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The Microsoft Office for Windows is designed to help all kinds of businesses take full advantage of that new interface. It's a special-edition package of three essential business productivity tools that all work together and share data seamlessly. Since they're all part of the Windows Family, they act alike. So once you've learned one, it's easy to learn the others. A special guide is included in the package to give you tips on how to work with these products together most effectively.

The Microsoft Office for Windows combines full-featured versions of the most sought after business productivity tools--Microsoft Excel for Windows, Word for Windows, and PowerPoint(R) for Windows--at a special package price. The enclosed data sheets give you all the details on each of the products. Here are just a few highlights:

Microsoft Word for Windows is a powerful word processor with an intuitive graphical user interface. WYSIWYG (what-you-see-is-what-you-get) editing lets you see all fonts and graphics on-screen exactly as they'll print. And you can easily share files and information among other Windows applications.

Microsoft Excel for Windows is a spreadsheet with all the analytical tools necessary to deliver fast results. You can work effortlessly with multiple worksheets and graphs on-screen. And you can link the program with Word for Windows and PowerPoint for Windows to share data seamlessly among all three applications.

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Thank you for your interest in The Microsoft Office for Windows.

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Pat Crenshaw
Microsoft Customer Service

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