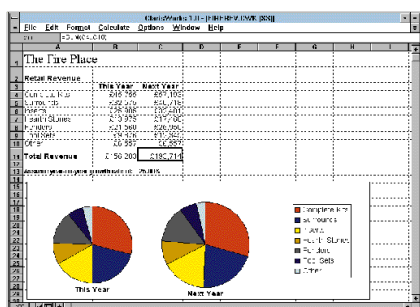


# ClarisWorks 1.0 for the Office

1

## Chart your progress

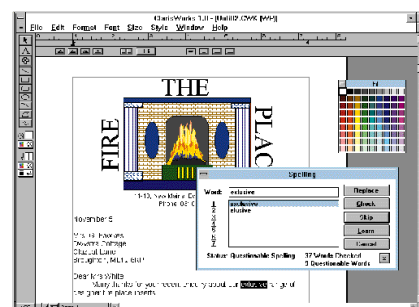
With a ClarisWorks spreadsheet document you can tabulate and analyse figures such as revenue and costs. To visualise your figures and give them greater impact use the **Make Chart** command.



3

## Write them a letter

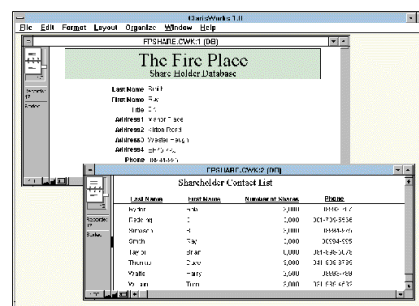
Business correspondence can be handled with word processing documents. ClarisWorks will help you find the right words and correct your spelling mistakes. Use the graphics tools to create a logo or paste designs from other documents. Save your letterhead as stationery for future correspondence.



4

## Sort out your information

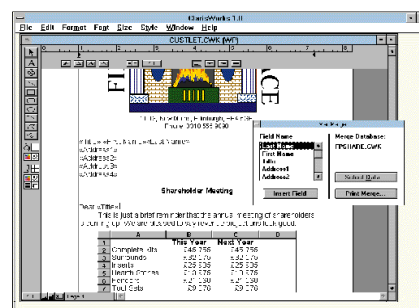
Many projects require the management of information, such as name and address lists. Use a database document for this, naming the fields used to categorise your information. ClarisWorks automatically builds a standard data entry form and you can create multiple layouts for the same collection of records with "What-You-See-Is-What-You-Get" accuracy.



5

## Combine your facts

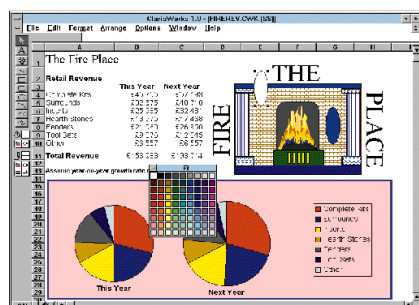
To address the same document to a number of people create a form letter by inserting fields from your ClarisWorks database. The unique "frame" feature in ClarisWorks lets you can create live spreadsheet tables right in your word processing documents.



2

## Add that designer touch

Graphs can be created in a single step and pasted directly into the spreadsheet, ready to print. Turn on the ClarisWorks graphics tools and enhance your documents with impressive visual effects.



6

## Communicate the news

Layout more complicated publications, such as newsletters, in a graphics document, linking frames of text, just like a desktop publishing program. You can add live spreadsheet tables and charts as well as drawings.

