



rec'd 9/12
1130

PACKAGING ONE-TIME COPY REVIEW

Project: WinOffice OEM Working Model Cv Letter
Job Number: 5535
Writer/Designer: Patty McKeehan

RETURN TO: KIM YOSHIDA, 9/1199

Issue Date: 9/12

Due Date: 9/12 EOD

	Initials	Date	Comments	
			YES	NO
(Proj. Initiator) Bill Veghte				
(Legal)* Lynn Clewell	lcc	9/12	X	
(Editor) Sara Levant				
(CC Spec.) Steph Hooper				
(Prod. Support) Robin Blackstock				

If comments on copy and layout come back to Corporate Communications after the due date noted, there may be schedule delays required to include the changes.

FOR YOUR INFORMATION ONLY

Susan Sullivan (Int'l)
Martha Dale
Tony Dirksen

Ken Orvidas

Jeanne McKinnon
Coleman Barney
Mark Kroese
Karen Monte Calvo
Patti Reed

* Although we may occasionally route copy/layout to more than one person in each of these departments, we have only one contact person in each group. The contact person is responsible for combining comments received from anyone in the department onto one copy, and then returning it by the date indicated.

MS-PCA 2599314

CONFIDENTIAL

WinApps OEM Working Model Cover Letter 9/11/90 Paty McKeehan

2
Dear Customer, TM

We are delighted to be enclosing Working Models for the Microsoft (R) Family of Windows Applications. These are designed to give you a hands-on opportunity to get acquainted with the most powerful programs available for the new Windows graphical environment version 3.0.

When used with the Windows environment version 3.0, MS(R) Windows applications will help you work faster and more efficiently. All Windows applications share similar conventions so once you've learned one, it's easy to learn the others. And it's easy to use them all together.

These working models are fully functional versions (with some limitations) of our four powerful business programs designed for the MS(R) Windows graphical environment version 3.0. The set includes:

Microsoft Excel for Windows gives you the most powerful spreadsheet on the market, with a lightning-fast database, outstanding graphics and impressive analytical tools.

Microsoft Word for Windows makes it easy to speed through every kind of word processing job, with great features such as templates and style sheets to automate frequently performed tasks. Word for Windows makes it easy to mix text, graphics, and data on a single page.

Microsoft Project for Windows makes project management easier and more flexible than ever before. It organizes, schedules, chart and summarizes every aspect of a project and lets you customize it to suit your situation.

Microsoft PowerPoint[®] for Windows helps you create dazzling overhead and 35mm slide presentations right from your own PC. WYSIWYG (what you see is what you get) technology lets you create slides or overheads directly on-screen. Special presentation management features makes it easy to organize your presentation too!

The enclosed program guide explains how to use these programs and how seamlessly they work together. For example, you can cut and paste data or charts from a Microsoft Excel for Windows spreadsheet into a report written in Microsoft Word for Windows. You can then create two-way links so that any changes made in your spreadsheet automatically change the linked information in your document. And because Microsoft Windows gives you great memory management, you can run more than one Windows application simultaneously. It's multitasking at its best!

MS-PCA 2599315

CONFIDENTIAL

WinApps OEM Working Model Cover Letter 9/11/90 Patty McKeegan

With Windows applications, any task is easier and more productive than ever before.

All Windows applications give you immediate visual feedback which makes learning and using them faster and easier than ever. Intuitive icons, easy-to-read menus, and dialog boxes show you where you are in the program and what options are available to you.

The Microsoft Family of Windows applications is available now.

Call our Windows™ computing hotline at (800) 323-3577 (OK??) for the location of a dealer near you. Once you've tried these amazing graphical applications, and experienced how powerfully they work together, you'll want the complete programs with all the features and benefits of Windows computing!

You can also call the number above?? to order additional working models of these programs for \$9.95 each (plus applicable sales tax).

If you have any technical questions regarding the Microsoft Family of Windows Applications, please call Microsoft Product Support Services at (206) 637-9309.

Enjoy exploring the most powerful, productive business applications available.

Sincerely,

Pat Crenshaw
Microsoft Customer Service

Enclosures

*and shipping + handling?
(any limit on #?)
while supplies last?
offer expires?
allow - who for delivery?*

The working model is provided as-is, without warranty. Please feel free to make unlimited copies of the working model for friends and co-workers. However, you may not create copies or disseminate the program or create any derivative works based on whole or part of the program.

Microsoft, the Microsoft logo, MS, PowerPoint, are registered trademarks and Windows and Windows Computing are trademarks of Microsoft Corporation.

0990 Part No. _____

MS-PCA 2599316

CONFIDENTIAL