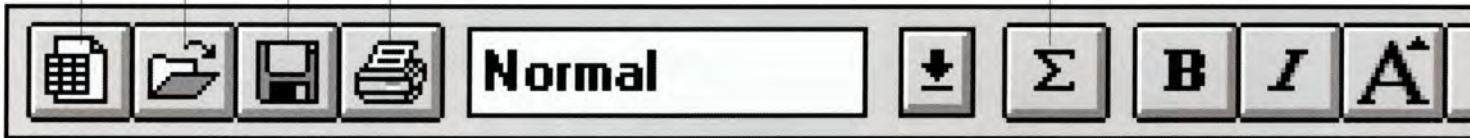
Microsoft Excel is in a class by itself, with top recalculation speeds; easy, flexible consolidation; and unmatched analysis tools.

- **Scenario Manager** is the best "what if" tool around. It lets you easily create and save multiple "what if" scenarios—and create a summary of those scenarios in minutes!

- **Crosstabs** let you easily create summary tables from databases. A **CrosstabWizard** makes analysis easy.
- **Analysis ToolPak** includes the most extensive financial, statistical, engineering, and scientific functions of any spreadsheet; 160 functions and procedures in all, including statistical distributions, correlation coefficients, covariance, regression, ANOVA, histograms forecasting, net worth, loan analysis, Bessel functions, and Fourier transforms.
- **Data Consolidation** lets you consolidate data from multiple worksheets regardless of formatting, file type, or file location. And, with **Workbooks**, you can do fast 3-D consolidation "through" multiple worksheets.
- **Outlining** is an exclusive feature that allows you to expand or collapse your worksheet to see the right level of detail.
- **Database support** is exceptional. Simply point and click to join, find, extract, delete, or sort data. Extract records from dBASE®, SQL Server, Oracle®, Rdb, text, and Microsoft Excel for Windows database files. Q+E® allows remote "browsing" with Microsoft Excel.
- **Solver and Goal Seek** are improved features that help you do quick "what if" analyses with one or more variables. Solver handles integer programming. Goal Seek shows you what it will take to reach your goals.
- **Object linking and embedding (OLE)** lets you link Microsoft Excel worksheets or charts to documents and files from other OLE-compatible applications for Windows. For example, if you create a monthly report in Microsoft Word that includes financial data from Microsoft Excel, the OLE link lets you automatically update the spreadsheet data each month without leaving your word processor. Or by double-clicking the spreadsheet data embedded in your document, you can actually open the related Microsoft Excel file and work in it.
- **Fastest recalculation** of any spreadsheet for Windows according to the National Software Testing Laboratories.
- **Windows for Pen Computing support** includes a freehand "scribble tool." Portability and power!

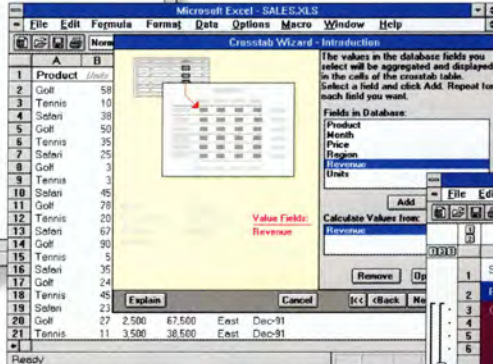
File management tools let you open a new worksheet, find an old one, save an existing file (any format), or print, with just one click on the Toolbar.

Autosum will automatically calculate rows or columns by just clicking on the Autosum button.

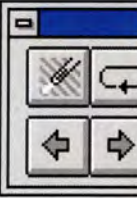


Microsoft Excel - SALES.XLS

Product	Units	Price	Revenue	Region	Month
2	Golf	58	1,240	71,920	North Nov-91
3	Tennis	10	1,780	17,800	North Nov-91
4	Safari	38	1,995	75,962	North Nov-91
5	Golf	50	2,450	122,500	West Nov-91
6	Tennis	35	3,000	105,000	West Nov-91
7	Safari	25	4,395	124,875	West Nov-91
8	Golf	3	6,700	20,100	East Nov-91
9	Tennis	3	2,500	7,500	East Nov-91
10	Safari	45	2,500	112,500	East Nov-91
11	Golf	78	3,000	234,000	South Nov-91
12	Tennis	20	3,400	68,000	South Nov-91
13	Safari	67	2,400	160,800	South Nov-91
14	Golf	50	2,395	215,550	North Dec-91
15	Tennis	5	1,395	9,975	North Dec-91
16	Safari	35	1,795	62,825	North Dec-91
17	Golf	24	1,235	31,080	West Dec-91
18	Tennis	45	2,000	90,000	West Dec-91
19	Safari	23	3,550	81,650	West Dec-91
20	Golf	27	2,500	67,500	East Dec-91
21	Tennis	11	3,500	38,500	East Dec-91



The Utility toolbar is just one of seven task-oriented toolbars that come with Microsoft Excel version 4.0. This toolbar makes checking your spelling, adding text boxes, zooming, and more, simple one-step processes.



Microsoft Excel - SALESUM.XLS

SUM OF REVENUE				
Product	Region	Nov	Dec	Grand Total
3	Golf	20,100	67,500	87,600
4	Golf	71,920	215,550	287,470
5	Golf	234,000	0	234,000
6	Golf	122,500	31,080	153,580
7	Golf Sum	448,520	314,130	762,650
8	Safari	112,500	0	112,500
9	Safari	0	62,825	138,787
10	Safari	160,800	0	160,800
11	Safari	124,875	81,650	206,525
12	Safari Sum	474,137	144,475	618,612
13	Tennis	7,500	38,500	46,000
14	Tennis	17,800	9,975	27,775
15	Tennis	68,000	0	68,000
16	Tennis	195,000	80,000	195,000

Crosstab Wizard lets you easily create summary tables from databases. Let's say you want to run a report about sales revenue by region, product, and month. Call up the Crosstab Wizard, fill in the values and fields that you'd like to have in your report, and in seconds Microsoft Excel creates the summary table you have requested. Click the Autoformat button and you've got a beautiful custom report.

Microsoft Excel - [CONSOL.XLW]CONSOL.XLS

EXOTIC EXCURSIONS		1991		1992	
2	Consolidated Report	15,000	15,750	3,500	4,500
3		2,200	3,100		
4		20,700	23,440		

Microsoft Excel - [CONSOL.XLW]WEST.XLS

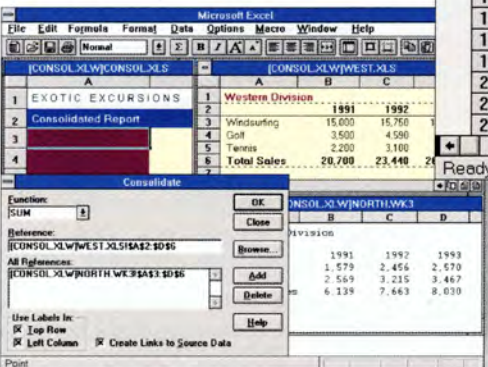
Western Division		1991		1992	
2	Windsurfing	15,000	15,750	3,500	4,500
3	Golf	2,200	3,100		
4	Total Sales	20,700	23,440		

Microsoft Excel - [CONSOL.XLW]NORTH.WK3

Northern Division		1991		1992	
2	Tennis	1,579	2,456	2,569	3,215
3	Golf	2,569	3,215	6,139	7,663
4	Total Sales	4,148	5,671	8,708	10,878

Microsoft Excel - [CONSOL.XLW]CONSOL.XLS

EXOTIC EXCURSIONS					
Consolidated Report					
	1991	1992	1993		
4	[Consol.XLW]North	1,579	2,456	2,570	
5	[Consol.XLW]West	2,200	3,100	3,400	
6	Tennis	3,779	5,556	5,970	
7	[Consol.XLW]West	15,000	15,750	16,538	
8	Windsurfing	15,000	15,750	16,538	
9	[Consol.XLW]North	2,569	3,215	3,467	
10	[Consol.XLW]West	3,500	4,500	6,430	
11	Golf	6,069	7,805	9,897	
14	Total Sales	26,839	31,103	34,398	



The flexible 3-D Workbook solution for easy data consolidation. With Microsoft Excel you can consolidate data from multiple worksheets regardless of formatting or data location. Here we have consolidated data from a Microsoft Excel worksheet and a Lotus 1-2-3 worksheet. Using the Data Consolidation command, a dialog box helps us choose what information we want to consolidate. With just a few clicks of the mouse, we have our final consolidated worksheet, complete with outlining and audit trails.

Automatic alignment tools let you realign entries with a single click on the Toolbar (left, center in one cell, right, center over multiple cells).



- ✓ Standard Formatting
- ✓ Utility
- Chart
- Drawing
- Microsoft Excel 3.0 Macro

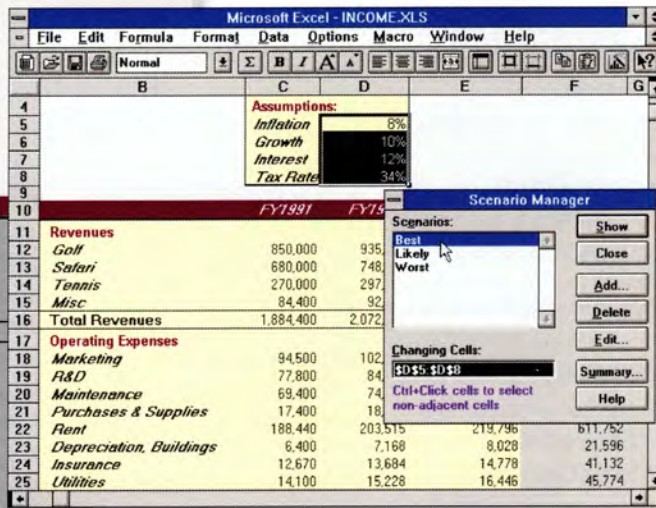
Toolbars...
Customize...

The **Toolbar** gives you one-step access to the most frequently used commands. To call up optional toolbars, such as drawing or charting, click with the right mouse button anywhere on the main toolbar. It's easy to create your own custom tools and toolbars.

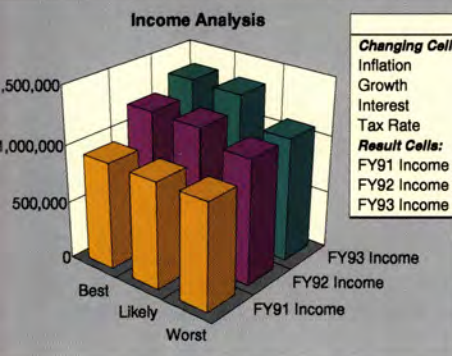
PROJECTED INCOME STATEMENT

Assumptions	
Inflation	8%
Growth	10%
Interest	12%
Tax Rate	34%

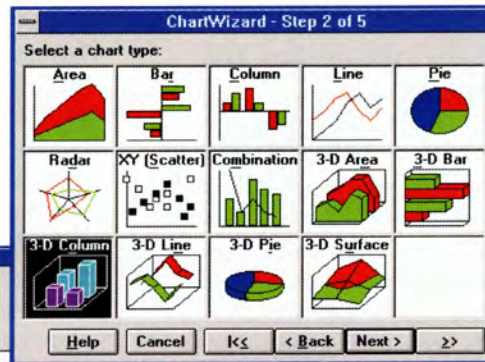
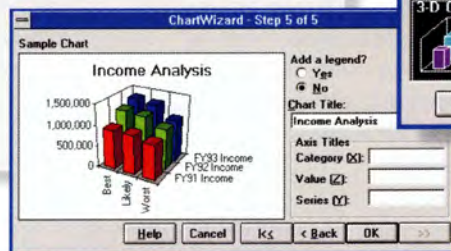
	FY1991	FY1992	FY1993
Revenues			
Golf	850,000	935,000	1,028,500
Safari	680,000	748,000	822,800
Tennis	270,000	297,000	326,700
Misc	84,400	92,840	102,124
Total Revenues	1,884,400	2,072,840	2,280,124
Operating Expenses			
Marketing	94,500	102,060	110,225
R&D	77,800	84,024	90,200
Maintenance	69,400	74,952	80,160
Purchases & Supplies	17,400	18,792	20,295
Rent	188,440	203,515	219,796
Depreciation, Buildings	6,400	7,168	8,028
Insurance	12,670	13,684	14,779
Utilities	14,100	15,228	16,446
Total Operating Expenses	480,710	519,423	559,929
Income Before Taxes	1,403,690	1,553,417	1,720,195
Federal Income Taxes	477,255	528,162	584,866
Net Income	926,435	1,025,255	1,135,329



Scenario Manager helps you create and save multiple "what if" scenarios. Just fill in the variables in the dialog box, and Microsoft Excel does the rest. We used Scenario Manager to create the summary report shown here.



	Best	Likely	Worst
Changing Cells:			
Inflation	0.05	0.08	0.10
Growth	0.10	0.10	0.01
Interest	0.08	0.12	0.15
Tax Rate	0.34	0.34	0.34
Result Cells:			
FY91 Income	926,435	926,435	926,435
FY92 Income	1,202,314	1,197,539	1,082,409
FY93 Income	1,330,696	1,320,514	1,077,354



We've used the **Chart Wizard** to create a 3-D graph of the summary report from the Scenario Manager.

Microsoft Excel makes it easy to create stunning presentation-quality output and reports—without making you work at it.

- **Autoformat** will apply one of 14 professionally designed formats to your worksheet with one simple mouse click.
- **Spelling Checker** makes all of your sheets, graphs, and presentations letter perfect.
- **ChartWizard** makes chart creation easy. It walks you through the steps to easily create a chart—complete with titles, legends, and full formatting.
- **Report Manager** lets you define different sections of a worksheet to print as one report. You can even define different print settings (title, margins, and so forth) for different sections of your report. If you do frequent reports, you'll save hours of formatting time.
- **Slide Show**—now you can create a desktop presentation without leaving your spreadsheet! Microsoft Excel gives you dozens of transition effects, as well as the ability to add sound to your slides for a full visual presentation with special effects.
- **Charting**—our original gallery of chart types has been enhanced to include 3-D, bar, surface, wire-frame, and radar charts for a total of 90 chart types. Picture charts can incorporate clip art and scanned graphics. The **3-D Rotator** allows you to directly rotate 3-D charts to choose the most appropriate views. Just click the chart and drag to activate rotation.
- **Zoom** to reduce or enlarge your view of a worksheet from 10 to 400 percent!
- **Print Preview** lets you see how your entire worksheet or report will look before you print it. **Print to Fit** automatically fits your selected print area on one sheet of paper.
- **Drawing tools** let you highlight numbers and graphs with arrows, ovals, arcs, or rectangles—in one easy step. Add drawings or annotations to highlight entries on your worksheet.

Make a smooth transition from Lotus 1-2-3—bring your files and macros with you.

- **Custom Help for Lotus 1-2-3 users** lets you use familiar 1-2-3 commands and then demonstrates the equivalent Microsoft Excel command, so you can learn as you work.
- **Macro Interpreter for Lotus 1-2-3 users** helps make the transition from MS-DOS®-based Lotus 1-2-3 spreadsheets to Microsoft Excel easier by allowing you to run your Lotus 1-2-3 version 2.01 macros.
- **Full file compatibility** means that Microsoft Excel reads 19 different file formats, including all Lotus and Impress file formats, so you don't lose any of your old work.

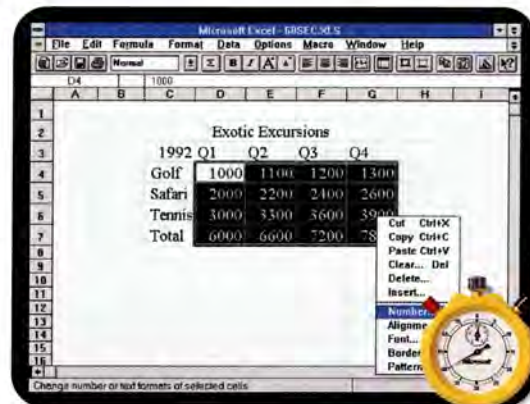
Features

Ease of use

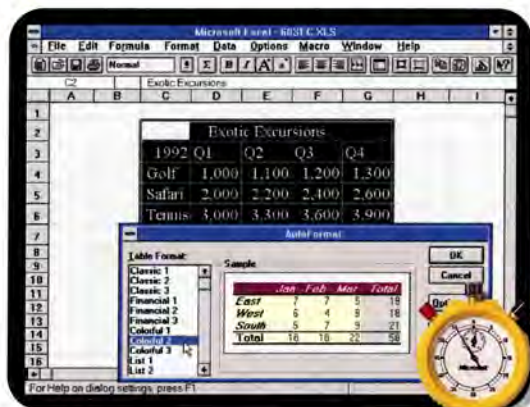
- Autofill
- Autoselect
- Autosum
- Best Fit Column Width
- Customizable toolbars
- Customizable dialog boxes
- Drag-and-drop data movement
- Most recently used files recall
- Shortcut (pop-up) menus
- View Manager
- Workbooks
- WYSIWYG screens

Analysis, statistics, functions

- **Analysis ToolPak**
 - statistical distributions, correlation coefficients, covariance, regression, ANOVA, histograms forecasting, net worth, loan analysis, Bessel functions, and Fourier transforms
- **Auditing tools (built-in)**
 - map view, tracer, and cell notes
- **CrosstabWizard**
- **Data Consolidation (flexible 3-D consolidation)**
- **Database support**
 - dBASE, SQL Server, Oracle, Rdb, text, and Microsoft Excel for Windows database files. Q+E allows remote "browsing" with Microsoft Excel.
- **Goal Seek**
- **Macros**
 - Procedural, English-like language with 424 functions



Now add your title, and size and center it over multiple cells with a couple of clicks on the Toolbar. To format numbers, just select them and click the right mouse button. A shortcut menu appears with context-sensitive menu options. Select the "number" option and format your numbers with a few simple mouse clicks. Menus when you want them, where you want them—what could be easier?



And last, choose **Autoformat** from the **Format** menu and scroll through the professionally designed worksheet formats until you see what you want in the sample box. Apply it by simply clicking the **OK** button. Another couple of clicks on the **Toolbar** and you can check your spelling and print.



There you have it! Your spreadsheet is designed, forecasted, formatted, and sent to the printer in less than a minute—



with 3 seconds to spare.

- Macro recorder records routine actions and plays them back on command
- Macro debugger: single step, set break points, and trace
- User-defined menus and dialog boxes; it's easy to add new commands and controls for custom applications
- Call compiled code (C, Pascal, or Assembler) from macros
- Minimal and interruptible recalculation
- Outlining
- Solver
- Scenario Manager ("what if" analyses)
- Worksheet size: 16,384 rows by 256 columns

Integration and interoperability

- Dynamic data exchange (DDE) support
- Full integration with all Microsoft applications software for Windows, including Microsoft Word, Microsoft PowerPoint, and Microsoft Project
- Complete file, macro, and interface compatibility with Microsoft Excel for Apple Macintosh systems
- Lotus 1-2-3 to Microsoft Excel command assistance
- Lotus 1-2-3 macro interpreter
- Online tutorial for making the switch from Lotus 1-2-3
- Online, context-sensitive Help
- Object linking and embedding (OLE) support
- Windows for Pen Computing support

Drawing, charting, graphics, and formatting

- AutofORMAT
- Camera tool
- Charting (90 built-in chart types)
- ChartWizard
- Drawing tools
- Free-floating text and arrows
- Fonts
- Graphical Goal Seek
- Headers and footers
- Import graphics
- Picture charts
- Print Preview
- Print to Fit
- Report Manager
- Slide Show
- Sound Notes
- Spelling Checker
- Styles (apply favorite formatting in one step)
- Zoom views

Specifications

To run Microsoft Excel, you need:

- MS-DOS operating system version 3.1 or later.
- Microsoft Windows graphical environment version 3.0 or later (must be acquired separately).
- Personal computer using 80286, 80386, or higher microprocessor (80386 recommended).
- 2 MB of memory.
- 2.7 MB of available disk space for program-only installation; 11 MB for full installation; customizable from 2.7 MB to 11 MB.
- 5.25" high-density (1.2 MB) or 3.5" high-density (1.44 MB) or 3.5" low-density (720K) disk drive.
- EGA or higher resolution monitor.

If networked, you need:

- Networks compatible with Microsoft Windows graphical environment version 3.0 or later.

To print, choose from:

- Printers and plotters supported by Microsoft Windows graphical environment version 3.0 or later.

Options:

- Microsoft Mouse, Microsoft BallPoint mouse, or compatible pointing device (mouse recommended).

Printers supported:

- Apple LaserWriter® and LaserWriter Plus
- Epson® FX, MX, LQ Series
- Hewlett-Packard® PaintJet®, LaserJet®, LaserJet II, LaserJet III
- Hewlett-Packard 7470A or compatible plotters
- IBM® ProPrinter®, ColorPrinter, Graphics Printer, LaserPrinter, Personal Page Printer
- PostScript®-based devices
- Plus dozens of other Windows-compatible printers and plotters

For More Information

For the name of a reseller near you, call Microsoft directly:

- Microsoft Sales and Service at (800) 426-9400; if you require TDD/TT (text telephone) services for the deaf and hard of hearing, call (206) 635-4948.
- Microsoft Canada Customer Support Centre at (800) 563-9048.
- For information outside the United States and Canada, please contact your local subsidiary.



Microsoft Excel is part of our family designed to work together in the Microsoft Windows operating system.



9.3 rating...the highest ever awarded to a spreadsheet.



Winner of PC Week shoot-out at Spring Comdex 1992.

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Microsoft ACCESS™

Relational Database Management System for Windows™

Welcome to the visual world of the Microsoft Access database management system. It's the database that makes it easy to use powerful features, lets you work with data in virtually any database format, and provides extraordinary help in learning and use. It's the database that's hardworking without the hard work.

Overview

There's no question that sophisticated database management systems have empowered today's organizations.

But the larger issue is how to empower people—developers and interactive users—so they can get at data and work with it more readily. Especially when the data resides in different database formats.

We offer you Microsoft Access, the database management system (DBMS) for the Windows operating system. Whether you're a long-time developer or a DBMS new-

comer, you'll find our tools to be as usable as they are powerful.

Graphical query by example lets you access data more intuitively. You can automate routine tasks with macros. Use FormWizards and ReportWizards to create effective forms and reports—with pictures, graphs, and sound—without being a programmer. And feel like you have a database tutor on call with Cue Cards.

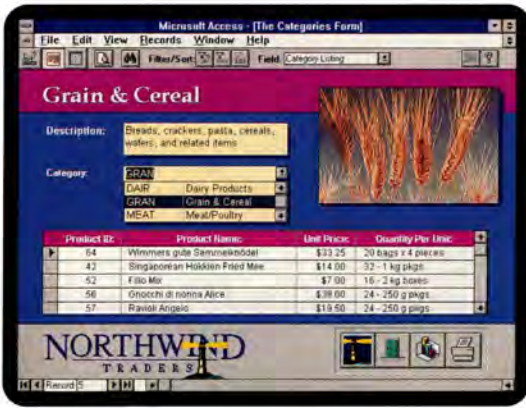
You can even access data from other databases—such as

dBASE®, Paradox®, and Btrieve®—without having to import it.

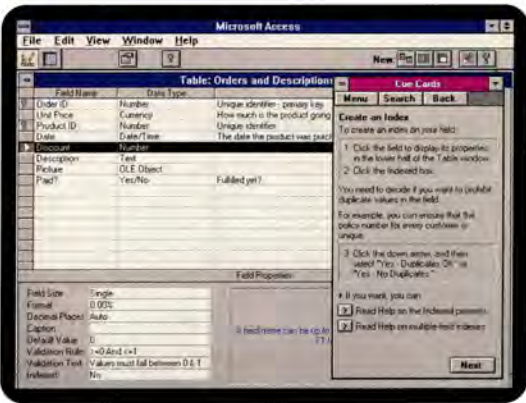
What ties Microsoft Access together is Access Basic: a powerful language with high-speed compiling, a full suite of debugging tools, and a handy online language reference.

Get in front of a personal computer running Microsoft Access soon. And see a DBMS built on a radical, yet practical, idea: hardworking without the hard work.

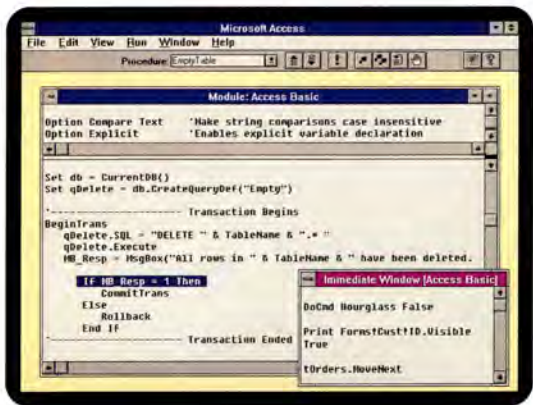




Make a database form work hard while making it easy to use. Just link or embed objects, like product pictures and graphs. And create buttons to trigger everything from simple macros to sophisticated functions you define.



With graphical examples and comprehensive instructions provided by Cue Cards, you can learn to use Microsoft Access as you build and work with your database. It's like having a database tutor on call 24 hours a day.



Develop database applications in a productive design environment that combines the Microsoft Access integrated development environment and Access Basic, a powerful structured programming language.

Highlights

Your data has never been more accessible

- Get your data quickly using *graphical query by example (QBE)*. With a mouse, just drag and drop tables, join fields, and specify criteria. That's it. Or, type in the Structured Query Language (SQL) command directly.
- Build forms easily in a matter of minutes using *visual form-generation tools*. Again, simply drag and drop the fields, then specify fonts and colors. And with *filters*, you can sort and limit data while using your form—no temporary tables are necessary.
- Turn data into impressive reports with a *banded two-pass report writer*. Complex operations, such as computing percentages of a total, are a snap: Simply write the appropriate expressions.

Get down to business right away

- Quickly access database tools with the *dynamic toolbar*. It changes functions to fit the task at hand, whether you're creating a report or editing code. The right tools are always a mouse click or two away.
- Turn hours of database work into minutes with *ReportWizards* and *FormWizards*. Each one asks you questions about format, content, and style, and then automatically creates your report or form.
- Learn while you work using *Cue Cards*. They provide step-by-step help on-screen alongside the database task you're working on. No more canned tutorials portraying someone else's widgets.
- Use *macros* to easily automate routine database management tasks, such as printing out a series of monthly reports. They provide an easy fill-in-the-blank programming model for those who don't want to immerse themselves in Access Basic code.

The DBMS that works with your data

- Protect your database investment with Microsoft Access. It *reads and writes data directly* in dBASE III PLUS[®] and dBASE IV[®], Paradox 3.0 and 3.5, and Btrieve formats. You can even join tables across multiple formats.

- Migrate to Microsoft Access at your own pace—without abandoning current systems. It defaults to the locking mechanism of other formats. Direct linking works in single- and multiuser modes alike.
- Create and edit richer, more informative databases easily using *object linking and embedding (OLE)*. Include exciting new elements such as product pictures, sound, even full-motion video.
- Microsoft Access fills several DBMS needs with its *versatile architecture*.
 - Use it as a stand-alone database, in a file-server configuration, or as a front-end client for Microsoft[®] SQL Server.
 - More database drivers are coming in future versions, thanks to Open Database Connectivity (ODBC) technology, which will allow you to access data from even more database management systems.

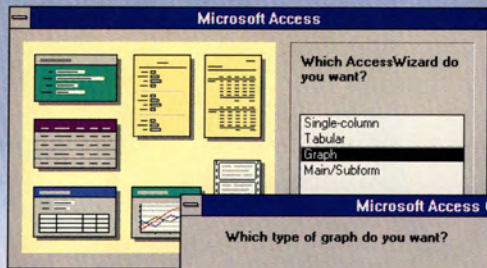
A programming environment with a serious work ethic

- Write sophisticated database applications using *Access Basic code (ABC)*, a powerful, extensible, structured programming language.
- Program and troubleshoot easily with the Microsoft Access *integrated development environment (IDE)*. It includes a full set of debugging tools to let you:
 - Set breakpoints.
 - Single-step through procedures and user-defined functions.
 - Examine variables in the debugging window.
- Find answers fast with the *online context-sensitive language reference*.
- Develop and distribute unlimited runtime applications for stand-alone systems royalty-free with the *Microsoft Access software development kit* (available in 1993).

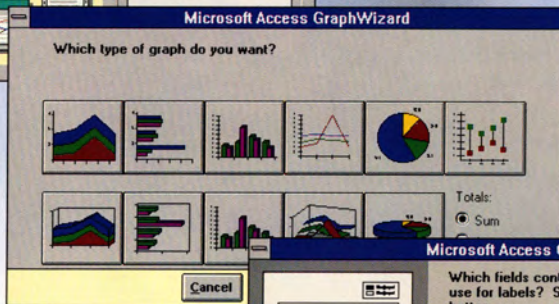
Just what you'd expect from a database called Microsoft Access: accessible support

- Answers to your questions, from the basics to complex technical questions, including *phone support 12 hours a day, five days a week* at no charge via a toll line, along with additional support services for developers—to assure you'll be up and productive in the least time possible.

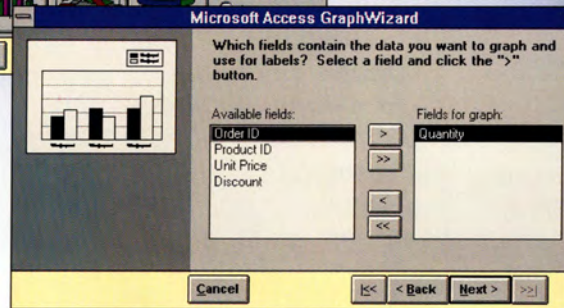
Microsoft Access.
Hardworking without the hard work.



GraphWizard prompts you with a few questions...



...about what you want on your graph, form, or report.

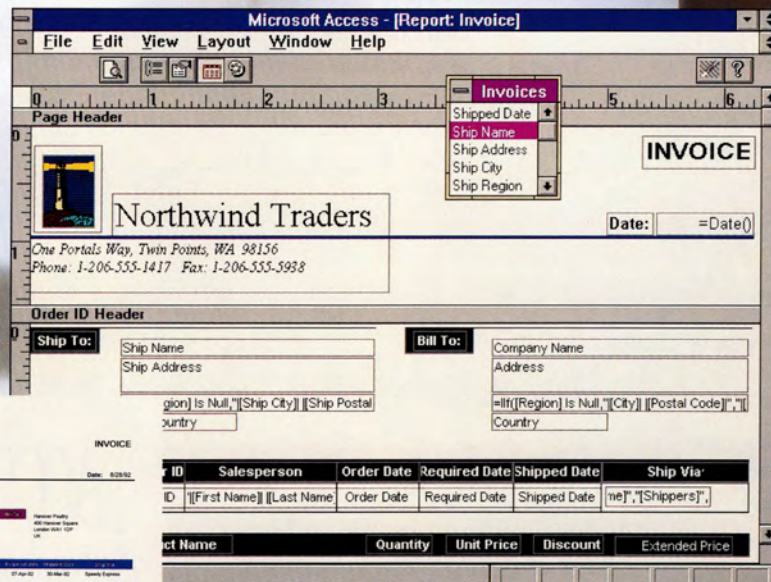


It's like having an expert in every box.

Create sophisticated forms to access your data using handy toolbox controls such as check and list boxes—even graphs.

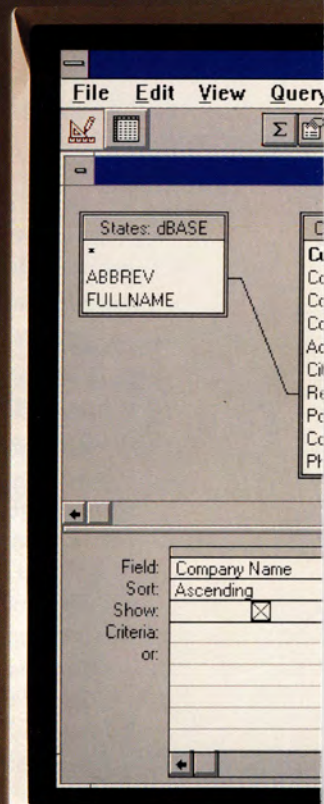


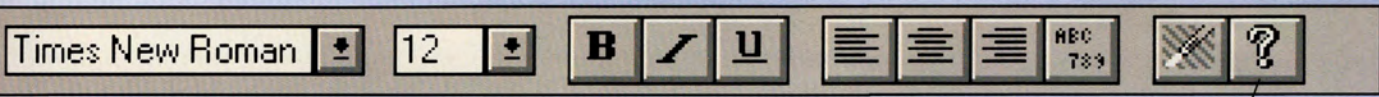
Use ReportWizards and FormWizards to create mailing labels, graphs, and more in minutes instead of hours.



Microsoft Access produces reports of such professional quality, you'll never need a separate database publisher again.

Professional-looking reports have never been easier to create. With the banded, two-pass report writer, your reports can contain up to 10 levels of grouping and include a full range of fonts and graphics. Combine reports within a report, too.

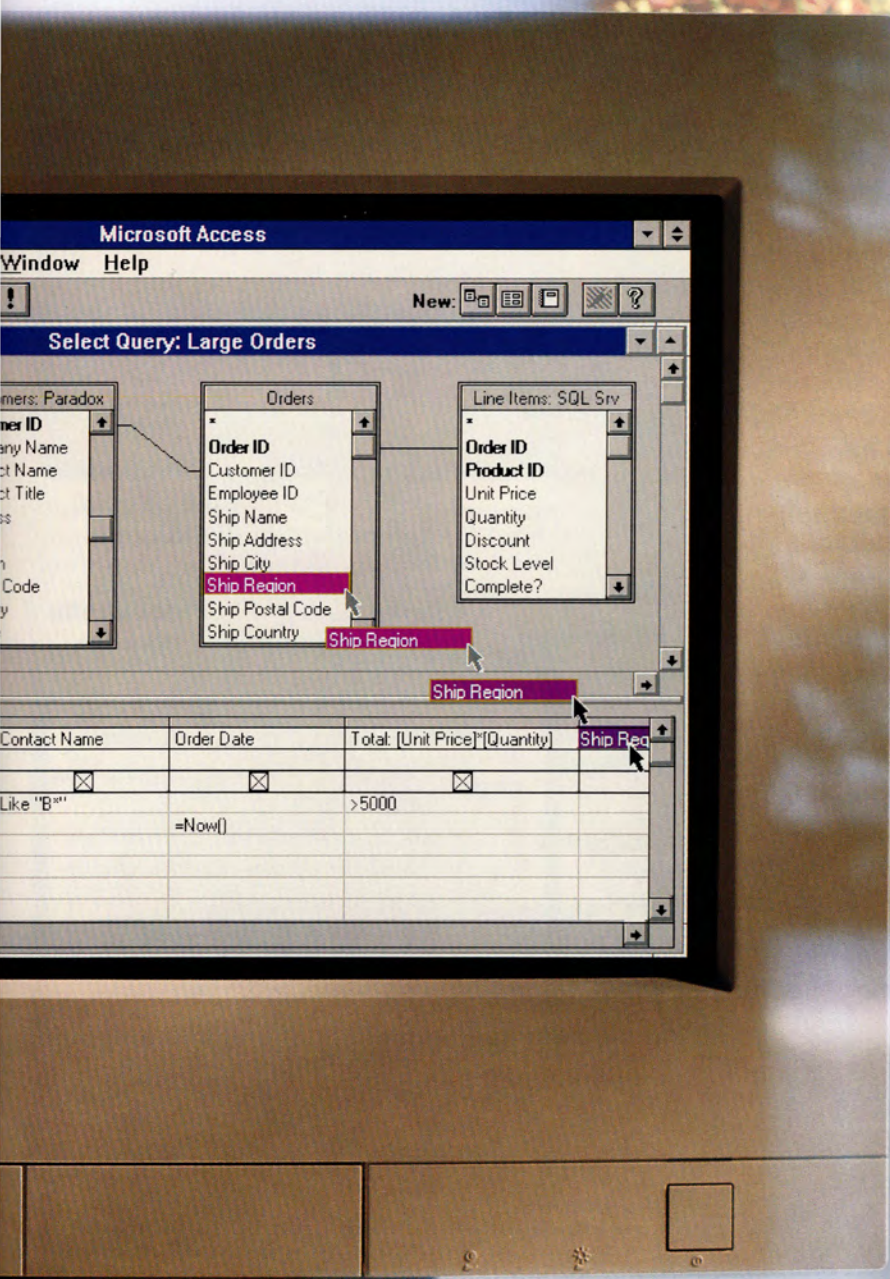




From designing forms to viewing data sheets, the Microsoft Access toolbar changes commands, options, and icons to fit the task at hand.

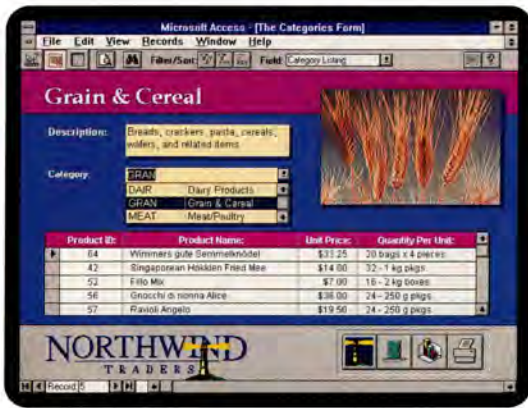
Quick answers to DBMS questions are just a mouse click or two away.

Graphical query by example lets you directly link data from multiple sources, visually create joins between them, and update the data.



The hub of Microsoft Access, the Database window, contains all the objects in your database—from tables, forms, and reports to Access Basic code.

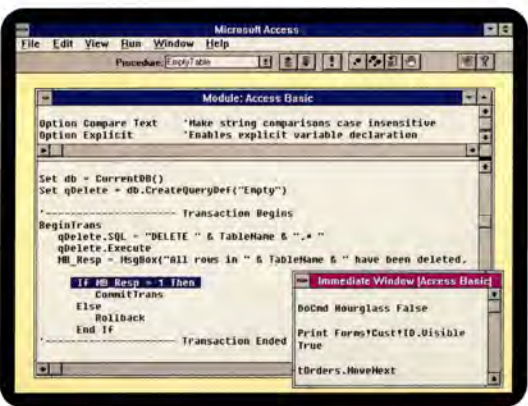




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Specifications

To run Microsoft Access, you need:

- Microsoft Windows graphical environment version 3.0 or later (available separately)
- Personal computer using an 80386SX or higher microprocessor
- 4 MB of memory recommended (2 MB minimum)
- 8 MB of free hard disk space required (14 MB recommended)
- EGA or higher-resolution monitor
- Microsoft Mouse or compatible pointing device

Networks Supported

- Microsoft LAN Manager, Microsoft Windows for Workgroups, or other Windows-compatible networks, including Novell® NetWare® and Banyan® VINES®

Database Drivers Included

- Btrieve, dBASE III PLUS, dBASE IV, Microsoft SQL Server, Paradox 3.0 and 3.5 (other database drivers available in 1993)
- Import/export filters: Lotus 1-2-3 2.X, 3.X, for Windows; Microsoft Excel; Microsoft FoxPro; ASCII-Delimited and ASCII-Fixed Length, plus the above formats

Features List

- *Data Manipulation Tools*
 - Banded Report Writer
 - Embedded Reports
 - Filters
 - Graphical Query By Example
 - SQL Query Interface
 - Two-pass Reporting
 - Embedded Forms
- *Development Tools*
 - Access Basic
 - Code Editor
 - Integrated Development Environment, with:
 - Breakpoints
 - Debugging Tools
 - Single-step Execution
 - Syntax Checking

- *Database Engine*
 - Data Types Supported:
 - Text (variable length)
 - Memo
 - Number (byte, single, double, short, long)
 - Currency
 - Date/Time
 - Counter
 - True/False
 - OLE Objects
 - Referential Integrity
 - User-level Security
 - Null Support
 - Transaction Support
- *Learning and Productivity Tools*
 - Context-sensitive Help
 - Cue Cards
 - Drag and Drop
 - Dynamic Toolbars
 - FormWizards and ReportWizards
 - GraphWizards (includes Microsoft Graph)
 - Macros
- *Capacities*
 - Number of tables in a database: 32,768
 - Number of simultaneous open tables: 254
 - Number of fields per record: 255
 - Number of tables in a single query: 16
 - Levels of nested queries: 30
 - Number of embedded forms or reports in a form or report: Unlimited
 - Number of printed pages in a report: 65,536

Accessible Support for Microsoft Access

- Phone support at no extra charge via a toll call, from 6 A.M. to 6 P.M. (Pacific time), Monday through Friday, excluding holidays.
- FastTips (interactive voice response) answers to common questions 24 hours a day.
- CompuServe® and bulletin board system (BBS) support.
- Developer and corporate support programs information available by calling Microsoft Inside Sales at (800) 227-4679, 6:30 A.M. to 5:30 P.M. (Pacific time), Monday through Friday, excluding holidays.



Microsoft Access is a member of our growing family of software for the Microsoft Windows operating system.

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Banyan and VINES are registered trademarks of Banyan Systems, Inc. dBASE, dBASE III PLUS, dBASE IV, and Paradox are registered trademarks of Borland International. CompuServe is a registered trademark of CompuServe, Inc. AS/400 and DB2 are registered trademarks of International Business Machines Corporation. 1-2-3 and Lotus are registered trademarks of Lotus Development Corporation. Btrieve, NetWare, and Novell are registered trademarks of Novell, Inc. Oracle is a registered trademark of Oracle Corporation. Teradata is a registered trademark of Teradata Corporation.



Microsoft Word

for Windows™

Word Processing Program

Version 2.0

Microsoft Word for Windows makes everyday tasks such as creating tables, envelopes, bullets, charts, columns, and drawings—even checking your spelling—just a click away with the Toolbar. Microsoft Word for Windows—everyday made easy!

Overview

Microsoft Word for Windows, the leading word processor for the Windows environment, makes everyday word processing easier than ever. We designed version 2.0 with more user feedback than any other word processing software ever. The result is great new features such as Drag and Drop, a faster, more natural way to move text to just

where you want it. Select a word, a sentence, or a whole paragraph with the mouse and simply drag it to anywhere in your document. Another advantage to studying how people

work with a word processor is that we were able to take time-consuming tasks and make them remarkably easy. You'll find a Print Merge Helper in Word that helps you create personalized form letters. And a Find File feature that helps you locate and preview files before you open them. In every way, Microsoft Word for Windows is everyday made easy.



EURO CLIMB



CONGRATULATIONS
Exotic Excursions welcomes your participation in the travel event of the year!

WE'VE GOT YOU COVERED!
TENTS AND SLEEPING BAGS

As explained in our brochures, Exotic Excursions EuroClimb packs climbing and camping gear, accommodations, round-trip flights and ground travel in local currencies. Our guides are trained climbers and emergency medical professionals with many years of experience. They also know best eating, dancing, and sightseeing of the cool will visit

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Maria Diaz
4845 Corwin Drive
Montreal, PQ H3B 4R4
CANADA

Dear Maria,

Enclosed is the information you requested about EuroClimb. This year's excursion will include climbs in France, Switzerland, and Italy. Our specialty is adventurous travel by foot. Below is the planned itinerary for the trip. You may join the tour at any time (cost is broken down by country), however, we recommend that to get the most out of the experience, you sign up for the entire excursion. Read this packet and contact us soon.

EuroClimb itinerary:

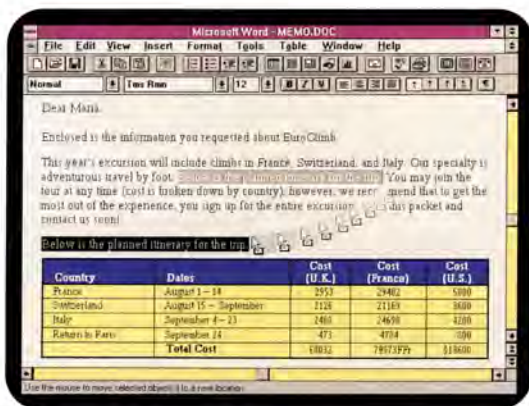
Country	Dates	Cost (U.K.)	Cost (France)
France	August 1 - 14	2853	28407
Switzerland	August 15 - September	2126	21166
Italy	September 4 - 23	2480	24600
Return to Paris	September 24	473	4600
Total Cost		£8032	\$13600

Exotic Excursions will supply outdoor and climbing gear as well as emergency and maps. We've planned some time for sightseeing in addition to mountain climbing. You will need to bring any clothing and spending money that you will need for casual travel.

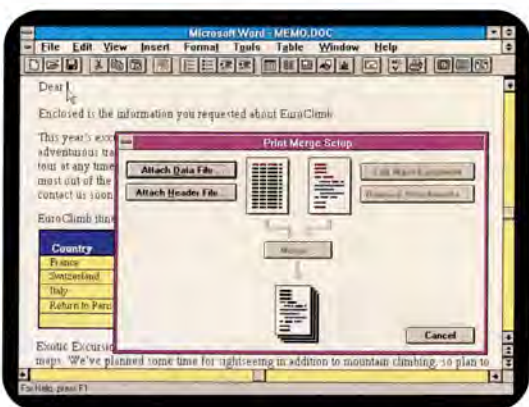
Please let me know if there is anything else I can do to help you prepare for the excursion. We hope that you can join us.

It will be an adventure!
Chris Holm
Chris Holm
Travel Coordinator

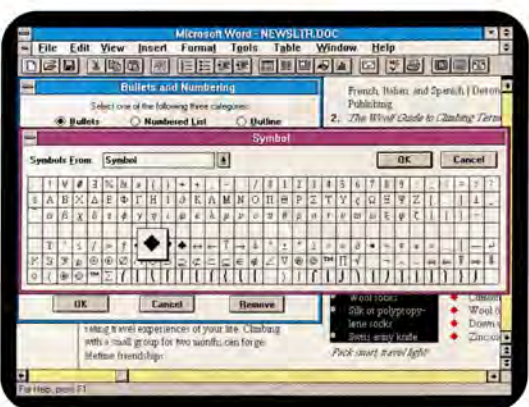




Drag-and-drop movement of text is a Microsoft Word original. To quickly and easily move words, sentences, or paragraphs, just select the text and drag it to a new location in your document.



Print Merge Helper walks you through the steps of creating custom form letters and bulk mailings. It couldn't be easier!



Add bullets to your text with a click on the Toolbar. Double-click on one of the bullets to see a palette of hundreds of bullet choices—from plain to fancy. Select a new style and your bullets change immediately.

Highlights

Microsoft Word version 2.0 gives you easy access to everyday tasks

- **The customizable Toolbar** at the top of the screen gives you one-step access to popular features such as
 - tables
 - multiple columns
 - bullets
 - spelling checker
 - drawing
 - charting
 - zoomable views up to 200 percent
- **The Ribbon and Ruler** give you one-step access to character and page formatting, including
 - type sizes (small to very large)
 - type styles (**bold**, *italic*, underline, etc.)
 - type fonts (Courier, Roman, etc.)
 - text alignment (left, center, right)
 - margins and tabs that you can change by simply dragging the mouse
- **Drag-and-drop** movement of text and graphics lets you rearrange your page layout any way you want.
- **Tables** don't get easier than this—just click on the Toolbar to create one.

Word has convenient word processing tools that make everyday work easier

- The **Print Merge Helper** walks you through the creation of custom form letters. Word simplifies many complex tasks.
- The **Grammar Checker** is integrated so all of your documents can be grammatically correct. Like the spelling checker, it identifies possible errors and suggests correction.
- **Styles and templates** let you save your favorite text and page formats for instant recall. Or you can use any one of a number of document templates provided with Word. They are the fastest way to customize everyday documents and create a consistent look for letters, memos, and reports.
- **Thesaurus** is another great built-in feature that gives you multiple word choices with a single menu selection. It even inserts the new word in your document.

Easily combine words, charts, pictures, and tables for great-looking documents

- **WYSIWYG (what-you-see-is-what-you-get) view** lets you see your work exactly as it will print—type styles, graphics placement, and all.

- **WYSBYGI (what-you-see-before-you-get-it) view**, an innovative feature in Word, lets you preview a formatting selection. For example, if you're looking at bullet choices, you can click on different bullet styles and instantly see an enlarged version of the bullet in a sample box.
- **Borders and shading** let you emphasize tables, words, and graphics.
- **Movable picture or text frames** (of any size) make page formatting super easy. You can place frames anywhere on the page and text will automatically wrap around them. See the framed equation and the flag drawings in the newsletter?
- **Drawing** is a click away on the Toolbar—add logos, diagrams, and drawings to spruce up proposals and business forms. You can even use the drawing tool to edit pictures imported from other graphics programs.
- **WordArt**, a special-effects feature in Word, lets you add pizzazz to your headlines with rotated, shadowed, stretched, angled, curved, and reversed text in many stylish fonts and several point sizes.
- **Charting** is also available from the Toolbar. Add charts (including pie, bar, column, and 3-D) to your documents without leaving Word.
- **Spreadsheet data and charts** from programs such as Microsoft Excel can be easily copied into a Word for Windows document—and updated automatically.

Word file-management tools are fast, intuitive, and very helpful

- **Open a file** by just clicking on the filename.
- **Preview a file** (even one converted from another word processor, such as WordPerfect®) before you open it to verify that it's really the one you want.
- **Locate any file** by date created, date saved, type, or keyword.

Manage your documents with fabulous support from Word

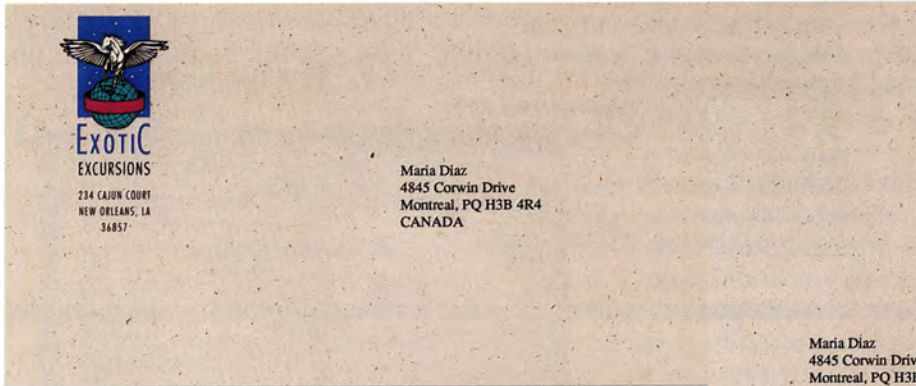
- **Outlining** in Word is interactive. It lets you reorganize entire documents by simply reordering the titles and sub-heads in your outline.
- **Redlining** lets you mark suggested changes and edits while preserving the original version. It's a great way to review documents shared over a network.

Add bullets in one easy step.

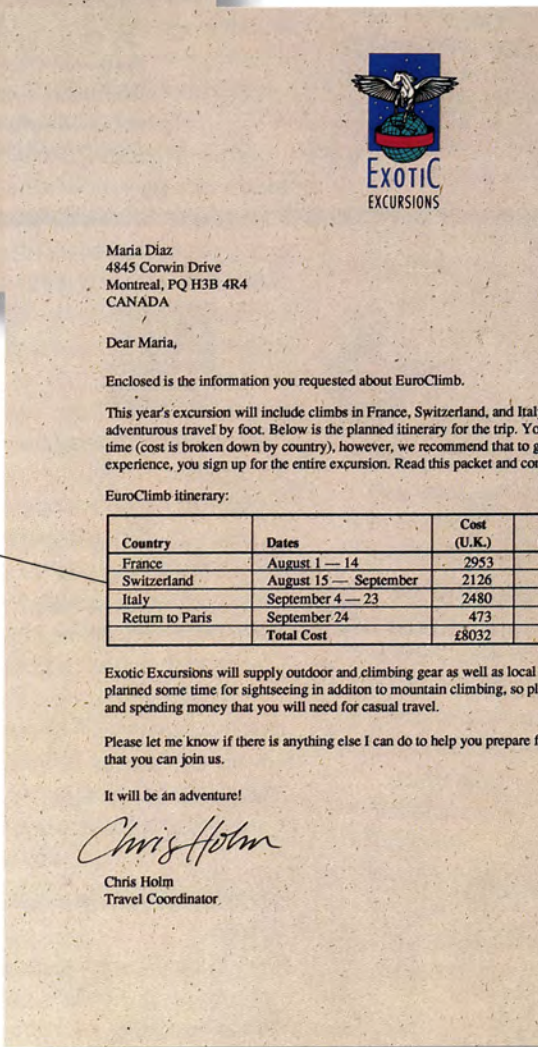
Columns, too, select up to six



Click and drag to create a table just the size you want.

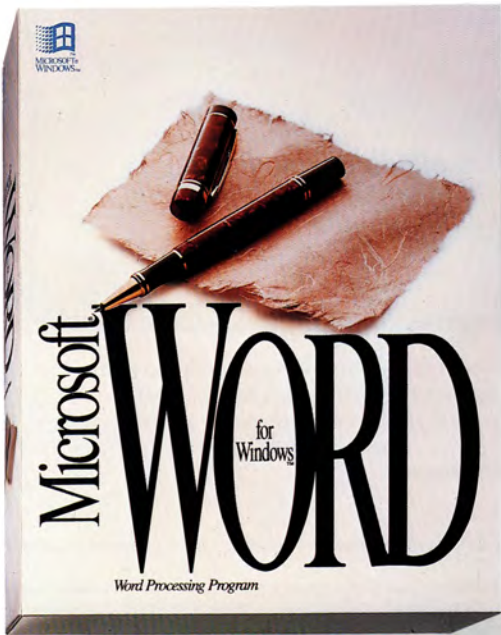


Create any size table with a click on the Toolbar—you can easily resize the table and move it anywhere in your document.

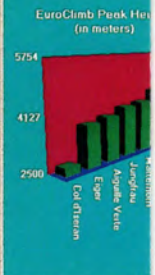


Word even supports spell-checking in foreign languages. *Magnifique!*

Create custom memos, letterhead, newsletters, and business forms with borders, shadings, and drawings.



CONGRATULATIONS
Exotic Excursions welcome you to the travel event of the



This promises to be an exciting travel experience with a small group for true lifetime friendships.

WE'VE GOT YOU COVERED AND SLEEPING!

As explained in our brochure, Exotic Excursions provides climbing and camping accommodations, round-trip flights and ground travel, and day pocket money in local currencies.

Our guides are trained climbers and emergency medical professionals with many years of experience. They also know the best eating, dancing, and sightseeing in each of the countries you will visit.

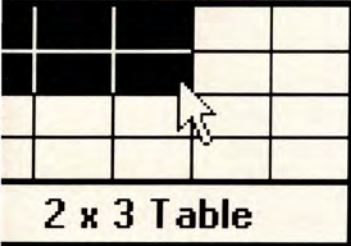
HIGH-ALTITUDE READING

Numerous foreign language guides are available for travelers. We've identified here a few terrific books geared to nature and sports fans.

...re a mouse click away. Just click to columns.

Now you can check your spelling in an instant.

Click here to print.



Click the envelope button to instantly create envelopes.

Charting with Word is easy. Just select your numbers and click the chart button to create the type of chart you want. (Even 3-D!) You can size and place it anywhere in your document.



They are available at most major bookstores.

1. *A Complete Glossary of Sports Terms* — Side-by-side translations of all entries in (German, French, Italian, and Spanish.) Deron Publishing.
2. *The Woolf Guide to Climbing Terminology and Equipment* — Over 200 photos. (Published in English, German, French and Italian.) Alexandra Press.
3. *Mountain Talk: A Guide to Climbing the World* — Includes maps, terms, calendars, and more. (Published in English, German, French, and Swedish.) Nordlof Publishing Company.

READY, SET, PACK!

- ♦ Polypropylene long underwear
- ♦ Wool hat
- ♦ Glacier glasses
- ♦ Wool socks
- ♦ Silk or polypropylene socks
- ♦ Swiss army knife
- ♦ Belaying gloves
- ♦ Rock shoes
- ♦ Snow boots
- ♦ Lightweight pants
- ♦ Climbing shorts
- ♦ Wool or pile sweaters
- ♦ Down vest or jacket
- ♦ Zinc oxide

Pack smart, travel light!

TRIVIAL PURSUIT

Here's a little exercise to familiarize you with our climbs. The formula for calculating the volume of a peak is:

$$\int_{h=0}^H \pi r^2 dh$$

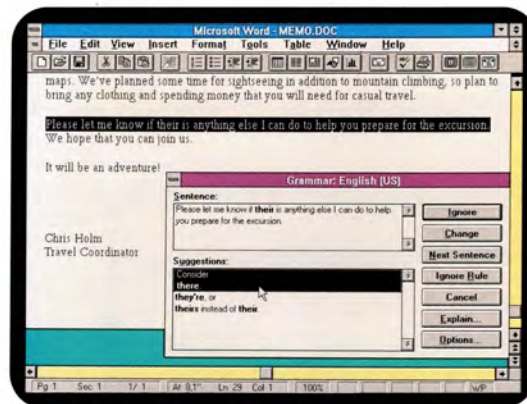
For tips on calculating the volume, turn to page 2.

Day	Activity	Location	Notes
Aug. 1	Leave New York for Paris	Aug. 18—31	Climb
Aug. 2	Arrive in France	Sept. 1—3	Rest and relax
Aug. 3	One-day rest at L'Hotel du Roi	Sept. 4	Travel to Aosta
Aug. 4	Meeting and party, 7 P.M., Grande Ballroom	BENVENUTI IN ITALIA	
Aug. 5	Travel to Mont Blanc	Sept. 5—7	Enjoy Italy
Aug. 6	Preparation	Sept. 8—9	Preparation
Aug. 7	Climb	Sept. 10—20	Climb
Aug. 8	Rest and relax	Sept. 21—23	Rest and relax
Aug. 9	Travel to Grindelwald	Sept. 24	Return to Paris, farewell party, 7 P.M.
Aug. 10	Arrive in Switzerland	Sept. 25	Return to New York
Aug. 11	Preparation	Welcome back to the U.S.A.	

Create and edit equations without leaving your word processor. Microsoft Word is the powerful, easy choice for all types of writing, from business proposals to best-sellers to scientific papers.

Add logos, maps, and illustrations to spice up your newsletters and memos. A click on the Toolbar opens the drawing tool.

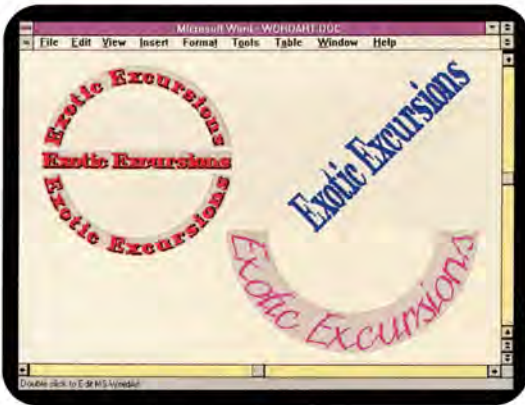
Add picture or text frames (of any size) that you can move around on the page. We put the flags in the newsletter in frames so we could try them out in different locations. See the text box that the page text automatically wraps around?



A built-in grammar checker helps make all of your documents perfectly correct. It points out repeated words (such as "the the") plus errors in usage (such as using "their" for "there") and politely suggests corrections. You won't want to write without it.



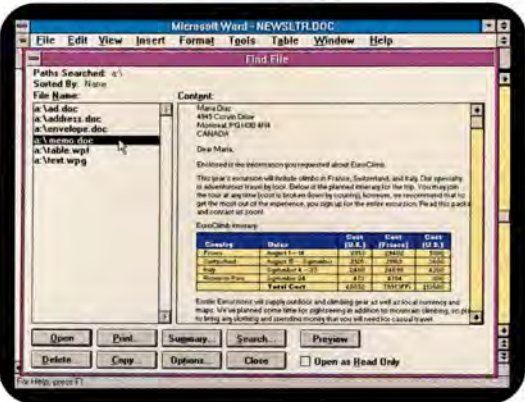
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WordArt lets you add panache to your headlines and pizzazz to your drawings with slanted type, curved type, even type in the shape of a button.



Word offers a painless move from WordPerfect. Just type WordPerfect commands and Word will automatically demonstrate the equivalent command in Word. WordPerfect files are automatically converted for use in Word, so you don't have to lose any of your previous work.



Click on File Manager to find and preview files before you open them. You can also search for them by date (or range of dates), title, keyword, or even file type or size.

- **Annotations** let you attach comments anywhere in a document. Annotations can be visible or invisible—your choice.
- **Bookmarks** let you insert reference marks anywhere in your files. Find them in a snap!

Microsoft Word for Windows works well with other applications for Windows

- **All Microsoft applications for Windows look and work alike**, so once you've learned one, using another is easy. For example, to adjust the column width for a Microsoft Excel spreadsheet or a table in Word you simply drag the edge of the column to resize.
- **Microsoft Windows-based programs share information with ease.** They're designed to work together, so you can copy spreadsheet data from Microsoft Excel into Word, and Word automatically puts it into a table. You can use dynamic data exchange (DDE) to establish a dynamic link between the two applications so, for example, if you make changes to your Microsoft Excel file, you can automatically update the same data in a Word document.
- **Word supports object linking and embedding (OLE)**, a new systems advancement that lets you copy and paste objects such as text and graphics between applications, establishing a live link between the applications. For example, if you've pasted Microsoft Excel data into a Word document, you can simply double-click on the data, and you're back in Microsoft Excel, ready to edit.

Make the move to Word for Windows easy

- **Use familiar WordPerfect commands** and Word will automatically demonstrate the equivalent Word commands.
- **Read WordPerfect files** directly in Word, so you don't have to lose any of your existing work.
- **Convert files** from all major word processing programs with just a couple of keystrokes.

Performance Features

- Annotations
- Bookmarks
- Bullets
- Charting
- Columns
- Document compare
- Drag/drop
- Drawing
- Dynamic data exchange (DDE) with Microsoft Excel
- Envelope creation
- Equation editing
- File management and preview
- Footnotes/endnotes
- Frames
- Grammar checker
- Graphics cropping/scaling
- Headers/footers
- Hyphenation (automatic)
- Index generation
- Integrated file conversions
- Kerning
- Macro language/macro editor
- Multiple-language spelling support
- Object linking and embedding (OLE) support
- Outlining
- Page Preview
- Pagination (automatic)
- Paragraph styles
- Password protection
- Print Merge Helper
- Redlining/revision marks
- Search and Replace
- Special character/symbols
- Spelling checker
- Styles by example
- Tables (automatic)
- Tables of contents/authorities (automatic)
- Templates
- Thesaurus
- WordArt
- Word count
- Zoomable editing views

Specifications

To run Word, you need:

- MS-DOS® operating system version 3.0 or later
- Microsoft Windows graphical environment version 3.0 or later or MS® Windows for Pen Computing (must be acquired separately)
- PC using 80286, 80386, or higher microprocessor
- 2 MB of memory recommended
- One 5.25" high-density (1.2 MB) or one 3.5" high-density (1.44 MB) disk drive, and a hard disk (3.5" low-density disks available separately)
- EGA or higher resolution monitor compatible with Microsoft Windows environment 3.0 or later

Hard disk space needed:

- Minimum: 5 MB
- Full installation: 15 MB

If networked, you need:

- Networks compatible with Microsoft Windows environment 3.0 or later

To print, choose from:

- Printers, plotters, and networks supported by Microsoft Windows environment (no special network version required)

Options:

- Microsoft Mouse or compatible pointing device (mouse recommended)

Supported graphics file formats:

- AutoCAD® Format 2-D, AutoCAD Plot File, CGM, EPS, HPGL, Lotus® 1-2-3® graphics, Micrografx® Designer/Draw, PCX, TIFF, Windows Bitmap, Windows Metafile, and WordPerfect graphics

Supported document file formats:

- Word for Windows; DCA/RFT; Text (ASCII and ANSI); RTF; Windows Write; Text with layout (Intelligent ASCII and ANSI); Interleaf® and PageMaker via RTF; MS Works for MS-DOS-based PCs; WordPerfect versions 4.1, 4.2, 5.0, and 5.1; MultiMate® version 3.3; MultiMate Advantage™ versions 3.6 and 4.0; MultiMate Advantage II™; WordStar®

versions 3.3, 3.4, 4.0, 5.0, and 5.5; dBase*; MS Works for Windows, Microsoft Excel BIFF*; Microsoft Multiplan®*; Lotus 1-2-3 WK1 and WK3 (versions 2.0, 2.2, and 3.0)*

Microsoft Word for Windows can also share files with these other members of the Microsoft Word family:

- Microsoft Word for the Apple® Macintosh®
- Microsoft Word versions 4.0 and later for MS-DOS-based PCs
- Microsoft Word for OS/2®
- Microsoft Word for UNIX® Systems
- Microsoft Word for Windows and Bookshelf®: Multimedia Edition

Note:

Microsoft Word for Windows follows IBM® SAA™/CUA conventions.

* Read only. Word for Windows can read and write all other file formats listed.

Awards



February 10, 1992



April, 1992



January, 1992



August, 1991



February 25, 1992
Microsoft Word for Windows, Version 2.0



Winner

"Microsoft Word for Windows version 2.0 is the superior graphical word processor for effortless work with text; it's fast, sleek, and rich in conveniences."

Edward Mendelson
PC Magazine
February 25, 1992

"Microsoft Word for Windows 2.0 was the clear winner. Not only does the product have nearly every feature imaginable, the implementation of these features is intuitive and easy to use."

John Lombardi
InfoWorld
February 10, 1992



Microsoft Word for Windows is part of our growing family of applications that work together in the Microsoft Windows operating system.

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Microsoft Corporation ■ One Microsoft Way ■ Redmond, WA 98052-6399

Version 2.0

0792 Part No. 098-33062

Microsoft®

Microsoft® WINDOWS™



Operating System

Version 3.1

The Microsoft Windows operating system enhances MS-DOS® to make your PC easier to use. Discover the point-and-click simplicity of Windows! Create terrific output with applications for the Windows operating system. And share information between your favorite applications for MS-DOS and for Windows. Join the millions of users worldwide who have made Windows their standard operating system!

Overview

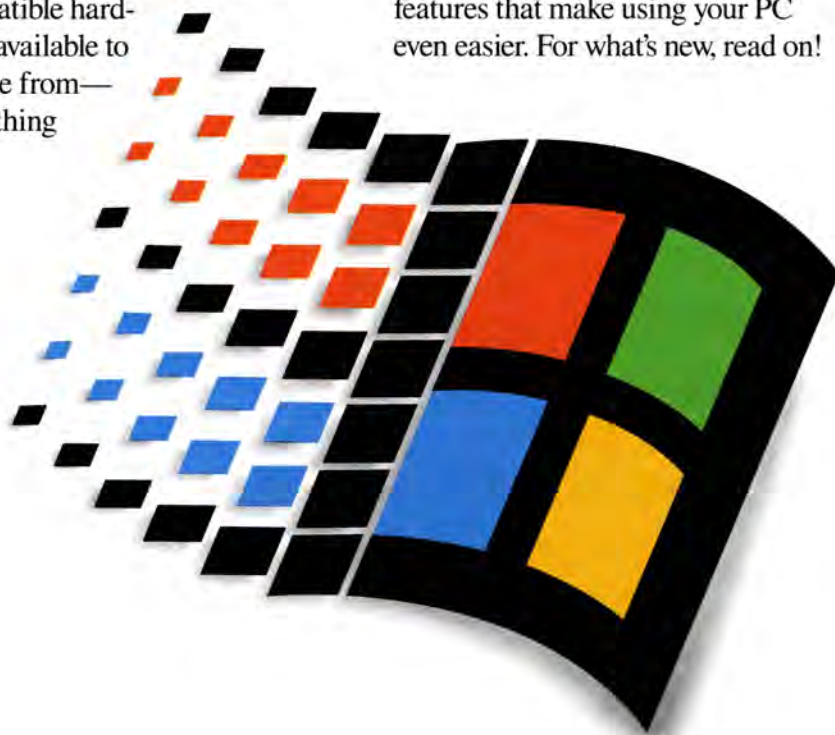
The Microsoft Windows operating system makes using PCs easier for everyone. Designed to make learning new applications easy, the graphical interface gives even novice users access to the most powerful features. Windows eliminates the intimidation factor and the learning curve many users experience with the MS-DOS operating system by simplifying many common tasks such as file management and printing. And the Windows

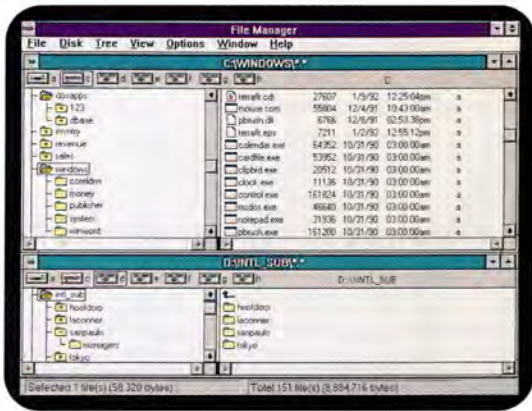
online Tutorial and Help functions help you get productive faster.

Everyone from new users to power users will benefit from using Windows. With thousands of available applications for Windows, there's always a choice of software, no matter what job you need to get done. And there's a wide array of compatible hardware available to choose from—everything

from scanners to PCs—so Windows helps you make the most of your hardware investments.

Four generations' worth of user comments have been incorporated into the Windows design. It's faster. It's more reliable. Key features have been substantially upgraded and refined. And we've added a suite of features that make using your PC even easier. For what's new, read on!

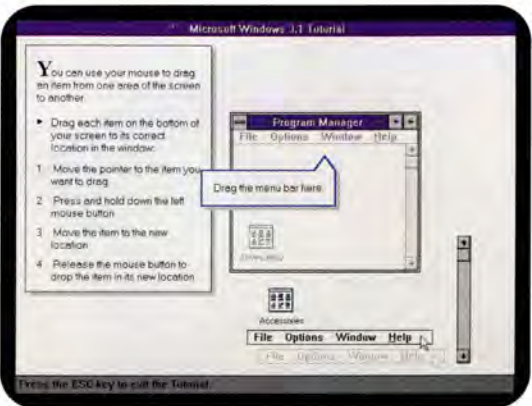




The faster, improved File Manager simplifies all your file- and directory-management tasks, including creating directories and copying, moving, and searching for files.



Work with applications for MS-DOS in their own windows, and take advantage of the benefits of the Windows interface—scroll through documents faster, use the mouse, switch between applications, and share data among applications.



The online Tutorial makes it even easier and faster to get up and running with Windows. You'll learn basic mouse skills, how to move and size windows, how to start an application from the Program Manager, and how to work with dialog boxes.

Technical Highlights

Easy to install, learn, and use

Hundreds of improvements have made the Windows operating system easy to learn and use—for advanced users and PC novices.

- Improved Setup gives you a choice of Custom or Express Install, which automatically loads the Windows operating system onto your PC. If you have Windows version 3.0, installing the new version won't change any of your previous settings.
- Computer-based Tutorial teaches you how to use a mouse and quickly trains you on basic concepts
- Windows drop-down menus all look and work alike. Learn a few basic concepts, and you'll know how to use the Windows operating system and any application for Windows.
- Online Help, accessible from anywhere in Windows, provides information at the touch of a button
- Improved Drag and Drop feature allows you to "drag" a file over to the Print Manager icon, and "drop" it to start printing
- Faster, improved File Manager lets you easily navigate, copy, and move files
- The Program Manager lets you find and start applications quickly without having to memorize their location, path names, or complex commands

Works great with applications for both MS-DOS and Windows

The Windows operating system now provides better support for your Windows-based and MS-DOS-based applications.

- The Windows operating system automatically recognizes and sets up most MS-DOS-based applications
- You can easily use the same data in a variety of applications by using the mouse to copy and paste information into other applications for MS-DOS or Windows, or from a spreadsheet to a word processor
- Object linking and embedding (OLE) technology allows you to keep information current across applications, simply by changing the information in any one of them
- TrueType® scalable fonts let you produce great high-quality output with any type of printer! And TrueType fonts protect your font investment because they're compatible with many other fonts.

- The Windows graphical interface and TrueType fonts show you your work on-screen just as it will appear when printed. We call this WYSIWYG—"What You See Is What You Get."
- No matter what job you need to do, there are thousands of applications for Windows to choose from

A fast, reliable operating system

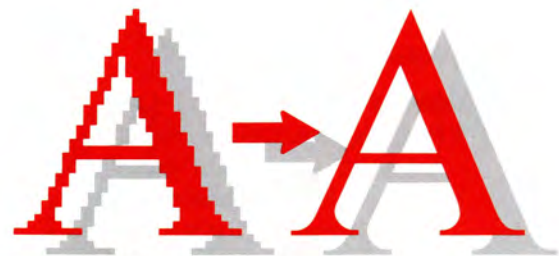
Windows version 3.1 enhances MS-DOS by taking control of key MS-DOS functions and adding more—resulting in a powerful, dependable operating system that features:

- More efficient memory use, so you'll have more available to do your tasks. You can break the old 640K memory constraints of MS-DOS-based applications by running them under Windows. And with an 80386 machine, you can even use hard disk space as additional memory.
- Improved printing speed
- Faster scrolling when running applications for MS-DOS
- Application Reboot, which lets you stop a problem application while keeping Windows and other applications running
- A graphical interface that gives you access to powerful operating system features without forcing you to memorize difficult commands
- The ability to run as many applications as your system can handle at one time. You can switch back and forth among applications quickly and move information easily from one to another. On an 80386, you can run applications for MS-DOS in their own windows (on an 80286, your MS-DOS applications run full screen).
- Support for laptops that enhances the display and preserves battery life



Using your PC has never been easier!

Combine data from both MS-DOS-based and Windows-based applications to create high-impact documents.



Microsoft Word - MEMO.DOC

Terra Flora Imports, Inc.
2660 Zeeland Lane
La Conner, WA 35876

MEMORANDUM

To Subsidiary General Managers:

The tulip bulb import business is booming! The final figures are in—and we are very pleased to report that Terra Flora has had its best sales year yet. Congratulations to you and your staff on a terrific effort. Here are the new numbers:

Sales Results by Quarter
(In millions of dollars)

	Q4	Q3	Q2	Q1	Total
Hoofddorp	\$328	\$302	\$287	\$298	\$1215
La Conner	340	299	305	290	1234
Sao Paulo	295	188	245	209	937
Tokyo	345	325	280	314	1270

CoreIDRAW! - TERRAFLR.CDR

File Edit Transform Effects Arrange Display Special

Print Manager File Manager

Create great output using TrueType fonts because screens show your work exactly as it will look when printed. Even with a dot-matrix printer, built-in TrueType scalable font technology gives you professional-quality output.

Terra Flora Imports, Inc.
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Sao Paulo	295	188	245	209	937
Tokyo	345	325	280	314	1270

Let's get ready for more record-breaking sales in the new year! Our forecasted revenue targets are very aggressive, but given our track record, we're certain to reach—and even exceed—these goals.

I am looking forward to seeing you next month at the international sales meeting.

Martin VanderVey
Martin VanderVey
President and Chief Operating Officer

Kim Yoshida
Kim Yoshida
Chairman of the Board and
Chief Executive Officer

Create a graphic in a Windows-based application such as CoreIDRAW, paste it into your word-processing memo, and the Windows Smart Cut and Paste capability remembers where the graphic was created. To change the graphic, simply double-click it in the memo and your changes will be made in the source application too!



Voice Message

The Windows operating system includes support for multimedia sound.

So, when you click on an icon like this with the mouse, you'll hear a voice message.



With just a few clicks of the mouse, you can start up an application, invoke a command (in plain English on drop-down menus), explore a list of online Help topics, or move between several documents.



Technical Features

Enhanced performance

- Improved SmartDrive doubles disk access speed (compared to version 3.0)
- Enhanced Program Information Files (PIFs) optimize performance of standard MS-DOS-based applications running within Windows
- Application Reboot keeps Windows and other applications running while you reboot a problem application
- Dr. Watson program monitors applications and logs any problems to your hard disk so you can pinpoint the source of difficulty

Graphical operating system tools



Program Manager: Manipulate and arrange icons to organize and launch applications



File Manager: Manage files and directories with (1) maps of local drives and network connections, (2) a graphical directory tree, and (3) listings of directories, programs, and files. Drag and Drop files to move and copy files, start programs, and print.



Print Manager: View print queues, change status of print jobs, and Drag and Drop documents to print on local and network printers



Control Panel: Connect to network printers, set up communications ports, set the time and date, install fonts, and customize the appearance of your desktop with colors and designs

Desktop applications included



Terminal: Asynchronous terminal emulation/communications program that includes binary file transfer and macro capabilities for up to 32 function keys



Calendar: Monthly calendar and a daily appointment book with alarms to remind you of appointments



Calculator: Both standard and scientific calculators that perform calculations in binary, octal, decimal, or hexadecimal notation



Recorder: Simple macro recorder that captures mouse actions and keystrokes for playback; lets you automate repetitive tasks across Windows-based applications



Clock: Analog or digital clock can be displayed anywhere on the screen



Cardfile: Index card-oriented filing program with automatic phone dialer. Each card can contain both text and graphics.



Notepad: Text editor for writing notes, short memos, even batch files—with date and time stamping

Specifications

System requirements

- MS-DOS operating system version 3.1 or later (MS-DOS version 5.0 or later recommended)
- Personal computer using an 80286 or higher microprocessor (80386SX or higher recommended)
- 640K conventional plus 256K extended memory (80286 processors: 1024K extended memory recommended; 80386 processors: 2048K extended memory recommended)
- One 5.25-inch high-density or 3.5-inch disk drive and a hard disk with 6 MB available (10 MB recommended)
- EGA, VGA, super VGA, XGA, 8514/A, Hercules® graphics card, or compatible video graphics adapter and monitor supported by the Windows operating system (color VGA or better resolution recommended)

Options and multimedia capabilities

- Microsoft Mouse or compatible pointing device (mouse recommended)
- Hayes® or compatible modem
- Use optional hardware and drivers to add video and animation to presentations, documents, or training programs. Additional hardware options include: audio board, handwriting stylus, CD-ROM drive, and media control interface device.

Documentation

- *User's Guide*
- *Getting Started with Microsoft Windows*

Available formats

- 3.5-inch high-density (1.44 MB) disks in standard MS-DOS format (720K disks available upon request)
- 5.25-inch high-density (1.2 MB) disks in standard MS-DOS format

Modes of operation

- **Standard mode:** Provides access to extended memory for 80286-based systems or higher with at least 640K conventional and 256K of extended memory (1024K recommended)
 - Applications for Windows break the 640K barrier with direct access to all available memory
 - Standard applications for MS-DOS run full-screen in the foreground, and you can load multiple MS-DOS applications at the same time
- **386 enhanced mode:** Offers all standard mode features plus the following for 80386-based systems with at least 640K conventional and 1 MB extended memory (2048K recommended)
 - **Virtual memory** lets you use a portion of your hard disk as memory. Applications can use more memory than is physically available and more programs can run simultaneously.
 - Multiple **virtual machines** provide true multitasking of standard MS-DOS-based applications. Each application for MS-DOS runs in its own 8086/8088 MS-DOS environment.
 - Standard applications for MS-DOS run in their own windows or full-screen
 - Configurable time-slicing for MS-DOS-based applications lets you fine-tune your system—you determine the priority of execution

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Microsoft® WINDOWS™ FOR WORKGROUPS



Operating System with Integrated Networking

Version 3.1

Microsoft Windows for Workgroups combines the familiar Windows operating system version 3.1 with easy-to-use networking, making it easy to share information and work together. You can share files and printers with others, send electronic mail, and schedule group meetings. Plus, you get everything you need in one inexpensive package!

Overview

Whether your workgroup is a five-person real estate office or an accounting task force within a large corporation, Microsoft Windows for Workgroups can help you be more productive doing the tasks you do every day. Instead of a long walk down the hall, a few clicks of the mouse will let you share files and printers. And sending messages, managing calendars, and scheduling group meetings is a snap with Microsoft Mail and Microsoft Schedule+, both included in Windows for Workgroups.

You get a lot with Windows for Workgroups: The networking solution that fits your hardware and software needs, and that's easy to set up. The consistent, easy-to-use Microsoft Windows operating system interface, whether you're doing networking tasks, sending mail, scheduling meetings, or working with other applications for Windows. A network that's simple to add to your existing one. With the Workgroup Connection, a way to connect

your MS-DOS_®-based machines to the network. And everything you need—networking, electronic mail, and scheduling—in one inexpensive package.

So if you want a great way to get your group's work done better, faster, *easier*—here's Microsoft Windows for Workgroups: The easier way to share information and work together.

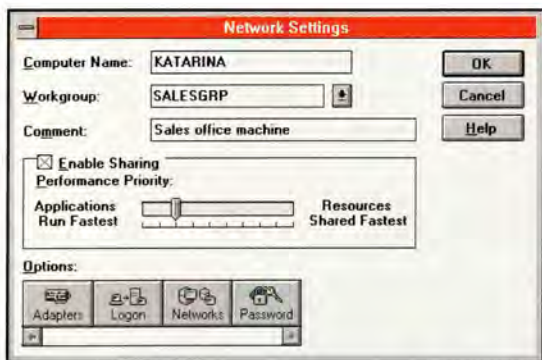




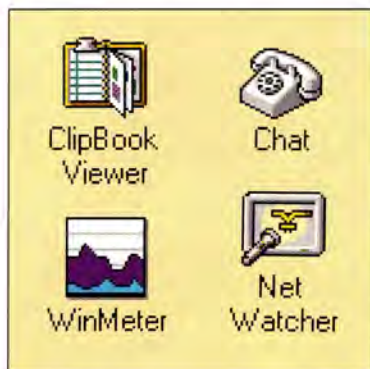
The customizable File Manager toolbar gives you one-step access to the most commonly used functions.



One click of a button lets you share a directory and establish the level of access you prefer for other users on the network.



The Network Settings dialog box has a *slide bar* control that lets you set networking performance priorities for your machine, plus options such as *Adapters*, for setting up your network.



By simply clicking an icon, you get easy access to helpful Windows for Workgroups utilities that allow you to chat electronically in real time with a colleague, check who's connected to your machine and what files they have open, or even share live data links with other network users.

Technical Highlights

Information sharing makes your workgroup more productive



File and printer sharing let you save time and make better use of resources.

- Microsoft Mail* and Microsoft Schedule+* enable your workgroup to send messages, manage calendars, and schedule meetings so you can work more efficiently.



Networking that's easy to set up, learn, and use

- Smart Setup enables you to set up a network card and configures your network software with intelligent defaults—even if it's the first time you've installed a network.



Networking tasks, sending mail, scheduling group meetings, and working with other applications for Windows is easy because of the consistent Windows interface.

- The toolbar makes connecting to the network as easy as a simple point and click of the mouse.

This smart investment will pay big dividends

- Windows for Workgroups takes advantage of the power on your group's desktops so you don't need a dedicated server or a network administrator.
- Your current investment in applications for the MS-DOS and Windows operating systems is safe because they all run with Windows for Workgroups.

Improve your existing network

- You get everything you need to connect to Microsoft LAN Manager (or compatible) and Novell® NetWare® networks. You can even connect simultaneously to those networks.

- Windows for Workgroups takes less memory, leaving up to 620K for running MS-DOS-based applications.
- Compatibility with most network cards and cabling schemes means it's easy to add Windows for Workgroups to your existing network installation.

Start your network with one-stop shopping

- Take advantage of the *Starter Kit* (or if you already have Windows 3.1, the *Add-on Starter Kit*), a complete networking solution that contains all the hardware and software you need to connect two PCs, including top-quality network cards.
- Connect additional PCs to your Windows for Workgroups network with Windows for Workgroups *User Kits*.

Connect your MS-DOS-based PCs to the network with the Workgroup Connection

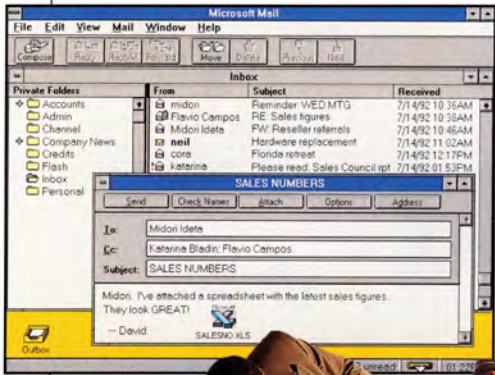
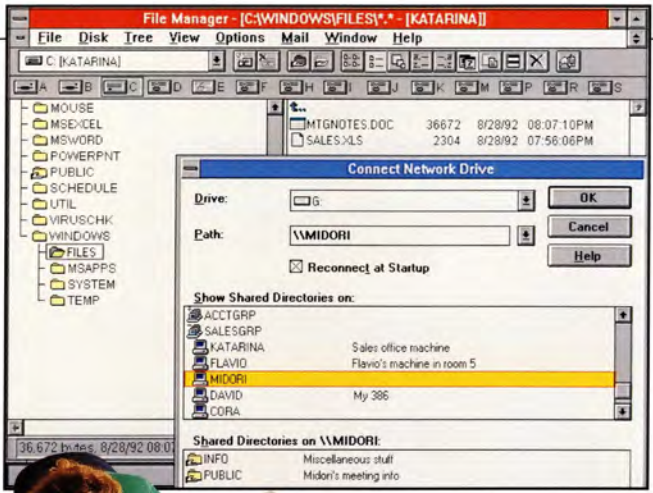
- A pop-up utility allows you to connect to network resources, connect to remote printers, and monitor print queues—even from within applications.
- Low conventional memory use lets you continue working with your favorite applications for MS-DOS.
- PCs with an 8088 or higher microprocessor can participate in the workgroup.



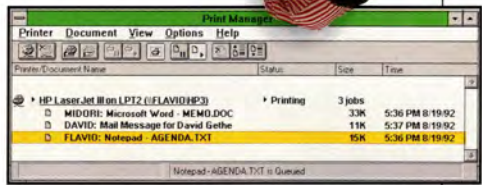
The Starter Kit and Add-on Starter Kit include all the hardware and software you need to connect two PCs.

Windows for Workgroups is the easy way to share resources and work together.

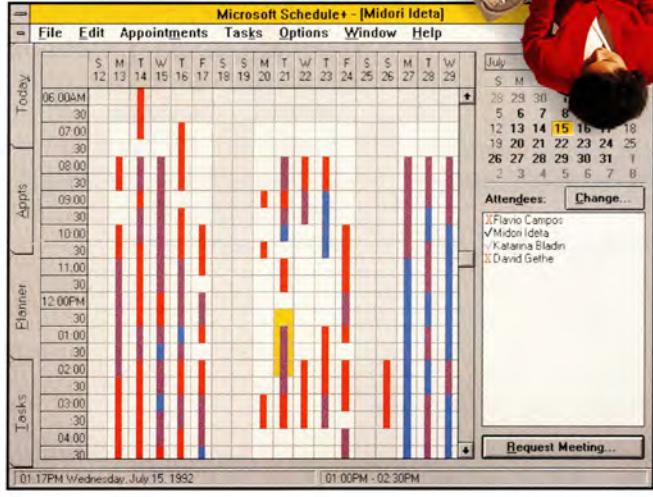
David can send and receive electronic mail with others in his workgroup, and he even embeds voice messages and graphics, with Microsoft Mail.



With just a click of the mouse in the File Manager, Katarina can access Midori's public directory to get her meeting agenda.



With the Print Manager, Flavio can check the status of jobs being printed on a machine shared by the workgroup.

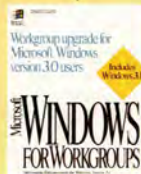


Midori uses Microsoft Schedule+ to set up a meeting with her team members—checking their scheduled appointments to find a common open time, and then booking it, all without a single phone call!

Which Windows for Workgroups package is right for you?

Whether you have Microsoft Windows 3.1 or not, networking hardware or not, and even if you have MS-DOS-based PCs, there's a Microsoft Windows for Workgroups solution for you!

For users of Windows 3.0



Workgroup Upgrade, for users who already have Windows 3.0, contains Windows 3.1 and networking enhancements.



One-User Edition, for users who already have Windows 3.1, contains software to add one user to your Windows for Workgroups network.



Five-User Edition, for users with Windows 3.1, includes all the software you need to add five users to your Windows for Workgroups network.



Add-on Starter Kit, for users with Windows 3.1, has complete hardware and software to connect two PCs.



Add-on User Kit, for users with Windows 3.1, has all the hardware and software you need to connect one additional PC to your Windows for Workgroups network.

For users of MS-DOS moving to Windows for Workgroups



Microsoft Windows for Workgroups includes Windows 3.1 with networking enhancements for one PC.



Starter Kit has complete software and hardware (including Windows 3.1) to connect two PCs.



User Kit includes Windows 3.1 plus all the hardware and software you need to connect an additional PC to your Windows for Workgroups network.

For users of MS-DOS



The Workgroup Connection contains all the software you need to add an MS-DOS-based PC to your Windows for Workgroups or LAN Manager network.

Specifications Windows for Workgroups

System requirements

- MS-DOS operating system version 3.3 or later (MS-DOS version 5.0 or later recommended)
- PC using a 286 or higher microprocessor (386SX or higher required for file and printer sharing)
- For file and printer sharing (enhanced mode): 386SX or higher processor; 3 MB RAM (4 MB recommended)
- Without file and printer sharing (standard mode): 286, 386SX, or higher processor; 2 MB RAM
- One 5.25" or 3.5" high-density disk drive and a hard disk with 9.5 MB available memory (14.5 MB recommended)

- VGA, super VGA, 8514/A, EGA, or video graphics adapter and monitor compatible with Windows 3.1 (color VGA or better resolution recommended)
- Microsoft Windows-compatible network adapter card and cabling

Options

- Microsoft Mouse or compatible pointing device (mouse recommended)
- Hayes® or compatible modem
- Audio board
- CD-ROM drive

Specifications Workgroup Connection

System requirements

- MS-DOS operating system version 3.3 or later (MS-DOS version 5.0 or later recommended)
- PC using an 8088 or higher processor

- 256K of memory
- One 5.25" or 3.5" disk drive, and either a 5.25" or 3.5" high-density disk drive or a hard disk with 1 MB available memory (hard disk recommended)
- CGA or higher resolution monitor
- A Microsoft Windows for Workgroups or Microsoft LAN Manager network
- Microsoft Windows-compatible network adapter card and cabling

Options

- Microsoft Mouse or compatible pointing device (mouse recommended)

Available formats

- 5.25" high-density (1.2 MB) disks in standard MS-DOS format. (For Workgroup Connection only, 5.25" low-density disks available upon request.)
- 3.5" high-density (1.44 MB) disks in standard MS-DOS format (720K disks available upon request)

*Special versions included.

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Microsoft VISUAL BASIC™

Programming System for Windows™

Version 2.0

Whether you're creating a Windows-based application for one user or for a networked group of users, nothing offers the sheer productivity of the Microsoft Visual Basic programming system. Use a visual development environment to create powerful corporate applications that send messages, access data, and link to other applications in less time than you ever thought possible!

Overview

When Microsoft Visual Basic was introduced in 1991, it defined a new level of programming efficiency and ease of use. It also pioneered a new technique—*visual programming*. By combining graphical design tools, a structured event-driven programming model, and an open and extensible environment, Visual Basic met the needs of programmers who wanted a quick and easy way to write sophisticated applications for the Windows operating system. Based on valuable input from these same programmers,

we have expanded the Visual Basic programming system for Windows version 2.0 into two editions for two different types of users.

If you develop applications in your spare time or are just learning Visual Basic or Windows, then the Standard Edition is for you. But if you are a full-time programmer developing networked or other corporate applications, then the Professional Edition is probably best suited to your needs.

Both offer a highly tuned, field-tested way to

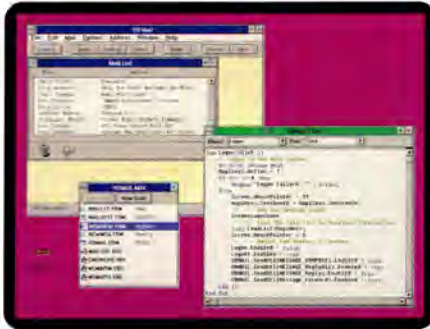
assemble a user interface by visually connecting pre-built components. Then write code in a popular, general-purpose programming language, complete with a syntax-checking editor, to put modules together in record time. And use the sophisticated debugging tools, including watch and break expressions, to quickly track and resolve bugs in your applications. It's the fastest way to program for Windows!



Technical Highlights: Professional Edition

Power tools for power applications

The Microsoft Visual Basic programming system for Windows, Professional Edition, includes all the performance, design, debugging, and language enhancements of the Standard Edition. It also introduces a way to quickly create strategic applications that include messaging, data access, communications, and more, as well as vital support for multiple-developer teams.



Support for Microsoft messaging application programming interface (MAPI) allows your users to quickly send and receive text and graphics via electronic mail.

Put the network to work

As the number of networked computer users increases, so does the need for applications that use messaging to link those users and their work—and there's no faster way to write those applications than with Microsoft Visual Basic for Windows, Professional Edition.

- Quickly develop your own applications that use electronic mail to communicate among users in a workgroup.
- Design applications that use messaging to go one step beyond electronic mail and automate routing to shorten the communication cycle and increase efficiency.

- Combine messaging with object linking and embedding (OLE) to send embedded documents, drawings, and other graphics electronically.

Make it a team effort

We've opened up Visual Basic forms and code, so you can improve your software development project management.

- Share code and forms as ASCII files and manage work across development teams for rapid development of large-scale applications.
- Manage your projects with existing development tools, code management systems, and programming utilities.
- Export and import your code and forms for use with the Visual Basic programming system for MS-DOS®, or for internal and external project reviews.

Quickly assemble advanced applications

A complete set of more than 40 controls in the Professional Edition of Visual Basic provides the most direct way to access even the most advanced functionality in the Windows operating system:



Messaging

Bypass the complexities of communications protocols in your application with two controls that access MAPI.



Pen Computing

Create applications for the latest computing devices that accept handwritten input.



Masked Edit

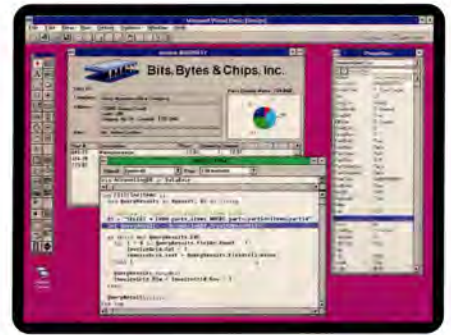
Increase the accuracy and usability of your data-entry screens with this handy control that "masks out" input of the wrong type or format.



Communications

Create applications that use the serial ports to communicate with other devices.

Plus more! Use additional controls to take advantage of OLE, create sophisticated graphs, design three-dimensional user interfaces, add voice, attach video and animation, manipulate shapes, and much more. Add to your Toolbox with a wide variety of third-party custom controls. You can even create your own custom controls with the Control Development Kit included in the Professional Edition of Visual Basic for Windows.



Your applications can now access data from a wide variety of personal computers, mainframes, and minicomputer systems, using the Microsoft ODBC programming interface.

Open access to all your data

Get all your company data working together when you use the vendor-neutral, Open Database Connectivity (ODBC) programming interface.

- Use the same source code to access multiple data types.
- Increase the number of data sources that you can link to, including minicomputer and mainframe hosts, without a corresponding increase in application complexity and support requirements.
- Rely on a standard programming interface that is already supported by more than 40 vendors committed to database interoperability.

Everything you always wanted to know about programming for Windows

- Manuals provide more than 2000 pages of comprehensive documentation:
 - *Visual Basic Programmer's Guide*
 - *Visual Basic Language Reference*
 - *Visual Basic Professional Features*
- Make your applications easy to install and use with the custom Setup and Windows Help system (requires an .RTF editor) toolkits.
- Use the online API reference for access to the Windows version 3.1 application programming interface.
- Refer to the online Visual Style Guide to answer questions about user interface design for Windows.
- Get the latest programming tips for Visual Basic from the updated Visual Basic Knowledge Base.
- Develop your own controls with the Control Development Kit (see the Specifications section).
- Give your applications a polished look with toolbars you create with art from the clip-art/toolbar bitmap library.



The fastest way to program for Windows, now in Standard and Professional Editions

Inspired by the runaway success of Visual Basic, many tools now offer ways to visually design interfaces for Windows. But only Microsoft Visual Basic integrates visual design tools with a popular, general-purpose programming language so you can create truly powerful applications in minimal time.

Controls in Visual Basic for Windows, Standard Edition, support the standard interface features in Windows and also allow you to draw shapes, create grids, and use OLE with the click of a button.



Additional controls in the Professional Edition Toolbox provide a strong base for developing more sophisticated Windows applications.

Full-featured debugging tools on the toolbar include Instant Watch, a Calls dialog, single stepping, and procedure stepping.



Circuit Designer's Assistant

File Edit Connectors Components Multimeter Window Help

Design Simulation

Parts List

Assembly Name Power Supply
Assembly Number 334590A

Ref	Part #	Description	Qty
C1	CK78A2	Capacitor, Ceramic 0.1 UF, 15V	1
R1	92PRV34	Resistor, Carbon 837, 1/4 W, 5%	1
R2	DEC906A6	Resistor, Variable 10K	1
R3	92PRV56	Resistor, Carbon 837, 1/4 W, 5%	1

Schematic diagram showing a resistor labeled R2 10K.

CONTAIN.FRM

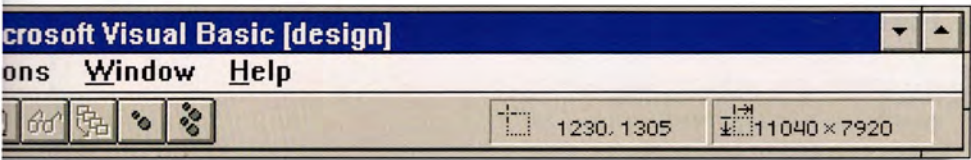
Object: mnuFileNewSchem Proc: Click

```

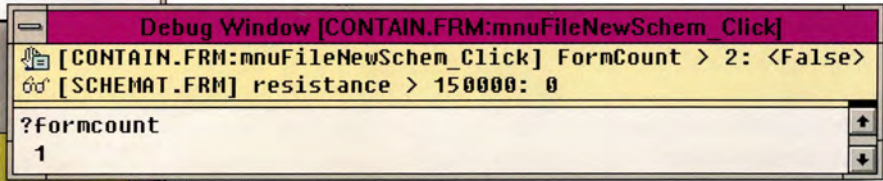
Dim SchemForms() As New Schematic
' Executed when the user selects New Schematic from File menu.
Sub mnuFileNewSchem_Click ()
    ' Increment the array of Schematic forms.
    ' This will automatically create a new
    ' instance of the MDI child form.
    FormCount = FormCount + 1
    ReDim Preserve SchemForms(FormCount)
    ' Set the Caption of the new form instance.
    SchemForms(FormCount).Caption = "Schematic Workbench: " + FormCount
    AssemblyName = SchemForms(FormCount).Caption
    ' Show the form.
    SchemForms(FormCount).Show
End Sub
    
```

Visual Basic uses an advanced event-driven programming model. Color-coded syntax makes even the most complex programs easy to browse through.

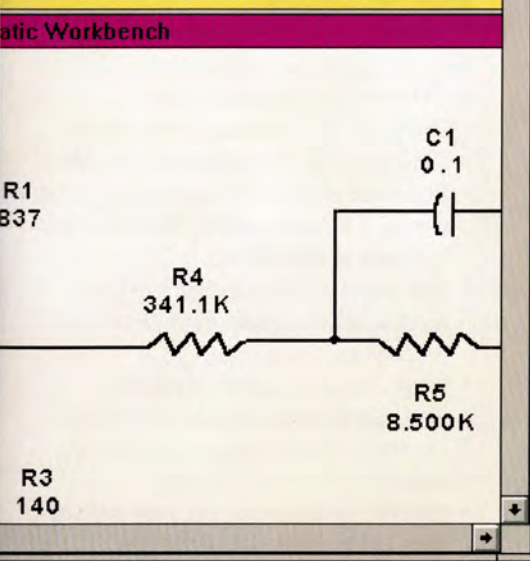
Mr. Allan Olson
5150 Jackson St.
Camden, Maine 0



Run, break, or end your program's execution at any time, just by clicking a button on the toolbar.



Follow the status of all watch and break expressions as your program executes.



Properties	
Schematic Form	
Schematic Workbench	
AutoRedraw	False
BackColor	&H80000005&
BorderStyle	2 - Sizable
Caption	Schematic Workbench
ClipControls	True
ControlBox	True
DrawMode	13 - Copy Pen
DrawStyle	0 - Solid
DrawWidth	1
Enabled	True
FillColor	&H00000000&
FillStyle	1 - Transparent
FontBold	True
FontItalic	False
FontName	Helv
FontSize	8.25
FontStrikethru	False
FontTransparent	True
FontUnderline	False
ForeColor	&H80000008&
Height	5925
HelpContextID	0

Every control has properties that define its characteristics. Review all of a control's properties at a glance with the convenient Properties window, and quickly change those that are common to several controls.



Place controls from the Toolbox on a form to create sophisticated user interfaces like this. Controls have built-in processing power—buttons already know how to push, and scroll bars already know how to scroll, for instance—so you write only the code that's specific to your application.



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Technical Highlights: Standard Edition

Get visual fast

- Start with a detailed, online tutorial to learn event-driven programming.
- Choose from a wide variety of hands-on sample applications to get up and running in record time.
- Use online, context-sensitive Help for instant reference to the Visual Basic environment, language elements, and error messages.
- Manuals provide more than 1100 pages of comprehensive documentation:
 - *Visual Basic Programmer's Guide*
 - *Visual Basic Language Reference*

Enjoy visual power

Use visual design tools to quickly draw advanced interfaces, write event-driven code to add functionality, and you're done!

- Select multiple controls, and change their property settings simultaneously from the Properties window.
- Use a color-coding, syntax-checking editor to quickly write and review code modules.
- Stop, edit, and continue execution of your applications from the toolbar.
- Undo code edits at multiple levels to quickly fix programming errors.

Debugging demystified

The Visual Basic programming system includes full-featured debugging tools that now show you what's happening in your application as it runs.

- Quickly identify active and nested procedures in your application, using the Calls dialog.
- Set watch and conditional break expressions to monitor your program's state.
- Examine the current value of a variable or expression, using *Instant Watch*.

Take control

Twenty Visual Basic controls put design power just a click away, including all the standard interface elements used in Windows, such as command buttons, scroll bars, text boxes, directory listings, and more. Advanced controls include:



Grid

Add tables with rows and columns for information display.



OLE Client

Embed data and functionality from other applications as objects in your Visual Basic forms.



Shape

Create shapes that can be programmatically altered at run time without graphics routines.



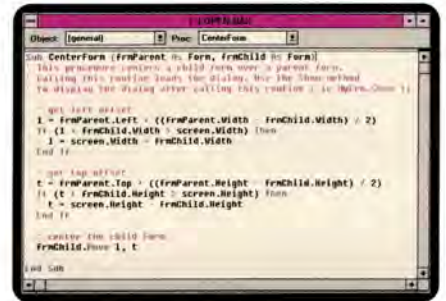
Line

Draw borders, underlines, and accent lines quickly and easily.

Unleashed performance

Take advantage of modular components and increased capacity and speed over the earlier version of Visual Basic to build impressive custom solutions.

- Create executable files that load, run, and repaint the screen up to 35 percent faster.
- Compile applications that are up to 30 percent smaller.
- Write large applications that take advantage of huge arrays and unlimited string space.
- Supplement the standard palette of built-in tools with a wide variety of third-party custom controls that provide quick access to new areas of functionality.



Copy and paste from well-documented sample code to get productive immediately.

- Make direct calls to the Windows application programming interface from Visual Basic code.
- Use dynamic data exchange (DDE) or OLE to link to functionality in other Windows-based applications.
- Extend your application with dynamic-link libraries (DLLs) for specialized tasks.

Basic, yet advanced

Use robust language and keyword additions to Visual Basic that make it ideal for both business and academic use.

- Resize an array without losing its contents, with a *ReDim Preserve* statement.
- Eliminate variable misnaming errors by choosing *Option Explicit*, which forces variables to be declared.
- Use global and type definitions in any module to consolidate declarations and procedures.
- Enter dates in a variety of formats.
- Compare strings with *Like* operations.
- Use *True* or *False* keywords to signify status.
- Declare variables that store any type of data, using the variant data type.



Microsoft Visual Basic version 2.0 is available in Standard and Professional Editions.



Which system is right for you?

Intended use	Standard Edition	Professional Edition
Sophisticated graphical front ends to existing applications	▪	▪
Quick prototypes of applications for end users in record time	▪	▪
Interoperable applications that share functionality with other applications via OLE	▪	▪
Self-contained applications for internal use	▪	▪
Applications extended via third-party custom controls or DLLs	▪	▪
Projects in a multiple-developer environment with existing source code control and editing tools	▪	▪
Applications that need automatic setup, Help, and so forth, for distribution		▪
Networked applications with messaging capability		▪
Applications that communicate via serial ports		▪
Applications that must access data from a variety of sources		▪
Applications that support multimedia features		▪
Applications that accept pen input		▪

Technical Features: Standard Edition

Controls

- Check box
- Combo box
- Command button
- Directory list box
- Drawing: lines, shapes
- Drive list box
- File list box
- Frame
- Grid
- Image
- Label
- List box
- OLE client
- Option button
- Picture box
- Scroll bars: horizontal and vertical
- Text box
- Timer

Toolkits and references

- Printed documentation:
 - *Visual Basic Programmer's Guide*
 - *Visual Basic Language Reference*
- Online Help
- Sample applications
- Setup toolkit (for writing your own application setups)
- Tutorial

Technical Features: Professional Edition

Microsoft Visual Basic programming system for Windows, Professional Edition, contains all elements of the Standard Edition, plus these additional controls, toolkits, and references:

Additional Professional Edition controls

- Three-dimensional buttons
- Animated buttons
- Common dialog
- Communications
- Gauge
- Graph
- Key status
- Masked edit
- Messaging (via MAPI)
- Multimedia
- Pen (four controls)
- PicClip
- Spin button

Additional toolkits and references

- *Visual Basic Professional Features* printed documentation, which contains information on:
 - Use of additional custom controls in the Professional Toolbox
 - Creating custom controls
 - Using the Help compiler
 - Using Visual Basic ODBC
- Online Visual Style Guide
- Visual Basic Knowledge Base (updated)
- Online Windows 3.1 API reference
- Clip-art/toolbar bitmap library
- Windows 3.1 Help compiler
- Control Development Kit

Specifications

System requirements

- Personal computer running Microsoft Windows operating system version 3.0 or later
- 1 MB of available memory (2 MB or higher recommended)
- One high-density disk drive and a hard disk
- EGA or higher-resolution monitor (256-color graphics support requires a 256-color or higher VGA adapter)
- Microsoft Mouse or compatible pointing device

If networked, you need:

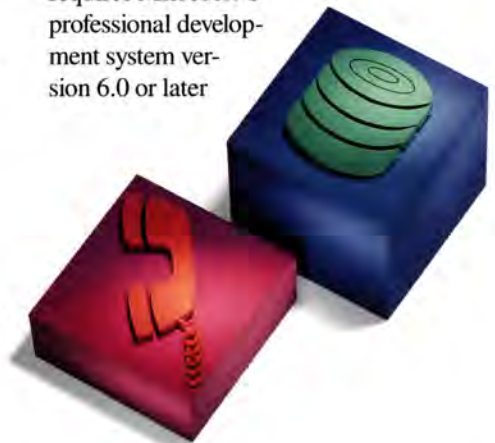
- Networks compatible with Microsoft Windows version 3.0 or later

To print, choose from:

- Printers and plotters supported by Microsoft Windows version 3.0 or later

Additional system requirements for Professional Edition

- Pen controls require Microsoft Windows for Pen Computing (and appropriate hardware)
- Multimedia control requires Microsoft Windows version 3.1 or Microsoft Windows version 3.0 with Multimedia Extensions (and appropriate hardware)
- Messaging controls require Microsoft Mail electronic mail system version 3.0 or later for Windows
- Access to databases other than Microsoft SQL Server requires additional drivers for those databases (SQL Server driver is included)
- Use of the Control Development Kit requires Microsoft C professional development system version 6.0 or later



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Microsoft SQL Server

The SYBASE® Database Server for PC Networks

Microsoft SQL Server brings intelligent client-server database management to your corporate network, offering an industrial-strength platform for the delivery of critical business applications for Windows™, MS-DOS®, and other client environments.

Overview

Microsoft SQL Server provides a superior database computing solution for today's corporate networks. Its powerful, client-server architecture improves network performance, provides centralized control and security for data, and enables a wide range of client applications to share information safely and effectively.

SQL Server offers a state-of-the-art combination of database features to help you develop and deliver robust, workgroup business applications:

Security, transaction processing, and fault tolerance to meet critical business needs.

Intelligent server technology enforces data integrity and business policies at the server, reducing development and maintenance costs.

High-performance architecture supports a large number of users with high throughput and rapid response time.

Over 125 available client applications and tools offer incredible choice and flexibility for developers and users.

Rich connectivity services extend access to corporate data sources and information systems.

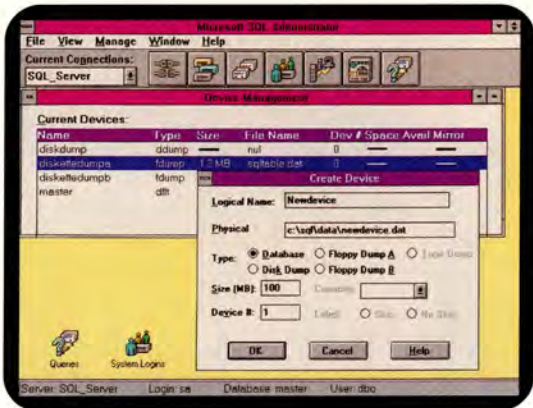
Integrated, Windows-based server administration makes system management and configuration easier than ever before.

Distributed data management features such as remote stored procedures and two-phase commit support scalable, multiserver applications.





Rapidly create easy-to-use, Windows-based applications for Microsoft SQL Server using dozens of powerful development tools such as the Microsoft Visual Basic™ programming system for Windows.



Use Microsoft SQL Administrator for Windows to effectively manage your server installations.

Technical Highlights

Get an edge on the competition

- Combine Microsoft SQL Server with the Windows operating system to deliver rich client-server applications
- Get the right information to the right people faster than ever before
- Safely deploy strategic data assets on your corporate network
- Preserve investments in existing information systems through connectivity services
- Save money by optimizing your existing computer resources

Enter the world of intelligent data management

- Enforce data integrity and business policies at the server, ensuring safe access to shared information
- Program the server with shared application logic, simplifying development and reducing application maintenance costs
- Process both ad hoc and predefined queries efficiently with SQL Server's advanced query optimization
- Develop scalable, multiserver applications with distributed data management features
- Add customized event notification, external functions, and extended connectivity through Microsoft Open Data Services, an extensible connectivity toolkit included with SQL Server

Use Windows to your advantage

- Maximize your flexibility with more supported Windows-based front-end tools than any other database server
- Use Windows-based development tools to create your own next-generation, network-intelligent applications
- Simplify application development in graphical environments using SQL Server's new scrollable cursors

Connect your computing environment

- Integrate with existing applications through Microsoft Open Data Services
- Access information with third-party gateways to databases on MVS, VMS®, UNIX®, and AS/400® systems
- Connect to data distributed on multiple servers through remote stored procedures
- Run Microsoft SQL Server on multiple network operating systems, including Microsoft LAN Manager, Novell® NetWare®, Banyan® VINES®, and IBM® LAN Server
- Interoperate with SYBASE SQL Server for UNIX and VMS

Invest in an extended family of products

- Access powerful Windows-compatible applications and languages such as Microsoft Excel, Microsoft Word for Windows, and the Microsoft Visual Basic programming system
- Develop the client-server applications you need with Microsoft SQL Server Programmer's Toolkits for the Visual Basic programming system, C, and COBOL
- Connect to SYBASE SQL Server environments with Microsoft SQL Bridge, a protocol gateway
- Leverage your existing mainframe or minicomputer investments by integrating them with gateways based on Microsoft Open Data Services

Get to know the premier database computing solution

- Invest in state-of-the-art technology from Microsoft and Sybase, Inc.
- Learn why the readers of *DBMS* and *Data Based Advisor* voted SQL Server "Best Network Database Server"
- Use the database server rated highest by *Software Digest*, *InfoWorld*, *LAN Times*, *Lotus Magazine*, and *PC World*

Technical Features

Efficient transaction processing and fault tolerance

- Consistent and recoverable SQL databases
 - Automatic write-ahead transaction log
 - Automatic recovery in case of system failure, with rollback and rollforward
- Implicit and user-defined transactions, including intermediate savepoints

- Distributed transactions span multiple servers
 - Two-phase commit protocol ensures integrity of updates to more than one server
- Implicit concurrency control
 - Fast, sophisticated, and transparent locking scheme arbitrates user requests automatically

- Automatic detection and resolution of deadlocks and livelocks
- Device mirroring provides fault tolerance with automatic cutover for databases or transaction logs

Server-enforced integrity

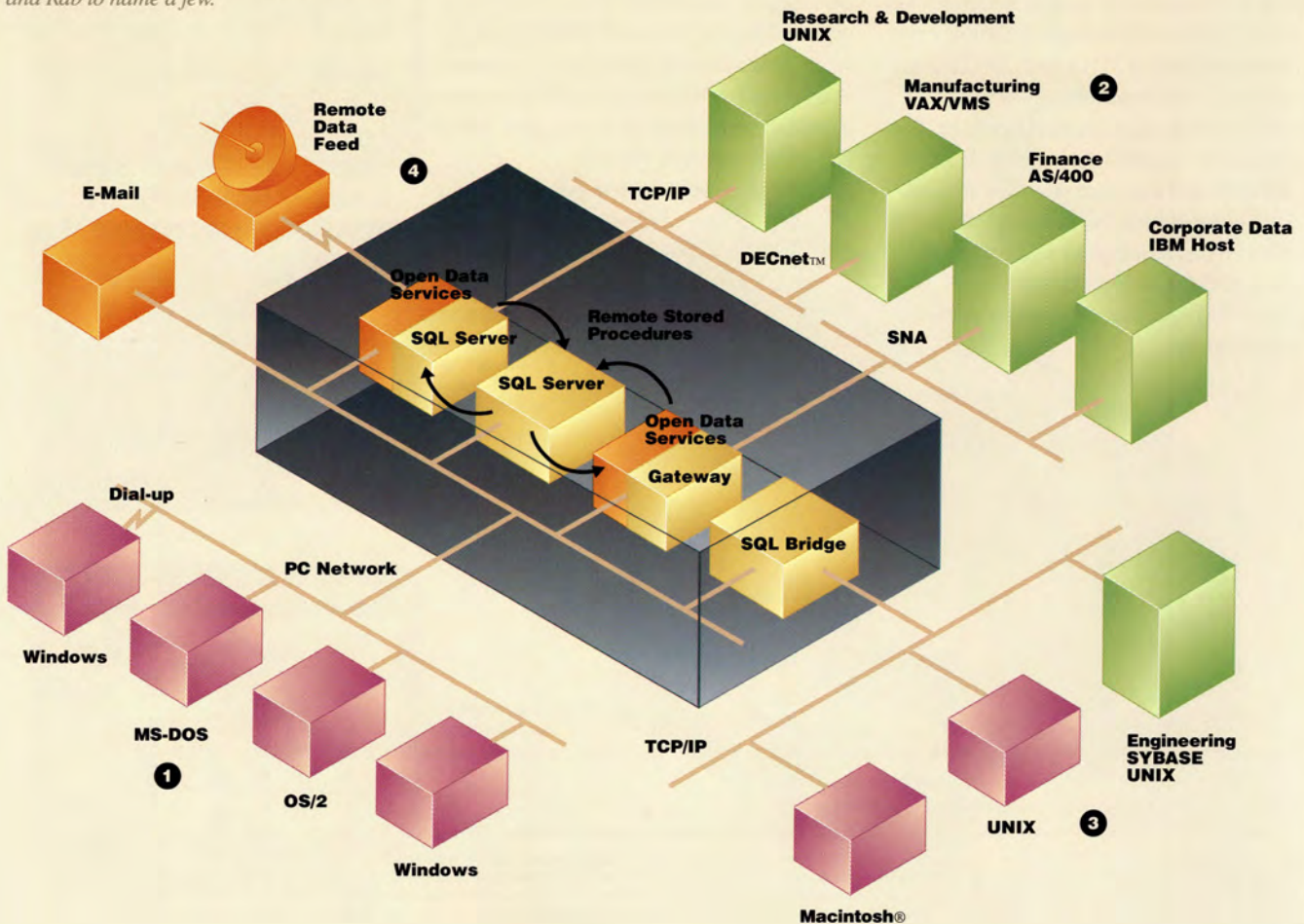
- Column-level integrity enforced through rules, defaults, and user-defined data types

1) Microsoft SQL Server delivers vital business information to PC desktops, no matter what LAN you're using. SQL Server works with all popular networks including Microsoft LAN Manager, Novell NetWare, Banyan VINES, and IBM LAN Server using native protocols. And with Microsoft LAN Manager 2.1, client applications can even access SQL Server from remote dial-up lines.

2) SQL Server complements and integrates with the systems you're using today. SQL Server-compatible gateways let your applications access and update data from other systems just as easily as they use SQL Server. Access DB2, CICS, Oracle, SQL/400, Ingres, and Rdb to name a few.

3) Microsoft SQL Bridge allows complete interoperability between Microsoft and SYBASE SQL Server environments. SQL Bridge is a protocol gateway that lets SQL Servers and client applications interact with one another, even when they're running on different network protocols. PC-based applications can access SYBASE SQL Server on UNIX and VMS. And client applications written for UNIX, VMS, and Macintosh clients can use Microsoft SQL Server on PC networks. Automatic routing of remote stored procedures is provided as well.

4) Microsoft SQL Server version 4.2 adds many exciting new features to the industry's leading client-server database. Microsoft's Open Data Services connectivity architecture lets you easily integrate SQL Server applications with your existing systems. Your applications can be customized to interface with electronic mail systems, real-time data feeds, security systems, and more. SQL Server 4.2 supports remote stored procedures providing a transparent, distributed server-to-server communication mechanism between SQL Server and Open Data Services applications.



Technical Features (cont.)

- Triggers enforce referential integrity, ensuring data consistency between different tables
- Eliminates the need for data integrity logic in every client application

High-performance design

- Multithreaded, single-process architecture reduces system overhead and memory requirements
- Precompiled stored procedures provide efficient query execution, further reducing system overhead
- Efficient memory architecture supports large numbers of users, requiring only 40K of server memory per user

Easy administration

- Manage multiple SQL Servers using Microsoft SQL Administrator for Windows, the integrated, graphical server administration tool
- Take advantage of the active, online data dictionary maintained by SQL Server with a master cross-referenced catalog of information about the SQL Server environment
- Create a table, index, or text column on a specific database device with new system procedures

Advanced PC security

- Logon and password security
- Comprehensive user-level permissions on database objects and Structured Query Language (SQL) commands
 - Use SQL grant and revoke commands to secure tables, views, stored procedures, columns, and more
- Microsoft Open Data Services enable integration with other security systems

High availability

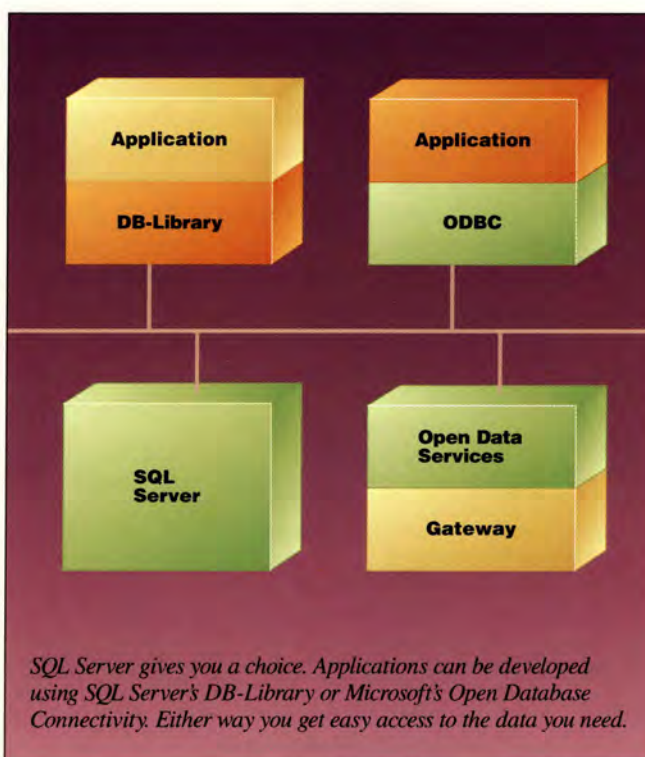
- Online backup supports continuous operation
 - Scheduled backup for unattended automated operation
 - Databases are backed up dynamically, even while users are actively updating the system
 - Use disk, diskette, or tape
- Perform online maintenance: integrity changes, schema changes, tuning
- Media recovery from the current transaction log even if the database is damaged or unavailable

Portability

- SQL Server is also available from Sybase, Inc., for DEC® VAX®, Sun®, HP®, Pyramid, NeXT®, and other mini-computer platforms
- Microsoft SQL Bridge allows clients and servers to interoperate with SYBASE SQL Server environments using standard PC network protocols
- DB-Library™ and Open Database Connectivity (ODBC) client applications connect to any SQL Server or Microsoft Open Data Services gateway

Connectivity with existing applications and data

- Microsoft Open Data Services provide a programmable platform for server applications that access any data source
 - Connect to clients and SQL Servers across the LAN



- Create a thread-per-client for maximum performance
- Through remote stored procedures, allow SQL Servers to trigger external actions
- Gateways based on Microsoft Open Data Services transparently connect SQL Server clients to a variety of minicomputer and mainframe databases, including IBM's DB2® and SQL/400®, DEC's Rdb, Oracle®, Ingres, and Teradata®
- Includes Microsoft Open Data Services starter applications for event alerters, external program triggers, request auditing, security integration, and more

A Solid Client-Server Platform

No matter how your corporate computing environment is set up or what combination of minicomputers, mainframes, and PCs you use, you need a flexible platform that meets your strategic business requirements and makes the most of your existing resources. That's what you get with Microsoft client-server computing.

The right information. No matter where your corporate data resides, Microsoft client-server solutions let you make it a standard and easily accessible part of

your enterprise-wide network, preserving and enhancing your existing investments.

To the right people. Corporate information can be used to gain a competitive advantage only if you make it easily accessible to the people who need it. Microsoft client-server computing lets you give people the information they need while maintaining the control you need.

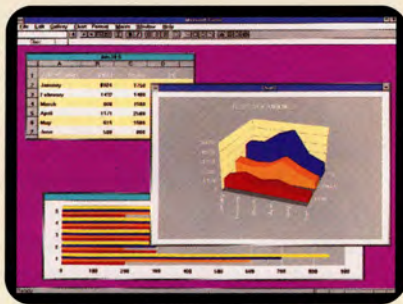
The right way. If users are to make the best use of the wide variety of resources at their disposal, they must have tools on the desktop that hide much of

the complexity involved in using them. Client-server computing from Microsoft is tightly integrated with the Windows environment, providing users with the most intuitive way of working with network resources.

Right now. Advanced client-server solutions from Microsoft are available today along with the service, support, and training you need to make client-server computing an integral part of your total computing environment now and for years to come.

The Microsoft client-server computing family

Microsoft LAN Manager software provides a reliable platform for powerful server applications and excellent connectivity with the Microsoft Windows operating system.



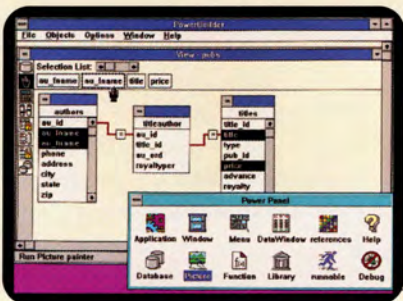
Microsoft Excel

Windows-based application



LightShip

Windows-based application



PowerBuilder for Windows

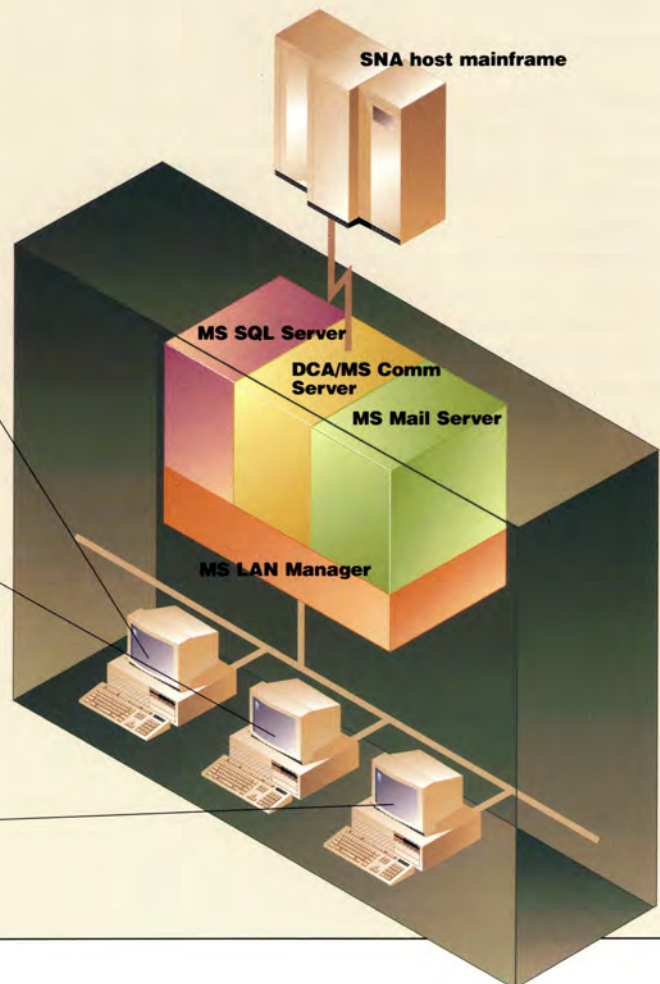
Windows-based application

Microsoft SQL Server, the intelligent database server for PC networks, controls critical company data while allowing authorized PC users safe access to critical business information.

DCA®/Microsoft Communications Server provides flexible and reliable SNA connectivity among LANs and host and peer computers.

Microsoft Mail for PC Networks improves enterprise-wide communication through the rapid and sophisticated sharing of electronic messages.

Microsoft Windows operating system provides a productive platform on the desktop for running a variety of graphical client applications, all with a consistent, intuitive interface.



Specifications

Packaged product

- Microsoft SQL Server *10-User System* includes all software and documentation for the server to support up to 10 simultaneous users. User support can be extended with an *Unlimited-User Add Pak*.
- Microsoft SQL Server *Unlimited-User System* includes all the necessary software and documentation to support an unlimited number of users on a server.

System requirements

Server:

- OS/2® operating system version 1.21 or later
- Intel®-based computer using an 80286 or higher microprocessor (80386 or higher recommended)
- At least 8 MB of memory
- MS® LAN Manager, Novell NetWare, Banyan VINES, IBM LAN Server, or other network software that provides 100 percent compatibility with named pipes
- 20 MB of free disk space

Client:

- MS-DOS operating system version 3.3 or later, Microsoft Windows graphical environment version 3.0 or later, or OS/2 operating system version 1.21 or later
- MS LAN Manager, Novell NetWare, Banyan VINES, IBM LAN Server, or other network software that provides 100 percent compatibility with named pipes
- Memory as required by client applications and network software
- Hard disk space as required by client applications

Database statistics

Database:	
Maximum databases per SQL Server	32,767
Maximum database size	Limited only by available storage
Maximum databases spanned by one update	8
Practical number of databases opened by one query	16 (depends on available memory)
Maximum tables in a join	16

Tables:

Tables per database	2 billion
Columns per table	250
Indexes per table	251 (1 clustered)
Rows per table	Limited only by available storage
Columns per composite index	16
Characters per database object name	30

System data types

Integer:	<i>int</i>	<i>smallint</i>	<i>tinyint</i>
Floating point:	<i>float</i>	<i>real</i>	
Money:	<i>money</i>	<i>smallmoney</i>	
Character data:	<i>char(n)</i>	<i>varchar(n)</i>	<i>text</i>
Binary data:	<i>binary(n)</i>	<i>varbinary(n)</i>	<i>image</i>
Date and time:	<i>datetime</i>	<i>smalldatetime</i>	
Other:	<i>bit</i>	<i>timestamp</i>	<i>sysname</i>

Ordering information

SQL Server is available from a worldwide organization of Microsoft Authorized Network Specialists. In addition, SQL Server is licensed by Microsoft to major computer manufacturers, network companies, and independent software vendors.

For more information, please call Microsoft Systems Software Sales at (800) 227-4679. In Canada, call the Microsoft Canada Customer Support Centre at (800) 563-9048. Outside the 50 United States and Canada, please contact your local Microsoft subsidiary.

Documentation

SQL Server comes with a comprehensive set of documentation that provides detailed information on how to install, set up, administer, and develop applications for SQL Server. Documentation can also be ordered separately.

Other Microsoft SQL Server products

The following products are offered as part of the Microsoft SQL Server family:

Microsoft SQL Administrator for Windows

Allows easy network management with a graphical server administration tool for Windows and OS/2-based systems

Microsoft SQL Bridge

Provides a protocol gateway between Microsoft SQL Server environments and SYBASE SQL Server environments

Microsoft SQL Server Programmer's Toolkit for Visual Basic

Lets you develop front-end Windows-based applications for SQL Server using the Visual Basic system's powerful graphical programming environment; also supports Basic professional development system

Microsoft SQL Server Programmer's Toolkit for C

Offers flexible, powerful tools to develop client-server applications that deliver critical corporate information to Windows-, MS-DOS-, and OS/2-based desktop systems

Microsoft SQL Server Programmer's Toolkit for COBOL

Gives you the tools to easily develop new and downsize existing applications for SQL Server using a familiar, embedded-SQL approach

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MICROSOFT PROJECT FOR WINDOWS™

Business Project Planning System

Version 3.0

Take control of your plans with the latest version of the world's best-selling project management program! Microsoft Project version 3.0 for Windows makes it easy to plan accurately, manage wisely, and communicate effectively.

Overview

Effective planning makes you and your team more successful at everything you do. Now there's a tool that can make planning and managing easier than ever before: Microsoft Project for Windows.

Whether you're building an airplane or planning

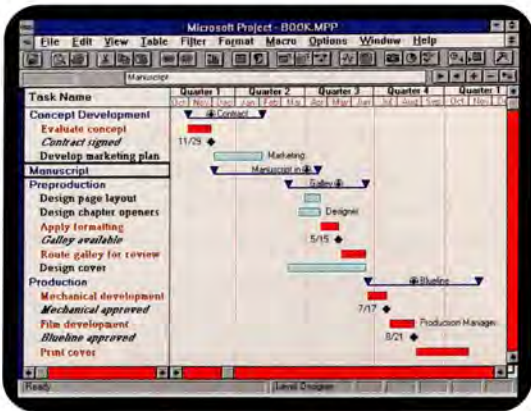
the department picnic, Microsoft Project for Windows helps you manage every facet of your project, from presenting the big picture to tracking the small details.

When you're in control of all the information, you're in control of your deadlines, resources, and costs. And Microsoft Project helps you communicate your plans clearly and effectively, so your great ideas can produce great results.

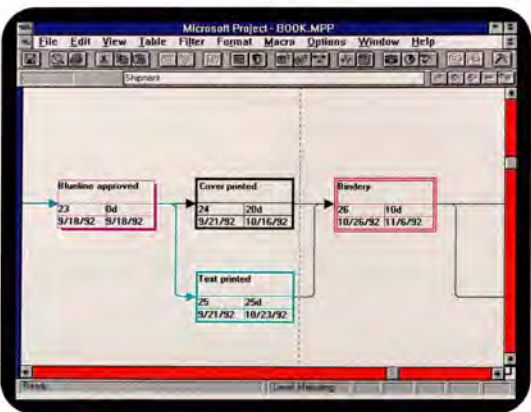




Keep track of all the people and equipment needed for your project with comprehensive resource management tools. And, for those times when a picture is worth a thousand words, a graphing tool is included.



Working graphically is easy and efficient. Change task dates by dragging the bar on a Gantt chart. To add formatting, just double-click, then select the patterns, colors, symbols, and fonts you want.



Draw your project in a PERT chart and Microsoft Project will handle the layout for you. Page breaks are displayed on-screen to help you create the best fit.

Highlights

Plan ahead

- **List the steps**—then put them in sequence with one click on the Toolbar™
- **Use your experience**—use existing plans as templates; share information

Take control of your schedule

- **Schedule to the minute**—even if your project will span years
- **Compare planned and actual schedules**—stay on top of your information

Master your deadlines

- **Keep track easily**—your schedule is calculated automatically
- **Set firm deadlines**—you can even schedule backward from a finish date
- **Know right away**—if you'll miss a deadline, Microsoft Project can alert you immediately

Get organized

- **Outline**—work with the big picture or all the details
- **Break down large projects**—use subprojects to make them easier to manage
- **Work with multiple projects**—edit, display, and report on multiple projects, even over a network

Plan it your way

- **Build your own Toolbar**—execute any command or macro with a single mouse click! You can even create your own button graphics
- **Create macros**—automate common procedures with Microsoft Project macros
- **Customize**—design your own entry forms and customize menus to make Microsoft Project work the way you do

Communicate effectively

- **Create custom reports**—Gantt charts, PERT charts, resource graphs, cost graphs, variance reports, monthly calendar reports, or reports of your own design
- **Make them look great**—what-you-see-is-what-you-get editing lets you take advantage of customizable fonts, symbols, patterns, and colors
- **Correct spelling quickly**—just click the Toolbar

Print it right the first time

- **Preview the whole project**—Multipage Print Preview shows the whole project on-screen
- **Fit a plan to the page**—keep a short report to one page automatically

Manage resources efficiently

- **Assign any resource to any task**—just click the Toolbar
- **Summarize**—use resource reports to show the schedule for each resource
- **Monitor workloads**—use resource graphs to see availability of resources across multiple projects
- **Optimize**—the Overload Finder button and Planning Wizards help you level resources
- **Keep calendars for each resource**—put holidays on group calendars, vacations on individual calendars, and track time off automatically

Control costs

- **Estimate fixed and variable costs**—track variances as you work
- **Foresee cost overruns**—use earned value tests to monitor cost-effectiveness
- **Forecast cash flow**—anticipate when costs will occur

Learn fast

- **Get up and running**—work while you learn, with Planning Wizards
- **Learn with the graphical tutorial**—take step-by-step lessons on Microsoft Project and project management techniques
- **Get the help you need when you need it**—use online Help

Work fast

- **Click the Toolbar**—perform your most common tasks instantly
- **Work graphically**—take advantage of the many similarities to Microsoft Excel and Word
- **Work with your project however you prefer**—draw charts, enter information in a spreadsheet format: every way of looking at your project is also a way of working with it

Just click a button on the customizable Toolbar to do everyday tasks. Click here to preview your entire printout.

You can even define your own buttons—assign them to commands or to macros and place them anywhere on the Toolbar.

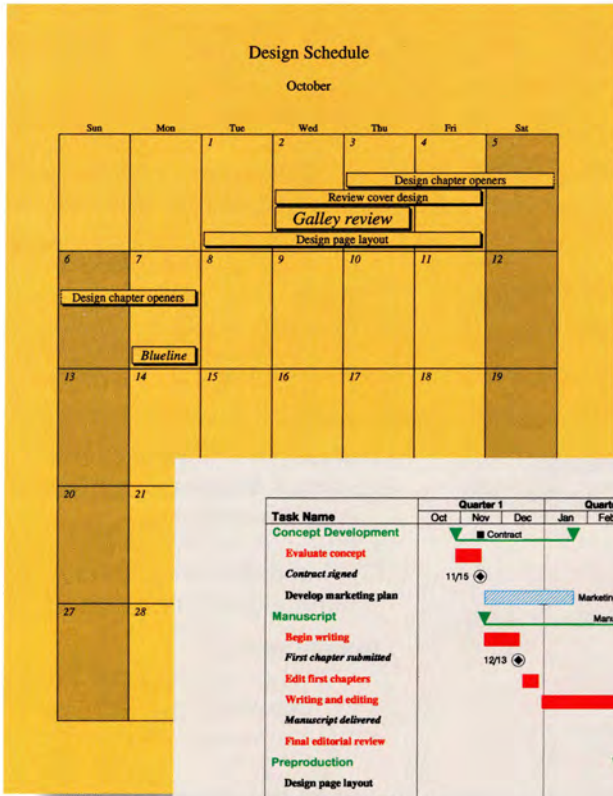


These buttons link and unlink tasks.

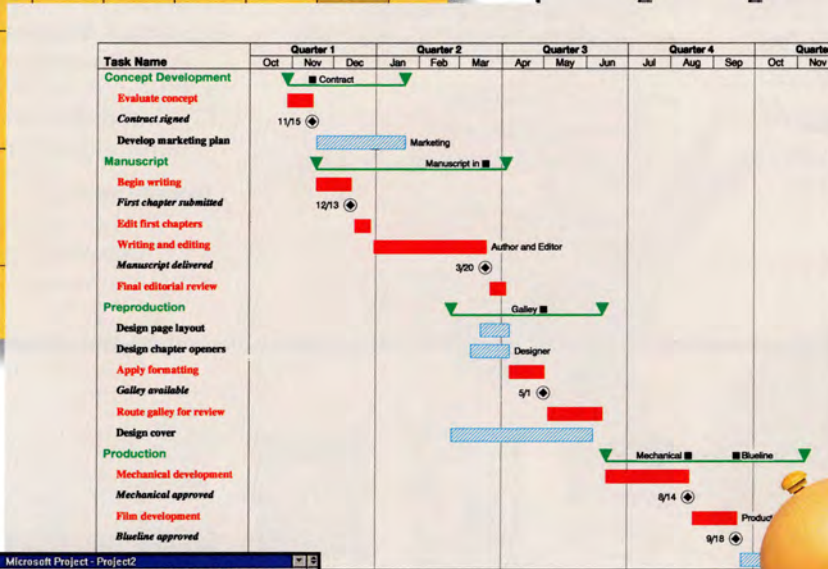
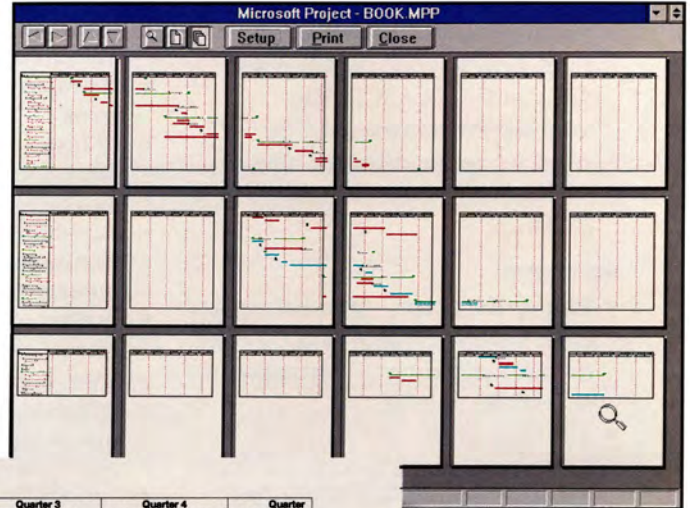
Click here to assign any resource to any task.

Utilities such as the spelling checker and graphing are just a mouse click away.

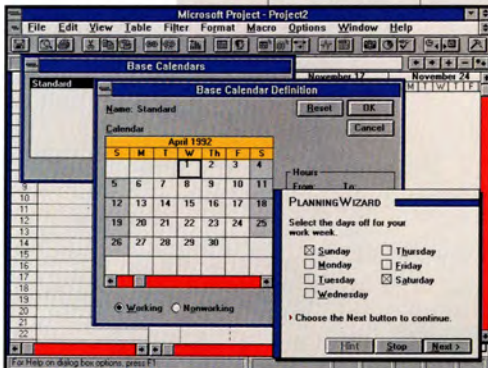
This monthly calendar report is a handy way to keep everyone up-to-date.



Multipage print preview shows all your pages together on the screen, so you can print it right the first time!



Flexible views make it easy to show what you need to show—all the detail, only summary bars and milestones for the big picture, or anything in between.



Planning Wizards help you get to work right away. Whether you're creating a new project or leveling resources, Planning Wizards can guide you step by step.

When you plan ahead, time is your ally.



Create integrated systems

- **Use Dynamic Data Exchange (DDE) and Object Linking and Embedding (OLE)**—link data and graphics with other applications. Sample Microsoft Excel and Word macros and Visual Basic™ programming system programs are included to get you started.
- **Share files**—move projects easily to and from Microsoft Project for the Apple® Macintosh®
- **Copy and paste**—transfer data and graphics with the Microsoft Windows Clipboard
- **Exchange data**—with Microsoft Excel, Lotus® 1-2-3® (WKS, WK1, WK3), dBASE®, ASCII files, Microsoft Project version 1.0 for Windows, and products that support the Microsoft Project Exchange (MPX) file format

Get support

- **Pick up the phone**—technical support is just a phone call away; support engineers can also give you information on professional training
- **Ask the experts**—the Microsoft Consultant Referral Specialist at (800) 227-4679 can refer you to qualified consultants

For technical support information:

- Call the Microsoft Project Product Support Line at (206) 635-7155

Performance Features

- 9999 resource capacity
- 9999 task capacity
- Baselines (6)
- Calendar from 1984 through 2050
- Calendar reports
- Calendars (project, group, individual)
- Constraints (ASAP, ALAP, SNET, SNLT, FNET, FNLT, MSO, MFO)
- Cost accrual: start, end, or prorated
- Critical path method scheduling
- Customizable text and number fields
- Dependencies (FS, SS, FF, SF, leads/lags, partial dependencies)
- Dynamic data exchange (DDE)
- Earned value
- Effort-driven scheduling
- Files compatible with Macintosh version
- Fill Down
- Filters (custom, highlight, wildcard)
- Fixed costs
- Fixed-duration scheduling
- Gantt charts
- Graphing (two- and three-dimensional)
- Leveling (automatic, assisted)
- Macros
- Mouse support
- Multiple-project support
- Network support
- Object Linking and Embedding
- Outlining
- Overtime rates
- Part-time assignments
- Password protection
- Percent-complete tracking
- PERT charts
- Plotter support
- Print preview
- Rescheduling of uncompleted work

- Resource graph
- Resource-driven scheduling
- Sorting (three levels)
- Spelling checker
- Split tasks
- Subprojects
- Variable resource loading
- Variance reports
- Work breakdown structure (WBS) codes (custom or automatic)

Specifications

To run Microsoft Project, you need:

- Microsoft Windows graphical environment version 3.0 or later (must be acquired separately)
- Personal computer using 80286 or higher microprocessor
- 2 MB of memory
- 5.25" high-density (1.2 MB) disk drive, 3.5" high-density (1.44 MB) or 3.5" low-density (720K)* disk drive
- Hard disk
- MS-DOS® operating system version 3.0 or later
- EGA, VGA, 8514/A, or Hercules® Graphics Card or other high-resolution graphics card compatible with Microsoft Windows v. 3.0 or later

Options:

- Microsoft Mouse or compatible pointing device (recommended)
- Printers, plotters, and networks supported by Microsoft Windows (no special network version required)

Available formats:

- 5.25" high-density (1.2 MB) disks
- 3.5" high-density (1.44 MB) disks
- 3.5" low-density (720K)* disks

Awards



* Note: A coupon is enclosed in the carton to order 3.5" low-density disks.

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Microsoft® POWERPOINT®



Version 3.0

Presentation Graphics Program for the Windows™ Operating System and the Macintosh®

Microsoft PowerPoint puts you in charge of the two things your presentation needs most. Your unique ideas. And powerful ways to get them across. The PowerPoint program has everything you need to create successful presentations — word processing, outlining, graphing, drawing and presentation management tools — all integrated in one easy to use product. It's flexible and easy to learn, so you can spend your time mastering your content, not wrestling with your software. And with PowerPoint you'll always get terrific final output, which makes getting great results with your audience easier than ever.

Overview

The PowerPoint program joins the latest technological advances in power, flexibility, and ease of use with a unique, natural way of doing things. That's because PowerPoint was designed for business people like you who need to communicate ideas, but don't necessarily have artistic

talent or time to learn complicated software. It's the only presentation graphics product that lets you work the way you prefer by concentrating *first* on your ideas. Develop your thoughts right on your slides or work out your entire presentation in the Outline view. Then give your messages greater clarity and impact

by applying templates, diagrams, graphs, clip art, dazzling color, and more. It's easy to produce high-quality 35mm slides, overheads, speaker's notes, audience handouts, or electronic slide shows. With PowerPoint, you have the power *and* the flexibility to create presentations that are as strong as your ideas.

Business Proposal

World Trade Market Share

Portugal	22%
England	35%
Spain	25%
All Other	18%

Spanish trade was less than one fifth

Risks and Safeguards

Potential problems	Solutions
Navigational dangers	New, more precise navigational aids
Weather	Experienced officers
Florida natives	Trained military will accompany ships

Proposed Expedition to the Indies

A new route to the Indies will bring:

- More trade
- New land
- Increased revenue

Estimated Budget

(in thousands of ducats)	CY 1492	CY 1493
Ships	723,000	470,000
Personnel	200,000	440,000
Supplies	125,000	210,000
Weapons	50,000	90,000
Total	1,100,000	1,080,000

Proposed Expedition to the Indies

A new route to the Indies will bring:

- More trade
- New land
- Increased revenue

Organization

```

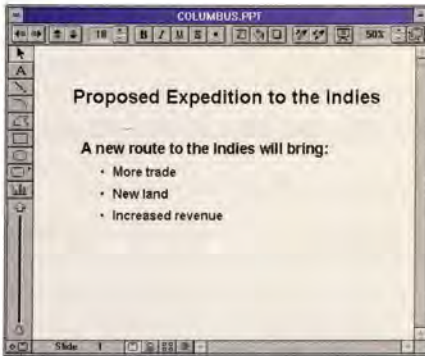
    Christopher Columbus
    /   |   \
    V. N. Bontade  M. A. Pinzon  C. Colon
    (Captain)      (Captain)    (Captain)
    /   |   \
    J. de Mesa  B. de Sotomayor  J. de Vera
    /   |   \
    A. de Gama  C. G. Sotomayor  J. de Vera
    
```

Requested Assistance

- An investment of £1,000,000 (recoverable from profits)
- A royal charter for ship supplies
- Royal contracts
- Diplomatic papers to assist in potential negotiations

Highlights

- **WYSIWYG outlining** New Outline view lets you create and work with the content of your entire presentation as an outline. Plus, full text formatting capabilities let you see and edit text fonts, sizes, and styles right in Outline view.



Start by getting your ideas down right on your slides.



Then apply any of 160 templates for a professional look.

- **Anytime templates** Apply a template anytime for one-step formatting, or use any existing presentation as a template.
- **Flexible Slide Master** One easy master for complete control of your entire presentation's look and format.
- **Toolbar** Buttons for one-step access to the most commonly used features.
- **Shape tool** A palette of 24 adjustable shapes for creating diagrams quickly and easily.

- **Powerful graphing** Choose from a gallery of 84 different graphing styles, including 3-D graphs with rotation and perspective control.
- **Outlining everywhere** Outlining tools are available for all text in all views.
- **Electronic presentations** Use automatic build slides with flying bullets, transition effects, on-screen notation, sound, and video.
- **Cross-platform support** Share files between PowerPoint 3.0 for Windows and PowerPoint 3.0 for Macintosh — there's no translation required.
- **Viewer** Run your presentations on any Windows-based or Macintosh system using the PowerPoint Viewer — there's no need to install PowerPoint (the Viewer may be copied freely).
- **Template families** Templates come in sets of four related designs optimized for 35mm slides, color or black and white overheads, and on-screen presentations. Each member of a template family is carefully fine-tuned to take best advantage of its output medium.
- **Latest technology** PC users benefit from full support for the Windows operating system version 3.1, including read/write font embedding, client and server support for object linking and embedding (OLE), and Windows for Pen Computing. Macintosh users benefit from support for QuickTime™ and System 7™ features, including Publish and Subscribe, AppleEvents™ and Balloon Help™. Each platform can directly open PowerPoint files from the other platform with no translation required.
- **TrueType** Scalable TrueType® fonts are adjustable to any size.
- **Genographics** Satisfaction-guaranteed image processing through Genographics, the world's largest network of presentation graphics service bureaus.
- **Consistency** PowerPoint has similar menus, commands, keyboard shortcuts, and standard Microsoft online Help, so you can leverage your familiarity with Microsoft Excel and Word.
- **Integration** Multiply the power of other applications and files by using them from within PowerPoint, thanks to full OLE support on the Windows operating system, and support for object embedding and Publish and Subscribe on the Macintosh. You can even send presentations created in PowerPoint via Microsoft Mail from within PowerPoint.

Performance Features

Presentation Management

- Flexible Slide Master provides visual consistency and format control throughout your entire presentation.
- 5000 professionally designed color schemes make it easy to choose colors that work well together.
- 160 templates are specifically designed for black and white or color overheads, 35mm slides, and on-screen presentations. You can apply a template to your presentation at any time, or use any existing presentation as a template.
- View miniatures of all your slides using the Slide Sorter — copy and paste between presentations, or use drag-and-drop editing to rearrange your slides.
- Multiple-document interface (MDI) support allows multiple presentations to be open at the same time.
- Convert your presentation from overheads to 35mm slides or on-screen presentations automatically.

Proportionally increase or decrease the text on any slide, maintaining relative text sizes.

Add a frame, fill or shadow to any object.

Use "Slide Show" to practice on your own or give your presentation electronically.



Use outlining features to reorganize your ideas right on the slide.

Use bold, italic, underline, shadow and automatic bullets to add emphasis to text.

Copy an object's attributes with one click of the mouse and apply the same look instantly to any other object.

View your presentation at sizes from 25 to 400 percent.

Output Options

- Print black and white or color overheads.
- Print customizable Speaker's Notes with a reduced slide image on each page.
- Print customizable Audience Handouts with 2, 3, or 6 slides per page.
- Print customizable Outline Pages (choose from titles only, or use your complete outline).
- Automatic printing of color presentations to black and white printers.
- Supports all film recorders and output devices with compatible device drivers for the Windows operating system 3.1 or Macintosh.
- Satisfaction-guaranteed 35mm slide processing through Genigraphics, the world's largest network of presentation graphics service bureaus.

Object Handling

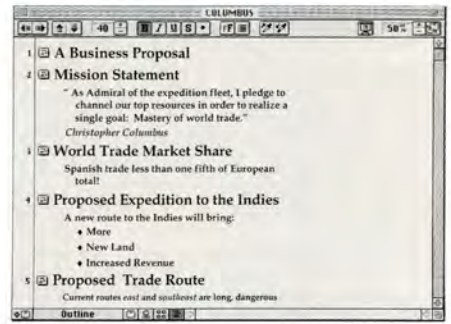
- Every slide contains a preformatted Title and Body Object, so you can create presentations quickly and easily by simply clicking and typing.
- All objects, including text objects, can be modified with the Toolbar to include a frame, fill, and adjustable shadow.
- Objects drawn with the Shape tool have attached text and can easily be changed to another shape.

Text Handling

- Automatic bulleted text, with bullets that can easily be changed to any typeface character.
- What you see on the screen is what you get on your output — no surprises.
- Work with your text directly by selecting and editing it — no forms to work in.
- Includes additional TrueType fonts adjustable to any size.
- Adjust text color and styles including bold, italic, underlined, plain, embossed, shadowed, superscript, and subscript.
- On-screen adjustable ruler makes it easy to set left, right, center, or decimal tabs and indents for up to five paragraph indent levels.
- Add a frame, fill, or adjustable shadow to any text with the click of a Toolbar button.
- Align text left, right, center, or justified; and make text "grow" from 9 different anchor locations.
- Avoid presentation typos with the built-in spelling checker (which shares its user dictionary with other Microsoft applications).
- Change a phrase or a font with the Find and Replace and Replace Font commands.
- "Smart Quotes" make sure your quote marks always face the right direction.

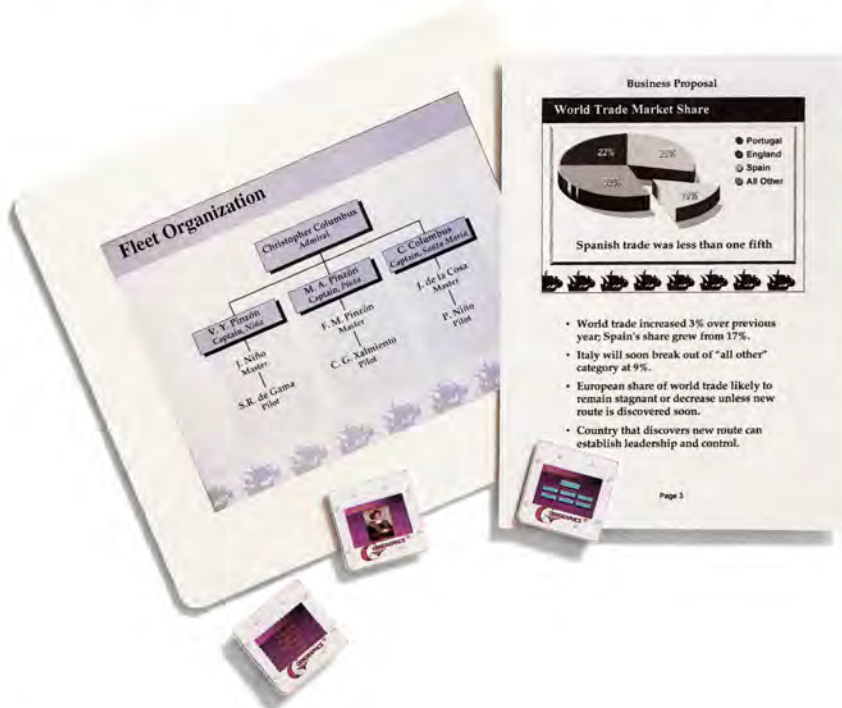
Outlining

- WYSIWYG Outlining lets you see and edit text fonts, sizes and styles while in Outline view.



WYSIWYG outlining

- Use drag-and-drop style outlining and Toolbar buttons for promote, demote, up, and down — available for all text, in all views.
- Import outlines directly from Microsoft Word, RTF or text files, or the Clipboard.
- Export outlines to the Clipboard or as RTF files.
- Work with the content of your entire presentation at once in Outline view.
- Collapse your outline to view titles only.
- Use the Outline Master to customize the look of your printed outline.
- Change the view scale of your Outline view from 25 to 100 percent of original size.



PowerPoint makes it easy to produce 35mm slides, black and white or color overheads, audience handouts, speaker's notes, and electronic presentations.



Graphing

- Create your graph exactly the size and shape you want right on your slide — it's easy to adjust anytime.
- Choose from 84 different graphing styles including 2-D, and 3-D styles of area, bar, line, column, pie, scatter, and combination charts, all with rotation and perspective controls.
- Graphs automatically use the color scheme of your slide.
- Double-click the interface for editing any section of your graph.
- Import Microsoft Excel spreadsheet and chart files, SYLK, comma- or tab-delimited ASCII files, or PC file data from Lotus® 1-2-3® and Symphony®.
- Directly manipulate charts to edit data for planning and estimating purposes.
- Plot discontinuous blocks of data or switch axis plotting instantly.

Drawing

- Exclusive Shape tool provides a palette of 24 adjustable shapes for quickly creating presentation diagrams.
- Automatically "attach" text to shapes by simply clicking and typing — type will center itself and move with the object.
- Add a frame, fill, or adjustable shadow to any object automatically with the Toolbar buttons.
- Easy-to-use professional effects like adjustable shadows, embossing, 44 shaded effects, arrows, and adjustable line styles.
- Over 500 pieces of full-color, high-quality clip art, grouped hierarchically for easy editing.
- Make one object look like another with the Pick Up Style and Apply Style Toolbar buttons.
- Exclusive Freeform tool combines polygon and freehand drawing in one object.

Communicate numerical data more clearly with powerful graphing like Microsoft Excel.



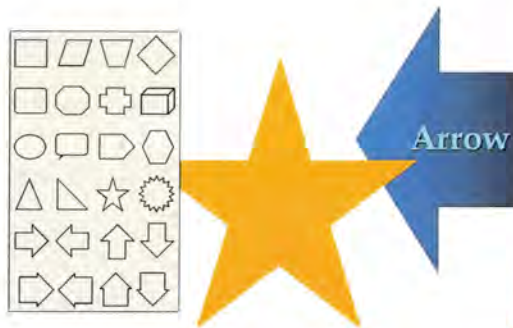
- Drawing manipulation tools — group, ungroup, regroup, align, flip, and rotate.
- Standard tools for drawing lines and arcs.
- Users of the Windows operating system can import graphics from other applications through the Windows Clipboard, or import files directly using ADI, BMP, CGM, DXF, DRW, EPS, HPGL, Lotus PIC, Mac PICT®, PCX, TIFF 5.0, WMF, or WPG; export slides to the Windows Clipboard or as WMF files.
- Macintosh users can import graphics from other applications through the Macintosh Clipboard, or import files directly using PICT, EPS, MacPaint® or TIFF; export slides to the Macintosh Clipboard or as scrapbook files.

Presentation Extras

- Time Savers — preformatted presentation graphics for tables, flow charts, organization charts, calendars, timelines, and graphs.
- Equation Editor lets you include mathematical and scientific equations in your presentations.

Dual-Platform Support and File Compatibility

- Consistent menus, commands and keyboard equivalents on PowerPoint 3.0 for Windows and PowerPoint 3.0 for the Macintosh.
- Same file format between PowerPoint 3.0 for Windows and PowerPoint 3.0 for the Macintosh — no translation necessary.



Just click the Shape tool button to quickly and easily assemble presentation diagrams from a palette of 24 adjustable shapes.

- The PowerPoint Viewer lets a Macintosh run presentations created in PowerPoint 3.0 for Windows, or a Windows-based system run presentations created in PowerPoint 3.0 for the Macintosh, without installing PowerPoint.

Electronic Presentations

- Create automatic build slides with flying bullets and "dim" previous points to focus your audience's attention.
- Use on-screen drawing to add emphasis to specific points during your slide show.
- Apply any of 45 transition effects to give your presentation a professional look.



Use a mouse or other input device to draw on-screen electronically.

- Advance your slides manually with the click of a mouse or the keyboard, or set specific timings for slides to advance automatically.
- Run your electronic presentations on any Windows-based or Macintosh system using the PowerPoint Viewer — there's no need to install PowerPoint (the Viewer may be copied freely).
- Use the Slide Show capability to practice or actually present your presentation — slides are scaled to fit the screen, eliminating all view of the software interface.



Scalable TrueType fonts are included free for a complete set of 35 PostScript font equivalents.

Cross-Platform Support

PowerPoint 3.0 provides an unprecedented level of cross-platform support, so you won't have to worry about hardware requirements when you share files with your colleagues or give presentations "on the road." Because more and more business presenters now work in environments with both PCs and Macintosh computers, PowerPoint 3.0 was designed as a core code product. That basically means it is the same product on both platforms. Now you can open a PowerPoint 3.0 for Macintosh file on a PC, or a PowerPoint 3.0 for Windows file on a Macintosh without using a special translator or worrying about your file format. You'll find consistent tools, menus, commands, and keyboard equivalents; plus the same templates, fonts, and special effects. The PowerPoint Viewer even lets you give a presentation on any Windows-based or Macintosh system, without installing the PowerPoint program (the Viewer may be copied freely). PowerPoint 3.0 gives business presenters all the power and flexibility they need to create successful presentations—and the freedom to choose from the two most popular platforms.



You can see for yourself that all menus, tools and on-screen images are identical between PowerPoint 3.0 for Windows (above) and PowerPoint 3.0 for Macintosh (below). The output is identical, too. Now presenters can share files with colleagues across the hall—or across the country—whether they're using a PC or a Macintosh. And corporations can benefit from reduced training and support costs.



Two-thirds of Macintosh users are connected to multi-platform networks, so sharing information—particularly with Windows-based systems—is important. PowerPoint 3.0 for Macintosh has the same file format as PowerPoint 3.0 for Windows, so you can share files effortlessly because absolutely no translation is required.*

**Source: InfoCorp*

Performance Features (cont.)

Geniographics

- Send files created in PowerPoint via modem or disk to Geniographics, the world's largest network of presentation graphics service bureaus.
- Geniographics® Driver and the GraphicsLink™ communications program are included in PowerPoint, and automatically configured upon installation.
- Geniographics offers a money-back guarantee exclusively for users of PowerPoint.

Working with Other Applications

- Multiply the power of other applications and files by using them from within PowerPoint through object linking and embedding (OLE) on Windows-based systems, or object embedding and Publish and Subscribe on the Macintosh.
- Create presentations automatically from Microsoft Word and RTF files.
- Send presentations created in PowerPoint via Microsoft Mail from within PowerPoint.

Support for Windows 3.1

- Full support of the Windows operating system version 3.1 including file drop-and-drag capability in File Manager, TrueType, and improved speed and memory handling.
- Installs 22 additional TrueType fonts to provide users with a complete set of 35 PostScript® font equivalents.
- TrueType font embedding: TrueType fonts can be automatically saved with the presentation file. This makes them available for remote display or printing, regardless of the destination computer's font installation.
- MCI support for sound and AVI video.
- Interface design uses standard online Help for Windows 3.1 and standard dialogs.
- Full object linking and embedding support using OLE version 1.0 Libraries.

Pen-Based Computing

- Full support of Windows for Pen Computing, including pen access to complete feature set, pen gesture support and character recognition.

Support for System 7 and QuickTime

- Play movies from within your presentation using QuickTime.
- Full support for System 7 features including Publish and Subscribe, AppleEvents and Balloon Help.
- Stationery support lets you open an existing file and automatically save a new version.
- Installs 35 additional TrueType fonts to provide users with a complete set of PostScript font equivalents.

Specifications

To run Microsoft PowerPoint on a PC, you need:

- MS-DOS® operating system version 3.1 or later (MS-DOS version 5.0 or later recommended).
- Microsoft Windows operating system version 3.1 or later (must be acquired separately).
- Personal computer using an 80286 or higher microprocessor (80386 recommended).
- Minimum 2 MB of memory.
- Hard disk.
- 3.5" high-density (1.44 MB) disk drive or 5.25 high-density (1.2 MB) disk drive.
- VGA, EGA, XGA or any video adapter supported by Microsoft Windows version 3.1 or later (except CGA). *Recommended:* 256-color video adapter and compatible Microsoft Windows version 3.1 driver.
- Microsoft Mouse or compatible pointing device.

To print, choose from:

- All printers supported by Microsoft Windows version 3.1.

Options:

- Full support for Microsoft Windows graphical environment with Pen Computing.

To run Microsoft PowerPoint on a Macintosh, you need:

- System 7 or later.
 - 4 MB of memory.
 - Hard disk plus 1.4 MB or 800K* disk drive
- Recommended:*
- Color monitor, to take advantage of color capabilities.
 - QuickTime, for playing QuickTime movies.
- *Package contains 1.4 MB disks; a coupon is enclosed for free 800K disks.

To print, choose from:

- Any Macintosh-supported output device.



Microsoft PowerPoint is part of our growing family of applications for the Windows operating system and the Macintosh.

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Microsoft MAIL

Electronic Mail System for PC Networks

Version 3.2

Now it's easy to get your message across effectively—to anyone, anywhere! Microsoft Mail for PC Networks is at the heart of a complete electronic messaging solution with everything you need for reliable communication, today and tomorrow.

Overview

Microsoft Mail for PC Networks combines a reliable messaging infrastructure with advanced features for electronic mail users and administrators.

For users, Microsoft Mail makes it easy to create better messages, share important information, and manage messages your way.

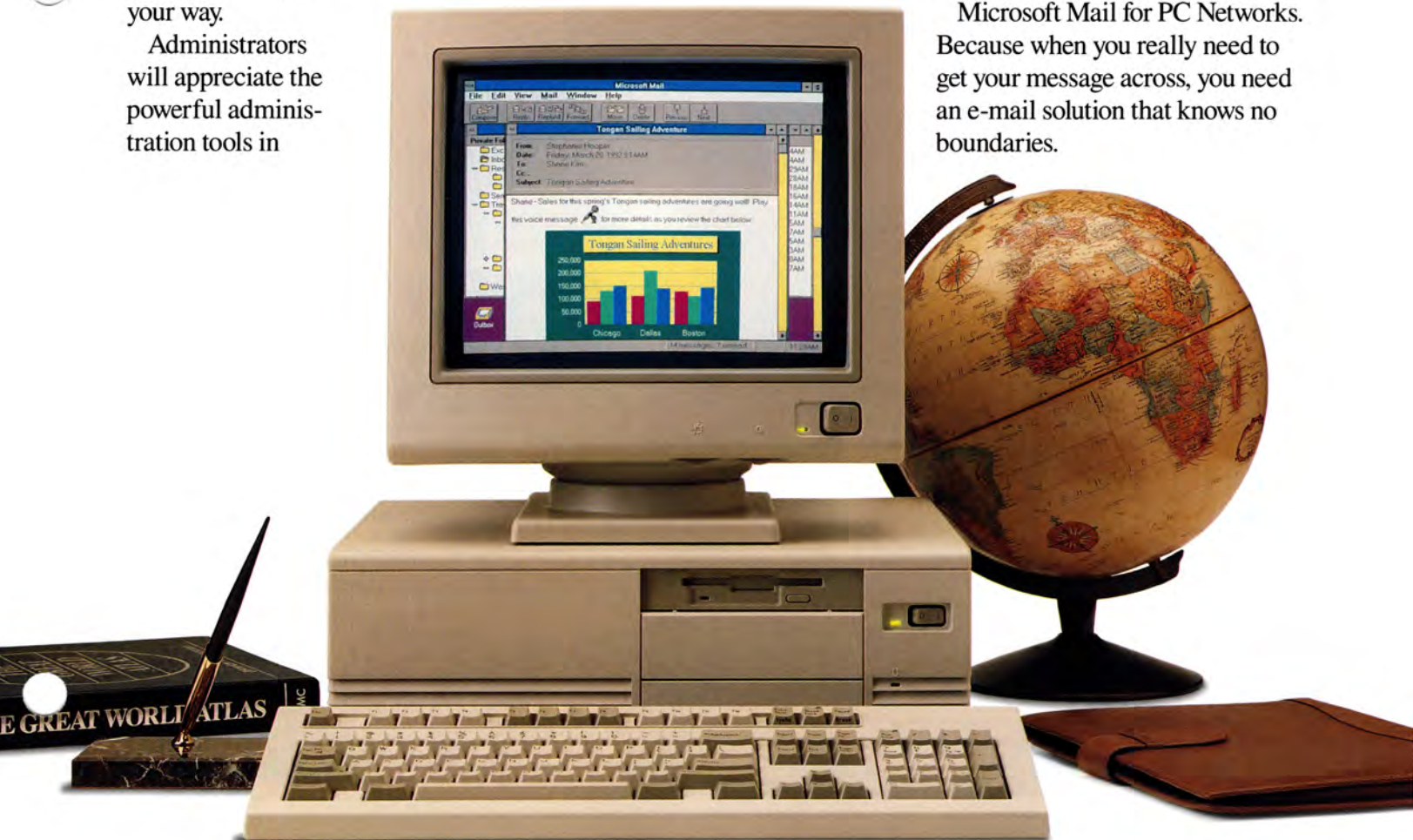
Administrators will appreciate the powerful administration tools in

Microsoft Mail. One administration program can manage your entire system. And Microsoft Mail automatically synchronizes directories and creates a global address list, saving hours of valuable time.

Microsoft Mail supports users on Windows™, MS-DOS®, Macintosh®,

and OS/2®, as well as remote users. And you can reach many other users by adding Microsoft's high-quality gateways. Each gateway is tightly integrated with Microsoft Mail, requiring minimal effort from administrators and providing transparent communication for e-mail users.

Microsoft Mail for PC Networks. Because when you really need to get your message across, you need an e-mail solution that knows no boundaries.



Client Software for Windows and OS/2 Presentation Manager.

Communicate more effectively

- Add charts, pictures, sound, and other multimedia objects *directly into your messages*—Microsoft Mail supports object linking and embedding (OLE).*
- Attach multiple files *anywhere* within the body of your message to give them more context and visibility.
- Prevent embarrassing mistakes—you can check the spelling of important messages individually or have Microsoft Mail *automatically* check all your messages.
- Assign a priority to your messages so recipients can focus on important messages.
- Ask for a return receipt so you'll know when your message is read.

Save time with the easy-to-use graphical interface

- Click on the toolbar to perform everyday tasks fast.
- Display folders and messages together in *one* window so you can store and organize messages quickly.
- Sort messages in each folder by clicking

column headings—sort by sender, subject, priority, or time received, in ascending or descending order.

- Share files quickly—send them from within the Microsoft Windows operating system version 3.1 File Manager or drag them directly into a message.

Address your messages easily

- Send mail to anyone, anywhere—one *global* address list includes everyone you can communicate with.
- Select names from an easy-to-use address book—Name Finder can help you find the right name fast.
- Use your personal address book to create a *private* list of individuals or groups you communicate with regularly.
- Type names *directly* into a message's address fields if you prefer—Microsoft Mail will double-check the names for you.

Manage your messages your way

- Stay on top of important messages—it's easy to create Message Finders to *filter* messages based on sender, subject, recipients, and/or message text; incoming

messages that match your criteria will *automatically* be displayed in the appropriate Message Finder.

- Save messages in hierarchical folders—the graphical folder outline gives you a visual overview, so it's easy to move between and create folders.
- Share valuable information with your workgroup by using bulletin boards.

Work with your other applications

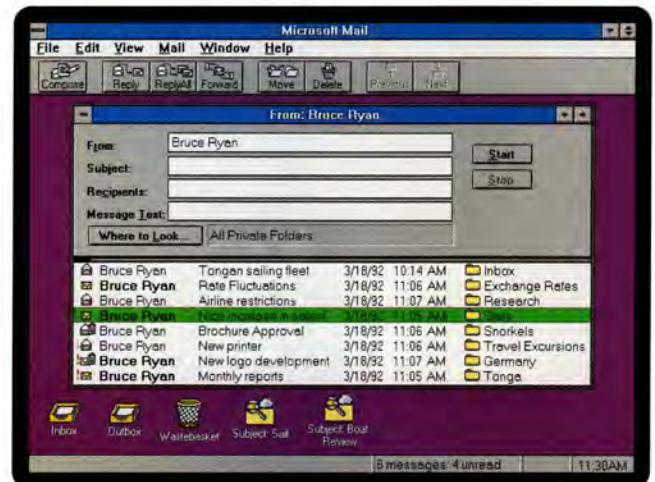
- Build on Microsoft Mail using the Microsoft messaging application programming interface (MAPI).
- *Customize* your system:
 - Create your own electronic forms to automate specific business operations.
 - Add menu commands so you can perform common tasks without leaving Microsoft Mail.
- Send messages *while working in other applications* such as Microsoft Excel and Microsoft Word for Windows—you can automatically attach the file you're working on.
- *Launch applications* automatically—recipients can double-click any attachment to launch the application and load the attached file; and they can continue to use Microsoft Mail without closing the launched application.



Create your own private list of individuals or groups you communicate with regularly.



Use sound to add another dimension to your e-mail messages.



Find your most important messages right away by using Message Finders. Message Finders automatically display any new messages that match criteria you specify. Message Finders also filter your existing messages based on your criteria.

* OS/2 Presentation Manager does not support OLE.

- Read and print faxes you've received through the Microsoft Mail Gateway to Fax.

Get up to speed quickly

- Online tutorial guides you through features step by step.
- Online Help gives you answers when you need them.

Take advantage of revolutionary modular architecture

- Use the transport-independent client for the Microsoft Windows operating system as a front end for *other* e-mail systems, giving users the ease and power of a graphical environment.
- Migrate to Microsoft Mail in *phases*—move users to a universal graphical interface before migrating to Microsoft Mail servers.
- Work offline when you're not connected to the network—you can still compose and send messages, and read and manage existing messages.

Client Software for MS-DOS and Macintosh

Communicate more effectively

- Attach any number of files to your messages, including word-processing docu-

ments, spreadsheets, presentations, and other binary files.

- Assign a priority to your messages so recipients can focus on important messages.
- Ask for a return receipt so you'll know when your message is read.

Address your messages easily

- Send mail to anyone, anywhere—one *global* address list includes everyone you can communicate with.
- Create a personal address list and private groups without involving your network administrator.
- Use group distribution lists that everyone on your server can share.
- Find names quickly in any address list—as you start typing, you automatically scroll to the right place.
- Send mail to unlisted recipients on other systems by using user-friendly addressing templates.

Manage your messages your way

- Save messages in hierarchical folders to keep important information organized.
- Sort messages in individual folders by sender, subject, date, or priority.
- Log incoming and outgoing messages in folders or files, either automatically or individually.

Share information on bulletin boards


- Share valuable information with your workgroup—users can create shared folders for specific projects or topics.
- Control access—you specify who can read, write, and delete messages in the shared folders you create.

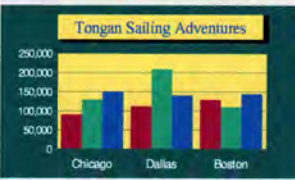
Microsoft Mail Remote

- Maintain access to your mail even if you're on the road or working at home.
- Create, send, and receive messages in batches to reduce telephone costs.
- Available for MS-DOS and Windows operating systems.

Even messages containing charts and graphics can be printed quickly and easily.

From: Stephanie Hooper
To: Shane Kim
Subject: Tongan Sailing Adventures
Date: Friday, March 20, 1992 9:14AM

Shane -- Sales for this spring's Tongan sailing adventures are going well! Play this voice message  for more details as you review the chart below:

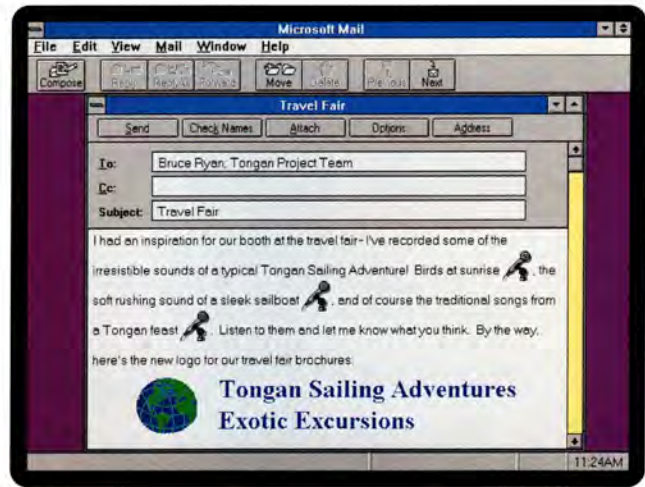


Feel free to use this chart in your monthly report. I also have more detailed month-by-month breakdowns available. You may be surprised by some of the data in January.

By the way, when I called Veva'u last week I found out what was going on with the brochures. When we said we'd be shipping them a new batch in July, they thought they had to make their current supply last until then! They've been hoarding them. I told them how many we still have in the warehouse and that they should not worry. We'll ship a couple of boxes to them this week.

Let me know if you have any questions. Thanks.

Steph



It's easier to communicate effectively when you can add visuals and sound wherever you need them. And, instead of attaching files to the end of your message, now you can insert them where they make sense.



Organize your saved messages any way you like. The graphical, hierarchical folder system makes it easy to store and retrieve important messages and information.

Architectural Highlights

Directory synchronization

- Microsoft Mail servers can share directories with each other *automatically*, helping save valuable administration time.
- Built-in fault tolerance, including *serialization* and thorough error-checking, helps ensure your server will receive every directory update.
- By synchronizing directories with other e-mail systems, you can automatically update foreign e-mail addresses in the Microsoft Mail directory.

Efficient storing, transferring, and routing of messages

- Store-and-forward architecture enables communication between servers without a permanent connection between servers.
- Sending only one copy of each message between servers limits network traffic.
- Routing messages indirectly to other servers gives you the control to create the ideal network design.
- "Next-hop" routing protects your server from downstream network problems—you only have to define the next Microsoft Mail server in your route.
- Setting maximum hop counts helps ensure that messages won't be lost.
- Establishing multiple message transfer agents to deliver messages between servers helps provide maximum reliability.

- The dynamic connection program means message transfer agents don't have to maintain continuous connections to every server.
- Message transfer agents can efficiently transfer messages across multiple network environments connected via network bridges.
- Message transfer agents also support communication between Microsoft Mail servers over telephone or X.25 connections.

Powerful administration tools

- One administration program manages Microsoft Mail and Microsoft gateways efficiently.
- Microsoft Mail can automatically create your server's *global address list* by integrating addresses from different Microsoft Mail servers and other e-mail systems.
- User profile templates let administrators store detailed information in the Microsoft Mail directory—for example, by storing title, division, phone number, and location, you can create a valuable organizational directory.



To delete a message, just drag it into the wastebasket.

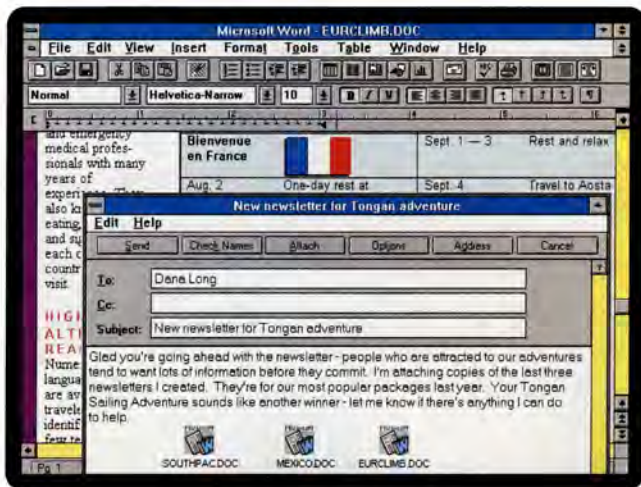
- Automatically create new mail accounts from your Novell® NetWare®, Microsoft LAN Manager, or other corporate directories.
- Utilities make it easy to move user accounts to a new postoffice.
- Statistical reports provide critical information on disk space utilization, network traffic, and system performance.
- Administrators can delete messages based on age, priority, and whether they've been read or not.

Reliable security

- Directory synchronization is secured with passwords to protect your organizational directory.
- All messages and file attachments are encrypted in storage and during transfer.
- Server passwords prevent unauthorized servers from communicating with other Microsoft Mail servers.
- Users have full password protection.
- Administrators cannot access their users' passwords or messages.

Tight integration with Microsoft Mail for AppleTalk® Networks

- The Microsoft Mail Connection, included free of charge with the Microsoft Mail server, provides high-quality connectivity to Microsoft Mail for AppleTalk Networks.
- Users of both Microsoft Mail systems can exchange messages and files transparently.
- Directory information is easily synchronized to minimize administration.



You can send messages while working in other applications such as Microsoft Word for Windows. And automatically attaching the file you're working on—in this case, a newsletter prepared in Microsoft Word—lets you share information with others easily.

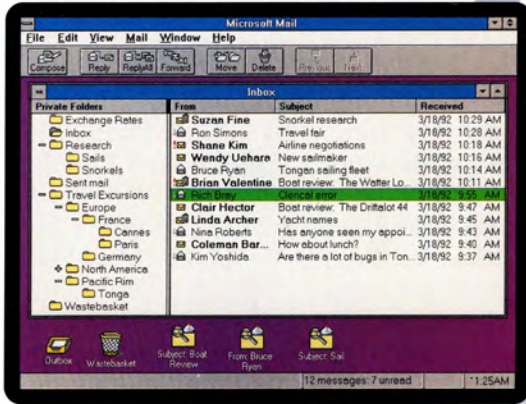
Use the handy spelling checker to eliminate embarrassing typos.



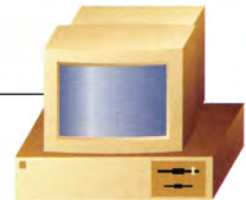
Microsoft Mail server



Client for Windows
The advanced graphical user interface makes Microsoft Mail easy to learn and use.



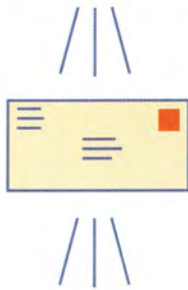
Client for MS-DOS
Work efficiently in an easy-to-use environment.



Client for OS/2 Presentation Manager

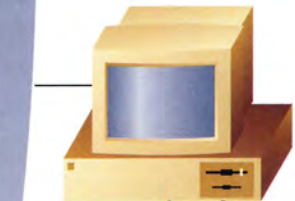
Chicago Network

Microsoft gateways



Other e-mail systems

- Microsoft Mail Gateway to IBM PROFS and OfficeVision
- Microsoft Mail Gateway to X.400
- Microsoft Mail Message Service for IBM SNADS
- Microsoft Mail Gateway to Fax
- Microsoft Mail Gateway to SMTP
- Microsoft Mail Gateway to MHS
- Microsoft Mail Gateway to MCI MAIL
- Microsoft Mail Gateway to 3Com 3+Mail

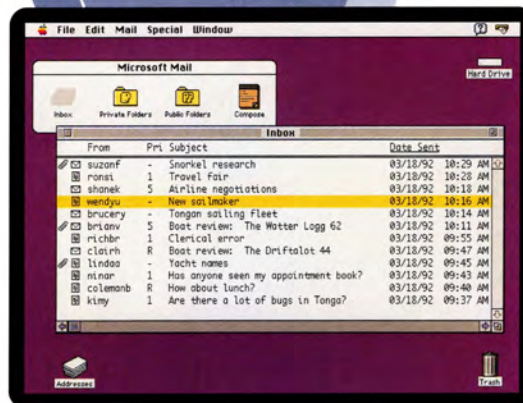


Message transfer agent



Microsoft Mail Remote

London Network



Client for Macintosh
Macintosh users on PC networks also have access to the advanced features of Microsoft Mail.

High-quality enterprise-wide connectivity

- Gateway to AT&T EasylinkSM services, included with Microsoft Mail, allows you to reach millions of e-mail, fax, and telex users worldwide.
- Comprehensive line of gateways provides high-quality connectivity to other e-mail and communication systems:
 - Microsoft Mail Gateway to IBM[®] PROFS[®] and OfficeVision[™]
 - Microsoft Mail Gateway to X.400
 - Microsoft Mail Message Service for IBM SNADS
 - Microsoft Mail Gateway to Fax
 - Microsoft Mail Gateway to SMTP
 - Microsoft Mail Gateway to MHS
 - Microsoft Mail Gateway to MCI MAIL[®]
 - Microsoft Mail Gateway to 3Com[®] 3+Mail[®]
- Support for messaging backbones lets you leverage an existing communications infrastructure, such as SNA or X.400, to connect geographically isolated Microsoft Mail local area networks (LANs).
- Message encapsulation lets you send messages that contain rich graphics and sound over a messaging backbone and preserve their integrity.
- The Microsoft Mail File Format Application Programming Interface (FFAPI) lets you develop customized gateways to other e-mail systems.

Specifications

System requirements

Microsoft Mail Server

- Networking software compatible with MS-DOS operating system version 3.3 or later, such as MS[®] LAN Manager, Novell NetWare version 2.1 or higher, or Banyan[®] VINES[®]
- One 5.25" or 3.5" disk drive
- Hard disk with 3.5 MB available disk space

Message Transfer Agent

- MS-DOS version 3.3 or later
- 1 MB of memory
- Optional: modem, such as Hayes[®], Hayes V-Series, Telebit[®] TrailBlazer[®], or US Robotics HST

Client for Windows

- Microsoft Windows graphical environment version 3.0a or later
- 286 or higher microprocessor (386 or higher recommended)
- 2 MB of memory
- Optional: Microsoft Mouse or compatible pointing device

Client for MS-DOS

- MS-DOS version 3.1 or later
- 512K of memory

Client for Macintosh

- System 6.0.3 or later
- Macintosh Plus, Classic, LC, SE, Por-

table, PowerBook[™], II-family, or Macintosh Quadra[™] personal computer

Client for OS/2 Presentation Manager

- OS/2 operating system version 1.2 or later
- 386 or higher microprocessor
- 4 MB of memory (8 MB recommended)
- Optional: Microsoft Mouse or compatible pointing device

Package contents

The server package contains everything you need to get started with Microsoft Mail, including:

- Software and license for one server (including automatic directory synchronization) and one message transfer agent
- Software for all four types of clients
- Ten workstation licenses (each additional workstation requires a separate license; additional workstation licenses available in 5-packs, 20-packs, 100-packs, and 500-packs)
- Users of Microsoft Windows[™] for Workgroups wishing to upgrade to Microsoft Mail should acquire the Microsoft Mail Postoffice Upgrade

Microsoft Mail gateways and Microsoft Mail Remote must be acquired separately.



Microsoft Mail is tightly integrated with the complete family of Microsoft applications for the Windows operating system.

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The creators of
Microsoft Excel
EIS Builder can help
you put all the
pieces together...

Quickly!

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Are You Ready For More?

If you are ready to get more out of Microsoft® Excel EIS Builder, Microsoft Excel, or Microsoft Access™, then we would like to extend our help. We are LEX Software Systems, Inc., a software firm specializing in graphical Executive Information Systems (EIS) and Decision Support Systems (DSS).

As the creators of Microsoft Excel EIS Builder, we are uniquely qualified to provide specific training both in that program, and in Microsoft Excel in general. Call us to discuss how we can help you deploy powerful EIS and DSS applications in your enterprise!

LEX Software has been striving to create and provide zero-defect applications since our inception in 1981.

What Does LEX Do?

We create Custom Computer Applications. Many high technology companies such as Hewlett-Packard, National Semiconductor, Tektronix, and Walt Disney Pictures & Television have turned to us for EIS and DSS solutions.

We offer effective training. Because we wrote Microsoft Excel EIS Builder, we are in a special position to help you get up to speed rapidly and enjoy the maximum benefits of this powerful management tool. We also offer a full curriculum of training on Microsoft Excel for all skill levels.

We offer the XL Developer's ToolSet. The ToolSet is a robust compilation of facilities and routines that extend the power of Microsoft Excel as an application development platform. Developers will save a great deal of time by using our pre-written routines. Less re-inventing of the wheel!

Why Choose LEX?

We are one of the nation's leading software firms building applications around Microsoft Excel, and a charter Microsoft Consulting Partner. We have an extensive background in applications based on relational database management systems (RDBMS), with an emphasis on Microsoft SQL Server and Microsoft Access. Our experience with client-server applications pre-dates common use of the term 'client-server'.

We have a rare combination of software engineering skills, multi-platform computing experience, and business application savvy. Our applications are being used by tens of thousands of users worldwide. We are innovators in the field of EIS technology. Microsoft selected us to develop Microsoft Excel EIS Builder. Our staff is friendly and articulate—and we enjoy teaching others!

LEX Custom Applications:

When we develop a custom application for specific client needs, that application is usually one piece of a larger puzzle. Our background in corporate computing allows us to understand the big picture. We can help bring all the pieces together.

We can provide a complete turnkey solution including analysis, specification, database design, application development—all the way through documentation and training. Or we can work in tandem with your technical staff, transferring our know-how and letting you build upon it.

We understand accounting. We understand finance. We understand portfolio management. We understand inventory control. We understand manufacturing and distribution. We understand property management. We understand engineering. But most importantly, we understand how to work with a large organization to get things done.

LEX Corporate Training:

Microsoft Excel EIS Builder.

We can get you up to speed quickly, and dramatically shorten the time it will take to deploy your first application. Our course covers the techniques and tricks used by our staff while solving real-world problems with this powerful tool.

Microsoft Excel. We offer an innovative curriculum for all skill levels, from beginning to advanced. Many large corporations have called upon us for a cost-effective, fast-track approach to mastering Microsoft Excel.

Microsoft Excel as a Development Tool. This in-depth course will get your development team up to speed quickly on the inner-workings of Microsoft Excel. The course includes many of the codeless development techniques employed in Microsoft Excel EIS Builder.

Training is provided either on-site, or at our training facility. Courses can be tailored to meet your specific requirements, and can include the development of **your application** as the central course exercise.

XL Developer's ToolSet:

Using the XL Developers ToolSet you can quickly and easily reach advanced levels of programming using Microsoft Excel. The ToolSet is a collection of useful facilities and routines that extend the power of Microsoft Excel as a development platform. Macro routines and DLL's are included that can reduce your development time by orders of magnitude. One ToolSet component adds extra value to Microsoft Excel EIS Builder by allowing access to the inner workings of the run-time module, but the ToolSet is useful to anyone developing with Microsoft Excel. Here are some of the key features of the ToolSet:

Simplify queries to external databases. One of the most powerful aspects of Microsoft Excel EIS Builder is the ease of performing queries. The ToolSet provides the query processing functionality of Microsoft Excel EIS Builder outside of the EIS framework.

Prompt Cells. Another powerful feature of Microsoft Excel EIS Builder is the prompt cell facility. The ToolSet makes this available outside the EIS framework. Point and click list boxes can be incorporated into your application without the need to write macro code.

DLL Library. Add function and style to Microsoft Excel applications with these DLL's based on the C API. Some of the features most requested by developers are included: file information functions, Microsoft Excel-style common dialogs, a variety of pop-up status indicators (in place of the often overlooked status bar), and more.

EIS Macro Interface. Function reference to the Microsoft Excel EIS Builder runtime module. Greatly simplifies integration of your custom code with Microsoft Excel EIS Builder.

Function Library. Put our experience to work for you. Explore this library of highly useful routines that can significantly reduce your application development time.

LEX Software Systems, Inc.

(800) 788-5399 • Toll Free
(206) 528-6868 • Outside USA
(206) 780-0181 • Facsimile
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TOOLS, SUPPORT,
AND SERVICES

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THIS BOOKLET CONTAINS TELEPHONE NUMBERS THAT LINK YOU TO MICROSOFT® DEVELOPER PRODUCTS, SERVICES, AND SUPPORT.

EACH SECTION BRIEFLY DESCRIBES THE RELEVANT SERVICES OR TOOLS AND LISTS A SPECIFIC PHONE NUMBER TO CALL FOR INQUIRIES, PLACING ORDERS, AND SO ON.

BECAUSE IT'S NOT ALWAYS EASY TO FIND THE EXACT PHONE NUMBER YOU NEED, SAVE THIS BOOKLET AS YOUR PERMANENT DIRECTORY.

MICROSOFT DEVELOPER NETWORK

For more information about how you can join the Microsoft Developer Network and obtain membership benefits, call the Developer Services Team (from 6:30 A.M. to 5:30 P.M. Pacific time) and select extension 11771.

(800) 227-4679

The Microsoft Developer Network was established by Microsoft to support all developers who write applications for the Microsoft Windows™ operating system or who use Microsoft development tools. The Microsoft Developer Network has two goals: first, to write and publish information on programming for Windows, and second, to listen to the development community and channel its feedback into Microsoft.

Developers can join the Microsoft Developer Network to receive technical and resource information on a regular basis through three channels: the Microsoft Developer Network CD, the *Microsoft Developer Network News*, and CompuServe®.

Microsoft Developer Network CD. This quarterly CD is a comprehensive information resource for developers. It contains technical articles written by Microsoft programmers, documentation for Microsoft development tools, sample code, tools, and Microsoft Press® books. A Windows-based search engine allows users to search the CD by source, subject, or keyword, or create queries to find the exact information they need.

Microsoft Developer Network News. This quarterly newspaper provides developers with strategy and resource information, updates on development products, and programming tips.

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You can obtain 24-hour online access to the latest general and technical information about Microsoft developer products and services through the CompuServe Information Service. The Microsoft Developer Services Area provides one central location where you can access all developer-specific support and information services.

THE MICROSOFT DEVELOPER SERVICES AREA ON COMPU SERVE

This area includes:

Developer Forums. A set of forums covering developer-specific information on the Windows operating system, languages, tools, and utilities. You can use these forums to exchange messages with Microsoft Developer Support Engineers and experienced users of Microsoft development products. For example, the Windows Software Development Kit (SDK) Forum provides information about developing for the Windows environment. Microsoft Developer Support Engineers act as section leaders to help answer your application programming interface (API) questions.

Developer Network Technical Library. A new forum that contains dozens of downloadable technical articles and application code samples from the Microsoft Developer Network CD. These technical articles are written by experienced Microsoft developers and explain specific programming topics in detail.

COMPU SERVE INFORMATION SERVICE

For more information or to receive a free introductory membership (with \$15 usage credit), complete the attached postage-paid card or call CompuServe (from 8 A.M. TO 10 P.M. Eastern time) and ask for department 359.

(800) 524-3388

Developer Knowledge

Base. An up-to-date database containing technical information about Microsoft developer-specific products compiled by Microsoft Developer Support Engineers. The Knowledge Base is full-text searchable and includes product information, bug lists, fix lists, documentation errors, and Microsoft press releases.

Software Library.

A collection of binary files, sample code, technical specifications, and utilities. The entire library is keyword-searchable, and the files can be downloaded for local use.

Suggestion/Problem Report Form. A form you can use to make product suggestions or to report problems with Microsoft products.

To connect to the Microsoft Developer Services Area, type GO MSDS at the CompuServe "!" prompt.

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MICROSOFT DEVELOPER SERVICES TEAM

For help with non-technical questions relating to Microsoft developer products, services, and support, call the Developer Services Team (from 6:30 A.M. to 5:30 P.M. Pacific time) and select extension 11771.

(800) 227-4679

develoer-related topics and products, purchase development kits for products such as Microsoft Excel, the Windows operating system, LAN Manager, SQL Server, and Word, and sign up for fee-based technical support programs.

Microsoft has established a Developer Services Team to assist you with general non-technical questions relating to Microsoft developer products, services, and support.

Service representatives can help you get started with Microsoft development tools and provide information on the Microsoft Developer Network, beta test programs, and upcoming Microsoft conferences, events, and training courses.

You can request timely, informative literature on many

MICROSOFT PRODUCT SUPPORT SERVICES

For product support phone numbers and more information on PSS offerings, call the Developer Services Team (6:30 A.M. to 5:30 P.M. Pacific time) and select extension 11771.

(800) 227-4679

also use their own modems and terminal emulation software to access the Microsoft Download Service, a download-only bulletin board complete with application notes, printer drivers, and technical notes.

TELEPHONE SUPPORT

Setup and installation support is available at no charge beyond a toll call with many Microsoft products. Limited development support is also available at no charge beyond a toll call with some Microsoft language products.

Developers can obtain additional support through CompuServe and through several annual, fee-based comprehensive support options designed specifically for developers. Please call the Developer Services Team for details.

Product Support Services (PSS) is committed to providing timely, high-quality support for developers working with Microsoft products. PSS provides assistance through two key channels: electronic services and telephone support.

ELECTRONIC SERVICES

Microsoft offers electronic Service Requests (SRs) through the Microsoft OnLine for Windows software. SRs are ideal for users who prefer the convenience of incremental information delivery and private response from a Microsoft engineer. Developers can

Microsoft has the languages, testing tools, and development kits to help you get the most out of the MS-DOS® and Windows operating systems. You can add flexibility, improve performance, and even push the envelope of Microsoft operating systems by combining these tools.

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You can develop Windows-based applications with Microsoft C/C++, Microsoft FORTRAN, Microsoft COBOL, and the Microsoft Visual Basic™ programming system. Microsoft Macro Assembler enhances the performance of all these systems and gives you precise, low-level system control.

Some tools, such as the Microsoft Visual Basic programming system and Microsoft QuickC® graphical development environment for Windows, help you build Windows-based applications. Microsoft C/C++ combines the Microsoft Foundation Class Library with optimizing technology and a robust development environment to offer the toolset of choice for professional C/C++ programmers. Microsoft FORTRAN and COBOL help programmers migrate existing code and develop new MS-DOS and Windows-based applications.

Add-on toolkits containing technical publications and sample code are also available. They document internal APIs and formats incorporated by Microsoft development tools such as the Microsoft Programmer's WorkBench, the Microsoft CodeView® window-oriented debugger, and the Microsoft Advisor engine.

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(800) 426-9400

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(800) 227-4679

TESTING AND TUNING TOOLS

Microsoft also has tools that can help you get more out of your code. The Microsoft Source Profiler helps you measure the performance of your MS-DOS or Windows-based program and prioritize areas for fine-tuning. Microsoft Test for Windows automates software testing and helps ensure better-quality Windows-based applications.

DEVELOPMENT KITS

Technical documentation, utilities, development tools, and sample code are often grouped into Software Development Kits (SDKs) and Device Driver Kits (DDKs). These toolkits are usually designed for a specific release of an operating system, such as version 3.1 of the Windows operating system, or for a new API, such as the Win32™ API for Windows NT.™ Toolkits for developing client-server and multimedia applications are also available.

Before formal release, a development kit is often available in limited-distribution beta versions, and it may also be purchased as part of a preliminary release program directly from Microsoft. After formal release, the toolkit is available to the public either directly from Microsoft or through resellers. Some toolkit components also become part of other Microsoft development tools. For example, both Microsoft QuickC for Windows and Microsoft C/C++ contain many elements of the Microsoft Windows SDK.

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