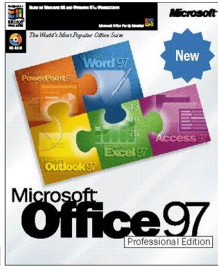


# Microsoft® Office 97 **Datasheet**

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*For the latest information, see <http://www.microsoft.com/office/>*

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*The World's most popular Office Suite  
— now with the power of the Web*

**Microsoft Office 97, the world's best-selling office suite, integrates intelligent applications with the power of the Internet so you can get your job done faster and more effectively. Revolutionary new technologies help you get organized, get connected, and get great results.**

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## Microsoft Office 97

Microsoft Office 97 unites intelligent applications with the power of the Internet. In addition, it gives you everything you need to organize information, manage tasks, and easily communicate and collaborate with others. Microsoft Office 97 allows you to get powerful results faster and easier than ever before.

### Get organized

Microsoft Office 97 brings together the world's best-selling productivity applications in a unified workspace. Microsoft Outlook™, the new desktop information manager, makes it easy to manage your information and tasks, and to communicate with others. Outlook puts e-mail messages, appointments, contacts, and files all in one place so you can organize, view, and share information easily. And Microsoft Office 97 provides greater consistency across all applications with common commands, menus, and toolbars, so they are easier to learn and use together.

### Get connected

Microsoft Office 97 brings the power of the Internet to your desktop, with

revolutionary new tools for finding information, publishing rich documents, and working with others. Microsoft Office 97 applications let you create exciting, multimedia Web pages without having to learn HTML. Hyperlinks to other Microsoft Office files make navigation from document to document easy — no matter where they're stored. And Microsoft Office 97 makes interactive collaboration easy with features such as Shared Workbooks in Microsoft Excel, which let people edit the same file simultaneously.

### Get results

Microsoft Office 97 is intelligent software that helps you get powerful results fast. The innovative new Office Assistant gives you interactive assistance such as advice, help, and tips as you work. Office 97 applications also support the new Microsoft IntelliMouse™, which simplifies on-screen navigation of your Microsoft Office 97 documents. And tools such as Grammar Check and Spell It in Word, which correct many mistakes automatically as you work, make your everyday tasks easier than ever.

Microsoft Office 97 provides the tools you need to get organized, get connected, and get your job done in new and better ways.

## Inside Microsoft Office 97

Office Binder	Stores all your files for a project in one place—you can even add common headers and footers so they look and print like one document
Microsoft Outlook	Provides an integrated desktop where you can organize and manage your e-mail, calendar, contacts, tasks, and files in one place
<ul style="list-style-type: none"> <li>• AutoJournal</li> <li>• Multiple views</li> <li>• Complete portable solution</li> <li>• Address book integration</li> </ul>	<ul style="list-style-type: none"> <li>• Logs Outlook communications and Microsoft Office application activities</li> <li>• Allows you to view information in any Outlook folder by icon, table, card, timeline, or calendar, or to customize your own view</li> <li>• Takes your Outlook information with you by way of paper planner, laptop computer, personal data assistant, or Timex® DataLink watch</li> <li>• Stores your address book contacts in one location for easy access from any Office application</li> </ul>
Office 97 Web Technology	Allows you to author and view documents in their native format on your corporate intranet or the Internet
<ul style="list-style-type: none"> <li>• Adding Hyperlinks</li> <li>• Web toolbar</li> <li>• Full-text searching</li> </ul>	<ul style="list-style-type: none"> <li>• Creates live links to a file or site automatically when you type the URL or UNL address</li> <li>• Brings the navigational and searching tools of the Web to your Office applications</li> <li>• Enables you to find information on your network quickly and easily</li> </ul>
Save as HTML in Word, Microsoft Excel, Microsoft Access, and PowerPoint®	Saves your Office documents into HTML format with the click of a button for posting to the Internet or corporate intranets
Web templates in Word	Provides custom templates to design great looking Web pages
Web Queries in Microsoft Excel	Pull real-time information from Web sites directly into your worksheet
Publish To The Web in Microsoft Access	Converts your data or reports to HTML so you can create dynamic, interactive database pages and share them across a company intranet or the World Wide Web
Save to URL in Microsoft Excel	Allows you to save to a Web server by simply specifying the URL address
PowerPoint Animation Player for ActiveX™	Lets you publish presentations to the Internet as a Web page with animation and narration
Document Versioning in Word	Tracks and stores all previous version of your document in one file
Office Assistant	Provides interactive advice, help, and tips to help you learn as you work—and it's completely customizable so you can choose the Assistant and the options that best suit the way you work
OfficeArt	Gives you drawing tools to easily design sophisticated 3-D effects, shadows, multicolored fills, textures, and B, zier curves
IntelliMouse support in Office 97 applications	Takes advantage of the IntelliMouse Wheel for enhanced navigation, close-up viewing, and panning left and right (hardware sold separately)
Images and fonts on CD-ROM	Includes approximately 3,000 clip-art images and 150 fonts
Grammar Check and Spell It in Word	Proofread your documents for spelling and grammatical errors as you type, and corrects errors with one click of the right mouse button
Enhanced AutoCorrect in Word	Corrects common multiple-word typographical and grammatical errors, fixes capitalization mistakes, and creates handy shortcuts for frequently used text and graphics
Natural language formulas in Microsoft Excel	Allow you to use your own terminology when building formulas
Multiple Undo in Microsoft Excel	Allows you to undo multiple commands
AutoPreview in Outlook	Lets you view the first three lines of each e-mail message

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