



Office 97
Standard Edition

Microsoft Office 97

Fast Facts

Published: September 1996

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

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New Office 97 combines the ease of intelligent applications with the power of the intranet. Why Upgrade to Microsoft Office 97?

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Office 97 combines intelligent applications with the power of intranet solutions to provide significant business advantage to your organization. Office 97 provides:

- **Intelligent Applications** Office products provide intelligence and automation, helping the user to complete tasks in less time and with less effort.
- **Intranet Solutions** Office 97 is the best desktop suite for managing and creating intranet content and working with intranet data.
- **Improved Software Administration** Microsoft has made substantial advances in making Office easier to set up, configure, and support.

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Intelligent Applications

In 1993, Office 4.x set new standards in ease of use and consistency, which is why that product was so widely successful. Through the addition of IntelliSense™ technologies, which automate routine tasks and make complex tasks simple, we work hard to make it easier for end users to get their work done, while helping reduce the strain on your help desk. A few examples in Office 97 include:

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- **The Office Assistant** **Office Assistant** A breakthrough in ease of use that you'll see in each of the Office 97 applications is the Office Assistant. User assistance is now integrated into one intelligent assistant that is similar to the departmental "guru" that users go to for help. The Office Assistant gives users tips while they work, advice for complex operations, and answers to questions about product use asked in everyday language.
- **Microsoft Outlook™** New to Microsoft Office is the Microsoft Outlook desktop information manager. Outlook is an innovative product enabling users to organize their electronic mail, calendar, contacts, tasks, and

documents in a single integrated environment. Outlook also helps a user share information with others via electronic mail, Microsoft Exchange public folders, electronic forms, and Internet connectivity.

- **Background Spell Checking in Word and PowerPoint®** You'll never forget to spell check, and speed is increased dramatically.
- **Natural Language Formulas** Enter formulas in Microsoft Excel that are easy to create, edit, and audit.
- **OfficeArt** Use the same drawing tools in all of the applications.

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Intranet Solutions

Office 97 combines the best of the web with the best desktop productivity tools to provide an easy way for users to go beyond simple viewing to create, edit, and analyze information for effective communication.

Web Technologies

Microsoft has integrated Web technologies for easy navigation into Office 97.

- **Hyperlinks** Create hyperlinks to any file or URL for easy navigation.
- **The Web Toolbar** Navigate through Office documents using a toolbar that is very similar to standard web browsers, with common buttons for navigation.
- **Office FindFast on the Web** Do a Lycos-type full-text search of your network to find the information you are looking for.
- **Web Browser Integration** Open an Office document inside a popular Web browser that supports ActiveX™, and the document will open inside the browser, not in a separate window.

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Office Technologies

Microsoft Office is an excellent tool for creating, editing, and analyzing content.

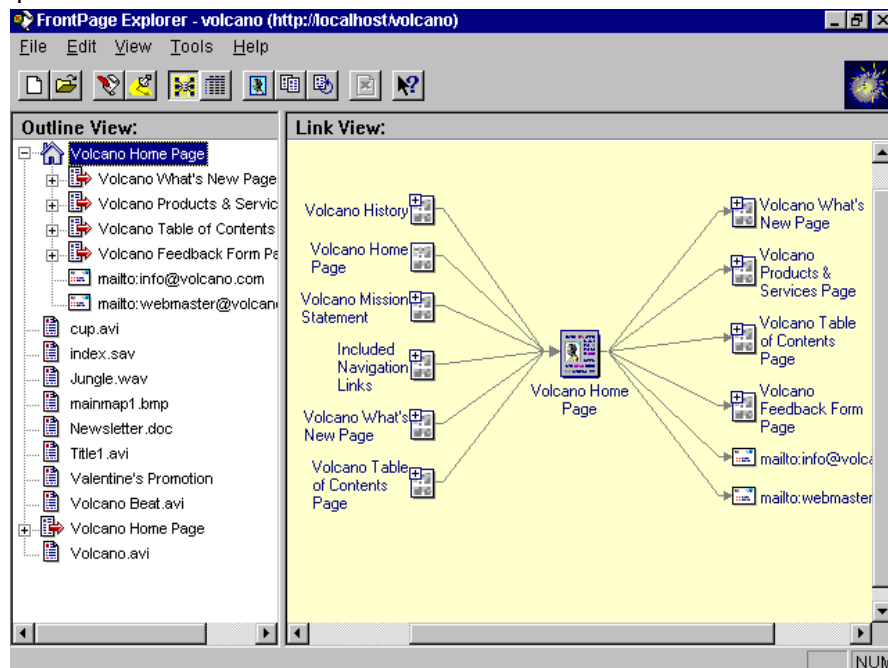
- **IntelliSense** IntelliSense features make Office 97 the place for creating, editing, and analyzing content, whether it is published online or in print format.
- **Collaboration** New features in Word and Microsoft Excel allow users to work together on their documents and spreadsheets.
- **Analysis and Data Access** Powerful tools such as Microsoft Excel PivotTable® dynamic views which create powerful reports, and access to most data types, make Office 97 a universal client for your desktops.

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Administrator Technologies

- **Microsoft FrontPage™** Create an entire Web with the FrontPage Web authoring and management tool that brings the ease of use of Office to Web creation.

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1 Microsoft FrontPage

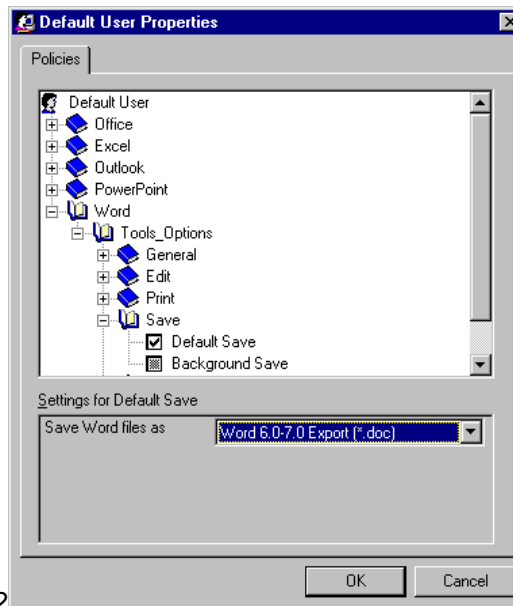
Intranet Solutions

- **The Office Development Environment** Office is the second most popular development environment after Windows®. New to Office 97 is Visual Basic® for Applications in Word, Microsoft Excel, Microsoft Access, and PowerPoint. With a development environment that is shared across these applications, you can create custom, line-of-business solutions in Office 97. Connecting these solutions to your intranet makes it easier for users to access them. This development environment also includes consistent object models, support for OLE, and support for ActiveX Controls.
- **Enterprise Connectivity** Use Office as your universal client, connecting to e-mail, ODBC data sources, and legacy data housed in mainframes or AS/400s. Office supports a wide variety of industry software and standards, including HTML, SGML, ODMA, NotesFlow, NotesFX, MAPI, and TAPI.

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Improved Software Administration

- **Improved Setup** Choose from several options, even running 90% of Office from a server.
- **Network Installation Wizard** Use this tool to fully customize your installation.
- **Microsoft Systems Management Server*** Support includes providing files required for delivering setup scripts to the end user desktop in a hands-off manner and reporting back on successful completion of installation.
- **System Policy Template** The administrator who implements Windows 95 or Windows NT® Workstation 4.0 system policies can easily configure Office settings, including the default file formats for saving files.



- **Microsoft Office 97 Resource Kit*** Complete documentation for the support professional, including setup and deployment, upgrading from previous versions of Microsoft or non-Microsoft applications, and administering an web of Office and HTML documents.
- **Third Party Community** There is a broad community of developers, trainers, book writers and systems integrators familiar with Microsoft Office.

For More Information

Visit the Microsoft Office World Wide Web site at
<http://www.microsoft.com/office/>

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* Available separately.