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Jeff Boettcher  
Creative Director



Microsoft®

# Microsoft® **Office 98** **Macintosh® Edition**

*Results As Brilliant As Your Ideas*

Microsoft Office Family Member 

Get the most out of your Macintosh with Microsoft Office 98 Macintosh Edition—intelligent applications tightly integrated with the Mac OS™ that help you accomplish more with far less effort.

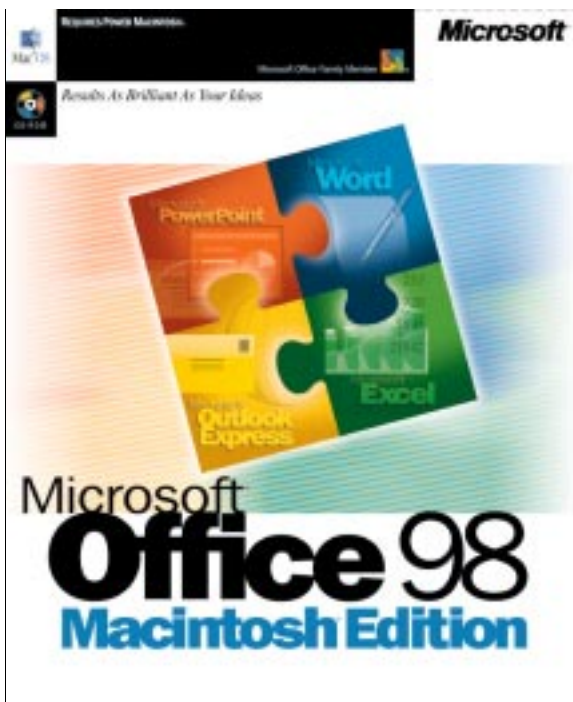
Work the way you want with Microsoft Office 98 Macintosh Edition, which brings together the world's best-selling business productivity applications in an environment tightly integrated with the Mac OS. Everything about it is designed to help you get better results with less effort, to communicate and collaborate easily, and to get the most out of your Mac.

Office 98 supports the platinum appearance defined by Apple and seen in Mac OS 8. In addition, extended support for Apple technologies makes it easier than ever to maximize all the resources of your Power Macintosh®.

Office 98 helps all users get great results faster and with less effort using innovative, time-saving features such as the Office Assistant, which can walk you through virtually any task in every application. The Microsoft Word Table Drawing Tool helps you effortlessly create tables the way you want them to look. The intuitive Spell It and Grammar Check features save you time by proofreading your

spelling and use of grammar as you type so you can correct common mistakes on the fly. Common menus, toolbars, and commands across all Office applications mean that once you've learned the features in one application it's a snap to use other Office applications.

With Office 98 you don't have to work alone. Powerful communication and collaboration features enable you to share work with others across platforms, across the office, and even over the Internet. Revolutionary new Web technology in Office 98 helps you quickly and easily author exciting multimedia pages directly from your Office 98 applications without having to learn HTML. Add hyperlinks to other Office documents for easy navigation from document to document—or to Web pages—on your hard disk, company intranet, or the Internet. Easily communicate, collaborate, and share Office documents with others—even Windows users—by using Microsoft Outlook™ Express. And take advantage of advanced workgroup features such as Document Versioning, Track Changes, and In-Place Comments in Word, and Shared Workbooks in Excel.



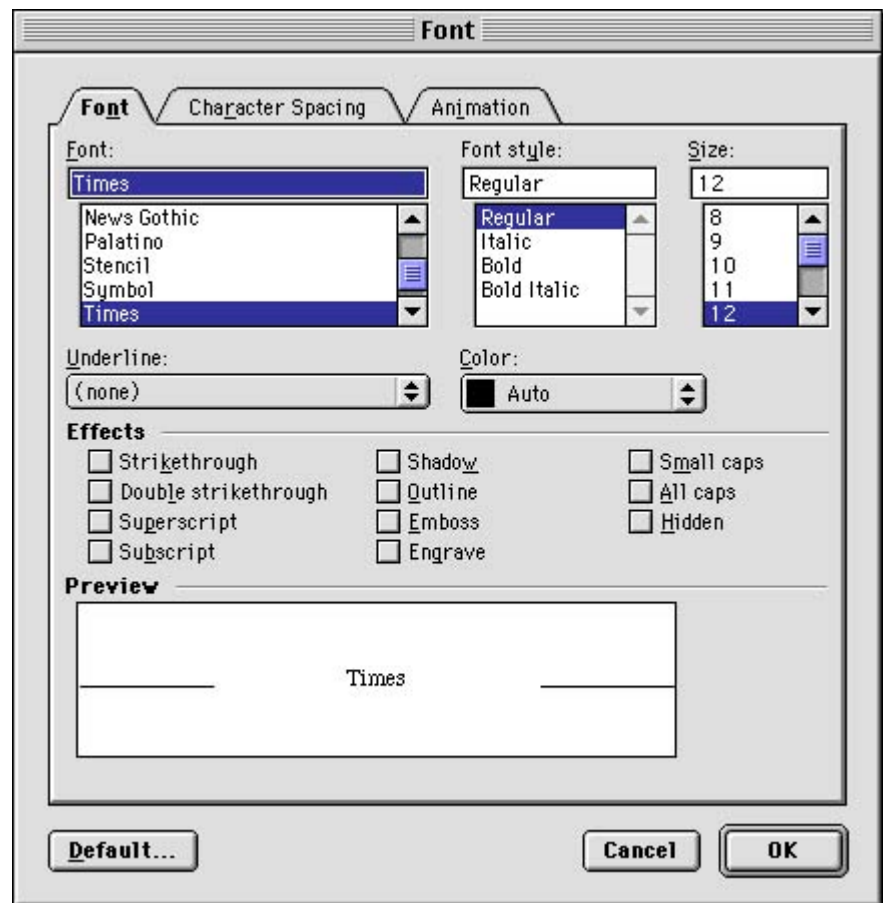
Office 98 Macintosh Edition is the suite that helps you get the most out of your Macintosh and create results as brilliant as your ideas.

## Product Highlights

## Get the most from your Macintosh

Every application in Office 98 Macintosh Edition is tightly integrated with the Mac OS, offering the functionality, appearance, and behavior that you demand from a Macintosh application.

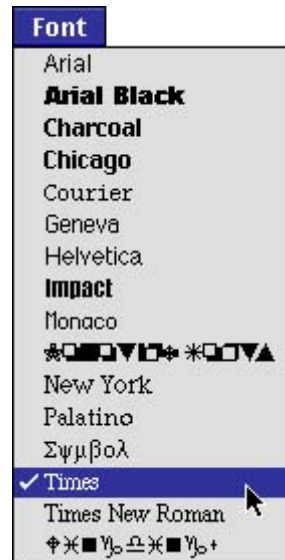
- **Familiar Macintosh Appearance and Behavior:** Work the way that fits your style with a new Office appearance and behavior tightly integrated with the Mac OS. Support for the Mac OS 8 platinum appearance, sticky menus, Contextual menus, and dialog boxes tightly integrated with Mac OS 8 make it easier than ever to work the way you want.



*New integration with the latest Mac OS makes dialog boxes and controls work the way you want in the Mac environment.*

- **QuickTime® Support:** Add the power of QuickTime technology to all your Office documents with QuickTime movies and QuickTime VR panoramas.
- **Macintosh Drag and Drop:** Share information easily between documents, Office applications, and other Mac applications by simply dragging and dropping. Office 98 Macintosh Edition now supports Macintosh Drag and Drop technology to make sharing information across applications and systems easier than ever.

- **Easy Setup and Management:** Install Office 98 by simply dragging and dropping a folder onto your hard disk—without lengthy installation programs. And since Office 98 is self-repairing, applications can automatically fix any problems that they encounter. For example, you can change the name of your hard disk or move your Office 98 folder around without affecting the performance of Office 98 applications.
- **WYSIWYG Font Selection:** View and select just the fonts you want with the WYSIWYG Font Menu in Word 98 to create great-looking documents with ease.



*See font styles as they will appear in your documents with the WYSIWYG pull-down font menu.*

- **Word 5.1 Menu Option:** Stay productive by working in a familiar menu interface if you upgrade from Word 5.1.



## Better results with Less Effort

Everything in Office 98 Macintosh Edition is designed from the ground up to help you do more with less effort. Built-in tools automatically spring into action to simplify complex tasks. Intelligent utilities quickly find and fix mistakes with a single mouse-click so you can be proud of what you produce. Intuitive visual tools make it a snap to create stunning graphics, draw tables, select cell ranges, format and print worksheets, and more. And Help is always ready to guide you step-by-step through any task.

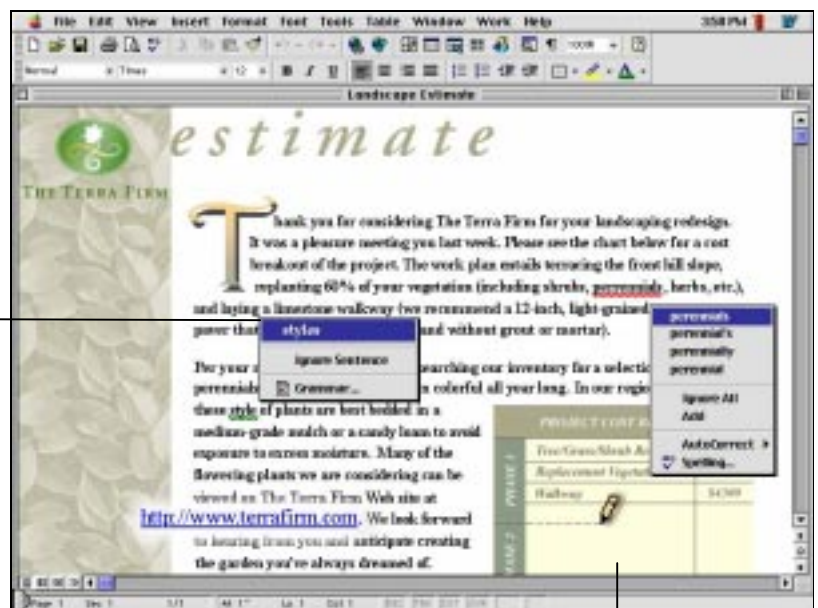
- **Office Assistant:** Discover easier ways to accomplish your everyday tasks more efficiently with interactive advice, tips, and information. You can even ask the Office Assistant questions in your own words. Along with giving you the answer, the Office Assistant can walk you through every step to achieve your desired result.



*Discover easier ways to get your work done—such as saving any Office document as HTML—with interactive help from the Office Assistant.*

- **Grammar Check, Spell It, and Quick Thesaurus:** Fix common errors on the fly. Grammar Check and Spell It proofread your documents as you type and Quick Thesaurus provides synonyms for the selected word. All you have to do is CONTROL+click over the marked text, and choose the appropriate correction.
- **Word Table-Drawing Tool:** Create custom tables as easily as you would with a pencil, paper, and eraser. You can easily make columns, rows, and cells of virtually any size to fit your data.

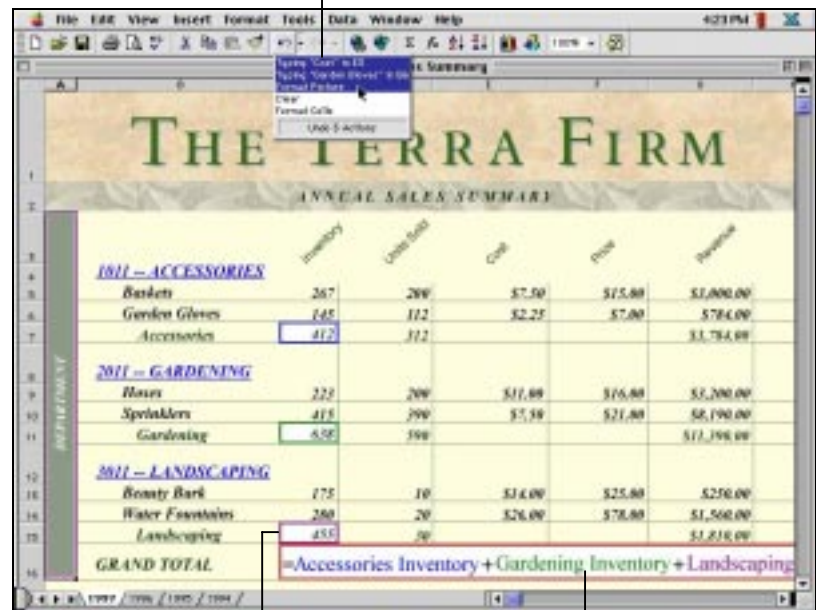
*Fix common errors on the fly—Grammar Check and Spell It proofread documents as you type—or check word alternatives with Quick Thesaurus.*



*Create tables as easily as you would with a pencil and paper, making columns, rows, and cells of varying sizes and shapes to custom fit your data.*

- **Multiple Undo:** Never worry about making mistakes! Undo multiple changes you've made in Word, Excel, and PowerPoint® documents with a single mouse-click.
- **Excel Formula AutoCorrect:** Correct most common formula-writing mistakes on the fly such as extra parentheses and double operators—Formula AutoCorrect highlights errors and offers to correct them for you.
- **Excel Natural Language Formulas:** Build formulas and equations using your own words, rather than complicated cell references.
- **Range Finder:** Edit your formulas visually with Range Finder, which provides a color-coded border on cells that are referred to in the formula. Simply drag and drop the colored box to update your formula.

*Undo multiple changes. With new Multiple Level Undo, going back to the previous state of your work isn't a problem.*



*Use the color-coded borders in Range Finder to identify cells that make up a formula or chart. Edit your equations by simply dragging and dropping.*

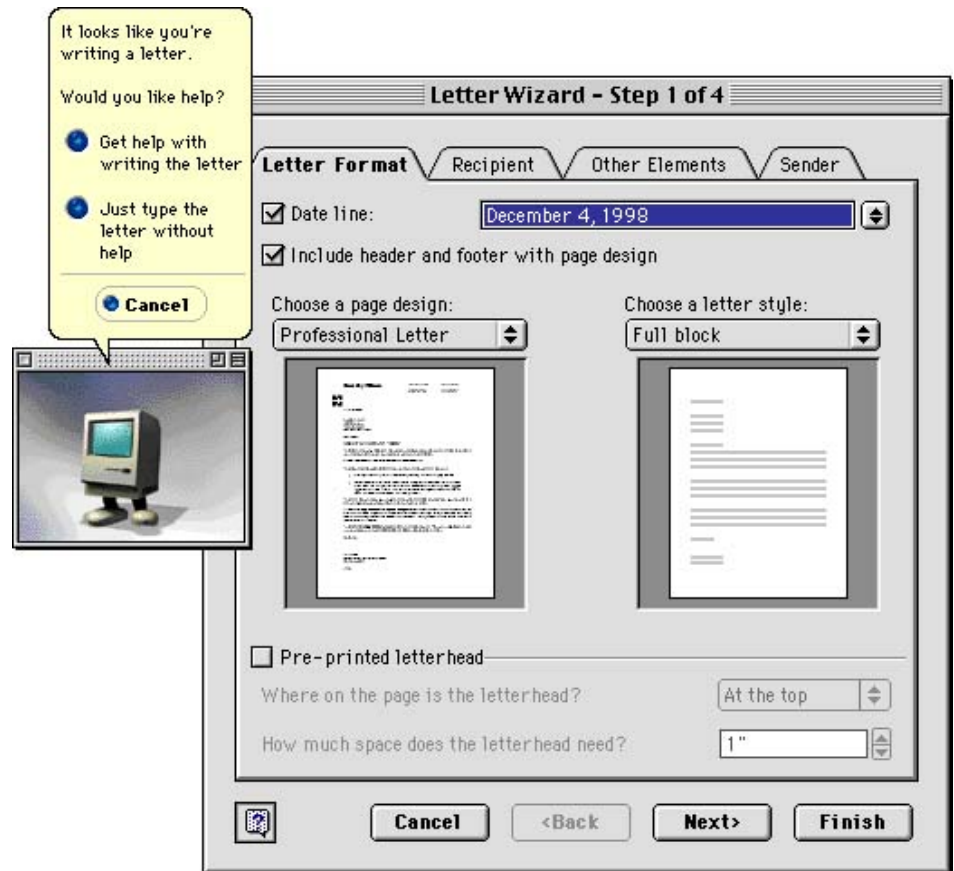
*Build formulas and equations using your own words with natural language formulas.*

- **OfficeArt:** Create 3-D effects, shadows, multicolored fills, textures, and Bézier curves with OfficeArt—a powerful set of drawing tools that is shared across Office 98 applications. OfficeArt makes it a snap to add professional, appealing images to any Microsoft Office document.



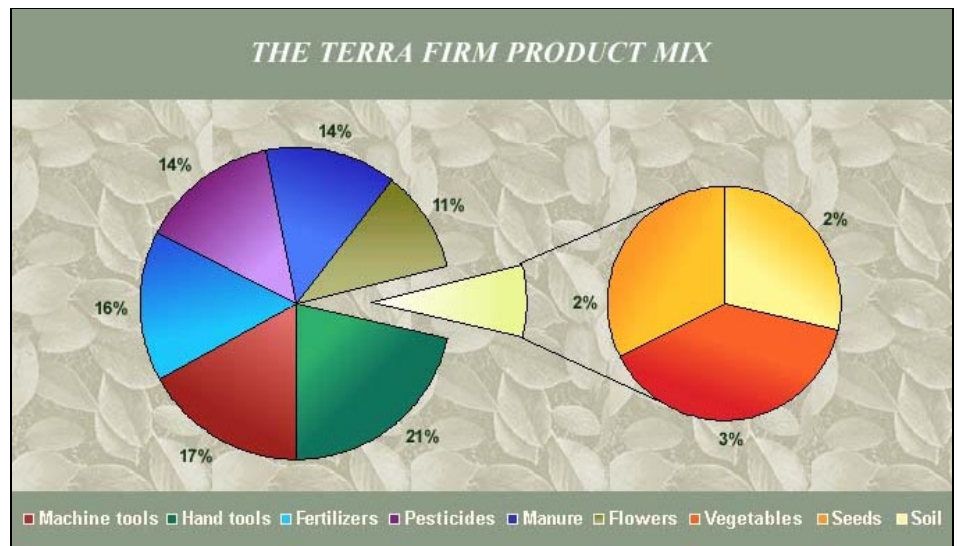


- **Letter Wizard:** Save time and effort by simplifying the task of creating letters. The Microsoft Word Letter wizard automates common letter-writing elements such as addressing and formatting, so you can focus on the content rather than on the formatting details.



*Create everyday documents easily with intuitive tools such as the Letter wizard in Word, which formats your letters and inserts dates and addresses—all automatically.*

- **Excel Custom Cells:** Break out of the grid with new custom cell formatting that allows you to create professional-looking reports in Excel 98. Custom Cells allows you to rotate and indent text, merge cells, and use Autosize text to automatically scale the font to fit your cell size.
- **Excel Improved Charting:** Create stunning charts instantly with the improved Chart Wizard, which provides access to all the charting features from one place. Excel charting is now integrated with the OfficeArt drawing layer to help you create professional charts. Format chart walls, floors, and the faces of 2-D and 3-D charts with pictures, textures, and gradient fills. Select from many new types of charts including bubble, time series, and pie-of-pie.



*Get clearer insight into your data. New Microsoft Excel 98 charts, such as bubble, time series, and pie-of-pie, show the true meaning of your numbers.*

- **Excel Visual Printing:** Select exactly what you want to print. Simply drag and drop your page breaks—Excel automatically resizes data and charts to fit your new page parameters.
- **PowerPoint Design Templates:** Apply more than 30 new designs to your presentations for a more polished, professional appearance.
- **PowerPoint Improved Animation:** Give your presentations pizzazz with improved transition animations including Spiral, Swivel, Zoom In/Out, and Crawl.
- **Visual Basic® for Applications:** Develop custom business solutions for all Office 98 applications faster than ever before. Visual Basic for Applications support has been extended to all of the Office 98 applications. A new integrated development environment based on the award-winning Visual Basic programming system makes it easier than ever to create powerful business solutions using shared Office Forms, and a simple yet powerful set of debugging tools.

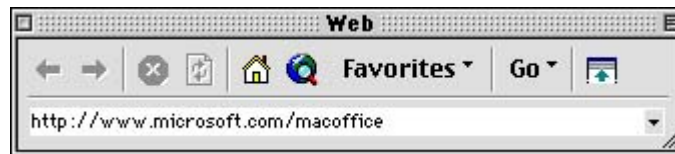




## Collaborate across platforms and across the Internet.

Office 98 Macintosh Edition makes it easier for individuals and teams to work together on projects across operating systems, corporate networks—even across the Internet. Advanced workgroup functions let you review comments on documents from multiple users and share documents with users of Office 97 for Windows® with no translation. New Web features such as Save As HTML, Import HTML, and hyperlinking allow you to create exciting multimedia Web documents and use the best of the Web right from within your Office 98 applications.

- **Internet Assistants:** Create exciting Web pages in any Office 98 application without having to learn HTML. Internet Assistants walk you through creating multimedia Web documents from any of the Office 98 applications.
- **Web Toolbar:** Navigate through your Office 98 documents with the functionality of a browser. Jump forward and backward between hyperlinked Office documents.

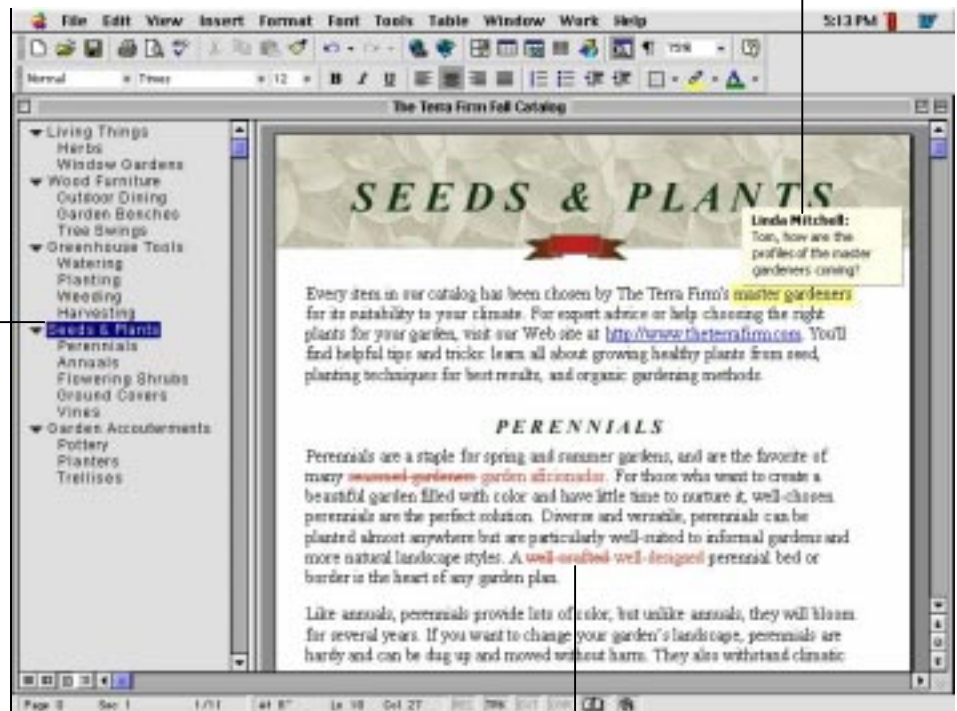


*Search the Web, jump to favorites, and follow links between documents with the Web toolbar.*

- **Save As HTML:** Create HTML documents in any Office 98 application. Office 98 provides built-in support for creating Internet and intranet content so you can build sophisticated and powerful multimedia, Web-ready documents with rich formats.
- **Hyperlinks:** Integrate remote information directly into your Office 98 documents. It's easy to create links to other Office files and Web pages, on or off your Macintosh.
- **Import HTML:** Bring HTML content into Office applications without having to reformat.
- **Document Versioning in Word:** Track and manage all versions of a document, even those from multiple users. All versioning information is stored within the document, so you don't need to waste time or devote hard-disk space to sorting through multiple copies.
- **Track Changes in Word:** Track and manage all changes made to your Word document. Word automatically tracks all changes from multiple users and can highlight them on-screen or in the printed document. You also have the capability of accepting or rejecting any changes made to your document.
- **Word In-Place Comments:** Make comments on a document without altering the original text. In-Place Comments let you embed a comment in the text that is revealed when users hover over the reference. Text areas with attached comments are highlighted to give you an easy way to find comments.

Add notes to text without changing the original content with In-Place Comments.

Navigate between sections of your document by clicking a hyperlink in the innovative new Document Map in Word.



Let Word 98 track all revisions to your documents with Track Changes.

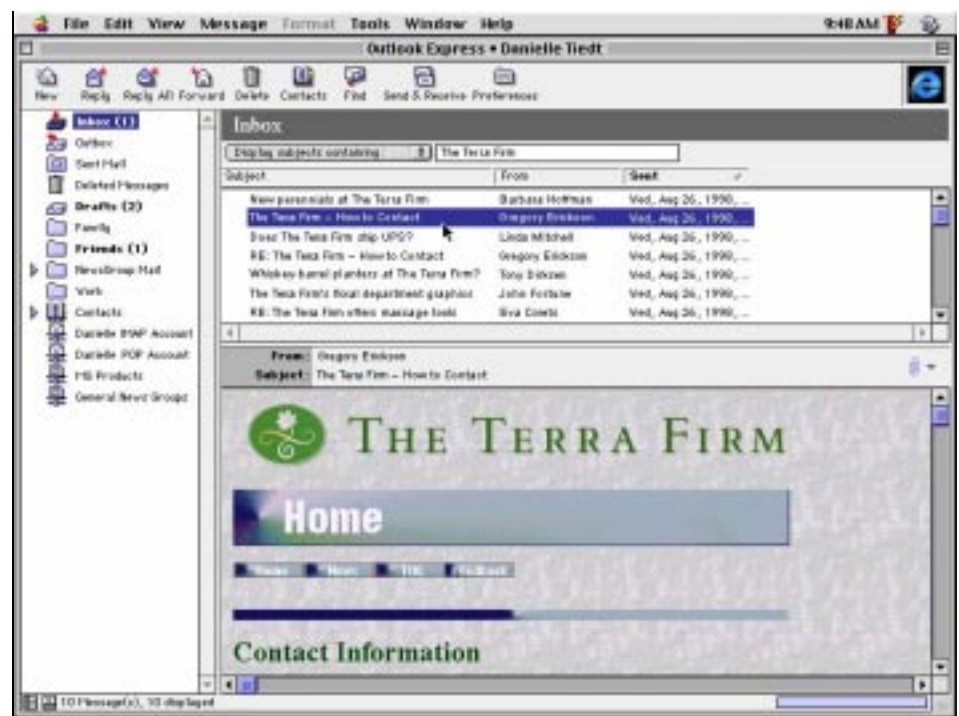
- **Document Map in Word:** Navigate through your document by simply clicking a hyperlink in the innovative new Document Map in Word.
- **Web Queries in Microsoft Excel:** Import dynamic, real-time data such as stock quotes, currency exchange rates, or even sports scores into your Excel spreadsheets with Web Queries. Data can be fed directly into your formulas or charts and refreshed automatically to keep it up-to-date.
- **Excel Shared Workbooks:** Multiple users can now simultaneously edit and save changes to one Shared Workbook. Excel also makes it simple to review changes from multiple users with color-coded cell borders. The workbook owner can accept or reject any changes made to the workbook.
- **Custom Shows in PowerPoint:** Save multiple versions of a presentation within a single PowerPoint file, then present only the slides you need for a specific audience.

REVENUE FORECAST WORKSHEET								
Description	FY96	Q1	Q2	Q3	Q4E	FY97E	FY98F	% Change
Gross Revenue	\$513	\$166	\$187	\$116	\$105	\$574	725	36.24%
Returns and Allowances	24	12	45	78	56			
Payroll	246	82	76	55	62			
Materials	35	15	10	89	10			
Maintenance	18	46	75	75	87	\$283	197	-30.39%
Utilities	6	13	32	54	76	\$175	162	-7.43%
R&D Expenses	12	29	52	86	45	\$212	325	53.30%
Sales and Marketing	75	26	18	16	21	\$81	112	38.27%
General Administrative	30	10	11	19	11	\$51	87	70.59%

John Rodman - 8/21/97 2:42 PM:  
Changed cell G7 from '34' to '56'.

Work more effectively as a team with Excel Shared Workbooks. Use the Track Changes feature to see when changes were made, and by whom.

- **Excel In-Place Comments:** Make comments in any Excel workbook without changing the original content. In-Place Comments let you embed a comment in the text that is revealed when users hover over the cell.
- **PowerPoint Comments:** Make comments to individual PowerPoint slides in a special view that can be toggled on and off.
- **PowerPoint Meeting Minder:** Track action items easily during your meetings. You can automatically create a final slide in your presentations that highlights the action items discussed in your presentation.
- **Document It:** Export PowerPoint data to Word to create meeting notes instantly. Or convert your entire presentation into a Word document with one mouse-click.
- **Cross-Platform coexistence:** Interactive collaboration tools provide an easy solution for communicating with different users regardless of operating system. And you can seamlessly share files between Office 97 for Windows and Office 98 Macintosh Edition—no conversion is ever needed.
- **Outlook Express:** Communicate efficiently and effectively with anyone, anywhere in the world using the Outlook Express messaging and collaboration client. Built-in migration tools make it easy to get started, while background spell checking and full support for the latest Internet standards—including POP3, SMTP, IMAP4, NNTP, LDAP, and HTML—ensure powerful e-mail communication for you personal or business needs.



*Create high-impact messages with support for the latest Internet mail technologies, such as HTML mail.*

- **Microsoft Internet Explorer:** Explore the World Wide Web with Microsoft Internet Explorer. Complete integration with Office 98 provides all the tools you need to make the most out of Internet or intranet, so you can get the Web the way you want.

## Inside Microsoft Office 98 Macintosh Edition

<b>Tight integration with the Mac OS</b>	
<b>Macintosh Appearance and Behavior</b>	Work the way you want—Office 98 applications use the Mac OS 8 platinum appearance and visuals and provide support for contextual menus, a WYSIWYG font menu—even the Word 5.1 menu option—all tightly integrated with the Mac OS.
<b>Support for Apple Technologies</b>	Get the most out of your Macintosh with support for innovative Apple technologies such as QuickTime and QuickTime VR, and Macintosh Drag and Drop.
<b>Easy Setup and Management</b>	Install Office 98 more easily than ever with new Drag and Drop install, which lets you simply drag the Office 98 folder to your hard disk—no lengthy setup program is required! And now Office 98 applications are self-repairing if a problem is ever encountered. You can change the name of your hard disk or drag your Office 98 folder to a new location without affecting your Office applications.
<b>Get better results with less effort</b>	
<b>Easy to Learn and Use</b>	Be productive right away when using any Office 98 application. Features such as the Office Assistant provide intuitive help when you need it. Common menus, toolbars, and commands across all Office applications mean that once you've learned the features in one application it's a snap to use other Office applications.
<b>Automates Everyday Tasks</b>	Save time by catching and correcting errors as you work using features such as Spell It and Grammar Check.
<b>Professional Results</b>	Bring a higher level of professionalism and polish to your Office documents with features such as OfficeArt, the Word Table Drawing Tool, Excel Custom Cells, and PowerPoint Design Templates.

## Communicate and collaborate with ease

<b>Advanced Internet technologies</b>	Create exciting Internet and intranet content from your Office 98 documents. You can save your documents as HTML, import HTML content, or insert hyperlinks to documents and Web sites from any Office application. You can also have Internet Explorer 4.0 deliver the Internet content you want directly to your desktop.
<b>Powerful Communication and Collaboration Tools</b>	Powerful workgroup features such as Word Document Versioning, Word Track Changes, In-Place Comments, and Excel Shared Workbooks make it easy to share documents and track changes from multiple users. And you can transfer documents between Office 98 Macintosh Edition and Office 97 for Windows without any conversion.
<b>Rich Internet Mail</b>	Communicate more effectively with enhanced e-mail and contact management tools from Outlook Express, including built-in migration tools, background spell checking, and full support for the latest Internet mail standards, including POP3, SMTP, IMAP4, NNTP, LDAP, and HTML.
<b>The Web the Way You Want It</b>	Explore the World Wide Web with Microsoft Internet Explorer. Complete integration with Office 98 provides all the tools you need to make the most out of Internet or intranet so you can get the Web the way you want.

## Specifications

### To use Microsoft Office 98 Macintosh Edition, you need:

- Any PowerPC processor-based, Mac OS-compatible system (clock speed of at least 120 MHz recommended)
- Apple Mac OS System 7.5 or later (System 7.5.5 or later recommended)
- 16 MB of RAM to run applications individually; more memory is required to run additional applications simultaneously (32 MB recommended)
- 49–120 MB of available hard-disk space; approximately 90 MB for Easy Install, depending on configuration
- CD-ROM drive (or connection to a Local Area Network if installing over network)
- Monitor or display supporting 16 grays or 256 colors, with 640 × 400 or higher resolution

### Additional items or services required to use certain features:

- 9600 or higher-baud modem (14,400 recommended)
- Some Internet functionality may require Internet access and payment of a separate fee to a service provider

### Additional hard-disk requirements for Value Pack components:

- Up to 58 MB to add optional clip art, templates, help, or other components from the Value Pack
- Up to 10 MB to install Internet Explorer

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**Note:** Microsoft Office 98 Macintosh Edition comes on one compact disc.

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



*Create and manage your Internet or intranet Web sites the fast and easy way with Microsoft FrontPage® 1.0 Macintosh Edition.*

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