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RETURN TO: **KIM YOSHIDA 9/1199**

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*Invest in three essential Business productivity tools at a significant saving!*

Dear Customer:

*graphical environment*

Thank you for your interest in The Microsoft®Office for Windows™. With over one million copies of Microsoft Windows-version 3.0 already sold, the Windows graphical environment is rapidly becoming the new standard interface for PCs.

The Microsoft Office for Windows is designed to help all kinds of businesses take full advantage of the new interface. This is a special-edition package of three essential business productivity tools that work together and share data seamlessly. Since they're all part of the Microsoft Windows family, they act alike. So once you've learned one, it's easy to learn the others. A special guide is included in the package to give you tips on how to work together with these products most effectively.

The Microsoft Office for Windows combines full-featured versions of the most sought after business productivity tools—Microsoft Excel for Windows, Word for Windows, and PowerPoint®for Windows—at a special-edition price. The enclosed data sheets give you all the details on each of the products. Here are just a few highlights:

Microsoft Word for Windows, the industry's leading word-processor, makes it dramatically easier to mix text, graphics, and numerical data. WYSIWYG (what-you-see-is-what-you-get) editing lets you see all fonts and graphics on-screen exactly as they'll print. And you can easily share files and information among other Windows applications.

Microsoft Excel for Windows is the leading graphical spreadsheet, with all the analytical tools necessary to deliver fast results. You can work effortlessly with multiple worksheets and graphs on-screen and produce great-looking output. Plus you can link the program with Word for Windows and PowerPoint for Windows to share data seamlessly.

Microsoft PowerPoint for Windows makes it easy for *anyone*—even those with no graphics experience at all—to create professional-looking, high-quality overhead and 35-mm slide presentations quickly. The program includes GraphicsLink™ software to make it easy to send slides via disk or modem to Genigraphics, the world's largest network of slide service bureaus.

*one of*

*What is  
basis  
for  
this  
claim?  
When did  
it overtake  
WordPerfect?*

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The Microsoft Office for Windows is a great product at a great value (over 30 percent less than the individual products' list price) and it's a good investment for your business. If purchased separately at list price, the three products' total would be \$1195. Right now you can take advantage of our introductory price of \$995.

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Thank you for your interest in The Microsoft Office for Windows.

Sincerely,

\$1495

Pat Crenshaw  
Microsoft Customer Service

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