Microsoft® Office
Fact Sheet
for Windows® 95

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Office Applications and the Internet

Introduction

This document presents an overview of Internet related products and technologies which have been integrated into Microsoft® Office for Windows® 95.

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Internet Assistant for Microsoft Word for Windows 95

What   Internet Assistant for Microsoft Word for Windows 95 is a no-charge add-on that allows users to create and edit documents for both Intranets and the Internet from within Microsoft Word. Internet Assistant is a full-featured Internet authoring tool that automatically converts Word files to HTML and provides users with an interface for inserting hyperlinks, images, and forms in their documents. As a result, users are able to create richly formatted documents without having to understand the complicated code associated with Hypertext Markup Language (HTML).

How   New to Internet Assistant 2.0 are the following features:

- **Full support of HTML tags people use most:** Internet Assistant now supports authoring of commonly used HTML 2.0 extensions such as tables, font size, image height and width, centering, background picture and background color. Internet Assistant also supports Microsoft Internet Explorer's new HTML tags such as marquee text, watermarks, In-Line video, super and subscript, and background sounds.
- **Improved Hyperlink and Forms interface:** It's easy to create hyperlinks and Internet forms with Internet Assistant's re-designed interface. Users may create hyperlinks between HTML documents and other Microsoft Office documents on either the Internet or an organization's Intranet with the click of a button.
- **Insert Hyperlinks in compound Word documents:** Internet Assistant lets users insert hyperlinks in Word documents as well as HTML documents that are intended either for the Intranet or the Internet.
- **Easy viewing and editing of HTML source code:** New menu item allows for easy toggling between HTML source code and a more WYSISYG view of the document. Users may directly edit their source code if they so choose.
- **Author and Test your Hyperlinks from within a single Interface:** Users may test hyperlinks from within Internet Assistant or click on the toolbar to toggle to their Web browser for a more WYSIWYG view of their work.

Why   When it comes to creating documents for an Intranet or the Internet, users want to leverage their knowledge of and investment in tools the already understand and use each day. Because Internet Assistant is Microsoft Word, users are able to take advantage of the advanced functionality of features like AutoFormat As You Type, Spell It, and AutoCorrect when creating web documents in this familiar environment.

When   Internet Assistant 2.0 is currently available in beta and can be downloaded from the under "Free Stuff," and from MSN™, The Microsoft Network, on the MSWORD forum. A disk version can also be ordered from Microsoft, at 1-800-426-9400, for the cost of shipping and handling.

The earlier version of Internet Assistant (version 1.0 for Word 6.0 for Windows 3.11) can also be downloaded from the above areas.

More Information   Visit the Word area of the Microsoft Web site at: http//www.microsoft.com/msword.

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Internet Assistant for Microsoft Excel

What
This no-charge add-in wizard will provide Microsoft Excel users with the ability to create and distribute Microsoft Excel documents on-line for viewing with any popular browsers. The Internet Assistant for Microsoft Excel will assist users in converting their spreadsheet data to Hypertext Markup Language (HTML) format either as a separate document or into an existing HTML document.

How
Using Internet Assistant for Microsoft Excel, customers will be able to:

- **Convert Easily to HTML**: The wizard assists users in converting a selected portion of a spreadsheet into HTML table by easy to follow instructions.
- **View Rich Text and Color Formats**: The HTML table supports formatted text and background colors for visual clarity.
- **Update Web Pages Quickly**: Customers can insert a special string that identifies where the HTML table should reside on their Web page. After the conversion, Internet Assistant for Microsoft Excel will insert the table in the specified location.

Why
With the increased demand for complex electronic document sharing via the Internet or Corporate Intranets, it has become critical that the general business user be able to easily create, edit and convert files for these two important mediums. With Internet Assistant for Microsoft Excel, users will be able to save Microsoft Excel spreadsheet data without having to understand the complicated code associated with HTML.

Who
Internet Assistant for Microsoft Excel is designed for the following versions of Microsoft Excel:
- Microsoft Excel 7.0 for Windows 95 and Windows NT 3.51
- Microsoft Excel 5.0 for Windows NT
- Microsoft Excel 5.0 for Windows 3.X
- Microsoft Excel 5.0 for Apple Macintosh / Power Macintosh systems

- **When**
Internet Assistant for Microsoft Excel is available online. It can be downloaded from the World Wide Web at http://www.microsoft.com/msexcel or CompuServe (GO 'msexcel').

More Information
Visit the Microsoft Excel area of the Microsoft Web site at: http://www.microsoft.com/msexcel.

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Internet Assistant for Microsoft PowerPoint for Windows 95

What
The Internet Assistant for Microsoft PowerPoint® for Windows 95 is a no-charge add-in that provides users with the ability to easily convert design templates, clip art images, digitized photographs, textures, and formatted text in your PowerPoint slides into rich HTML pages for publishing to the Web. Your presentations can be seen by anyone using one of the popular Web browsers.

How
With HTML support, users of the PowerPoint presentation graphics program will now be able to:

- **Leverage knowledge of PowerPoint for creating Web pages:** Users of PowerPoint already know enough to create rich documents for the Internet. All you need is the Internet Assistant to convert your presentation file into a set of linked HTML documents, ready for publishing to the Web. You get two versions of each slide, one graphic and one text. The text version is useful for Web browsers that can't view graphics, and it's faster to flip through the text version of slides. The graphic version maintains the color scheme and appearance of your original presentation.
- **Navigate with Image Map Support:** Image Map support enables flexible online navigation by registering Interactive Settings saved in a PowerPoint for Windows 95 files. Presenters can easily jump from one slide to another or to a related Web page. Just use Interactive Settings when you create your slides in PowerPoint for Windows 95 to define links. No coding is involved – the Internet Assistant automatically creates the image maps.
- **Apply your corporate design to your HTML pages:** Advanced users can customize the text and graphic templates (.TLP) so that PowerPoint outputs HTML pages that match the other Web pages for your company.

Why
The expectation and demand for exciting, flashy but content intensive Web pages is growing. It is important that the general business user be able to easily create and view files for either the Internet or internal corporate Intranets. With the Internet Assistant for PowerPoint 95, users can create and share compelling information taking advantage of their knowledge of PowerPoint without having to know sophisticated authoring or programming languages, or the complicated code associated with Hypertext Markup Language (HTML).

When
The Internet Assistant for PowerPoint 95 can be downloaded from the WWW at http://www.microsoft.com/mspowerpoint under "Free Stuff", and CompuServe (GO "msdesktop", then see the PowerPoint for Windows section).

More Information
Visit the PowerPoint area of the Microsoft Web site at: http//www.microsoft.com/mspowerpoint

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Microsoft Word Viewer for Windows 95

What

The Microsoft Word Viewer for the Windows 95 is a no-charge, freely distributable application that lets people who don't have Word view and print Word documents with full fidelity. The Word Viewer automatically configures itself as a helper application for most major Web browsing tools so that users may view and follow hyperlinks in Word documents on the Internet or an Intranet.

How

With the Word Viewer, users will be able to do the following:

- **Easily share Word documents with non-users:** Non-Word users will be able to access, view and print Word documents with full fidelity without running Microsoft Word.
- **Easily navigate through Hyperlinks:** Users can navigate through hyperlinks to other word documents or other Internet or Intranet sites.
- View documents in various layouts: Users are able to view documents in page layout, zoom and outline. In addition they have the ability to view headers and footers, footnotes and annotations.
- **Copy information:** Users can easily copy selected text onto their Microsoft Windows 95 desktop or into another application.
- **Search for selected text:** Users can easily search for specific text or formatting using the *Find* feature.
- **Reading previous versions:** The Word Viewer can read files created with Word version 1.0 for Windows and later as well as files created with Word version 4.0 and later for the Macintosh®.

Why

Authors creating documents for the Internet today find that their documents look different depending upon which browsing tool any individual reader happens to use. As more and more Word users publish online, the Microsoft Word Viewer allows them to share documents in their original format. Using Word documents, all users can see and print the online document as the author intended. This enables users to create and share one file regardless of whether it will be printed, viewed online on their organization's Intranet, or on the Internet.

When

The Microsoft Word Viewer is currently available and can be downloaded from the Word area at http://www.microsoft.com/msword under "Free Stuff," and from MSN, The Microsoft Network, on the MSWORD forum. A disk version can also be ordered from Microsoft, at 800-426-9400, for the cost of shipping and handling. A version that runs on Windows 3.*x* is available in the same places as well.

More Information

Visit the Word area of the Microsoft Web site at:
http://www.microsoft.com/msword

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Microsoft PowerPoint Viewer for Windows 95

What

The PowerPoint 32-bit Viewer is a no-charge, freely distributable add-on to PowerPoint for Windows 95 that can be integrated with any popular Web browser to enable users to share their PowerPoint presentations with others, regardless of whether the PowerPoint presentation graphics program resides on the audience's machine. This means users will be able to create animated, multimedia Web pages with the same easy-to-use tools they use to create PowerPoint presentations today and widely distribute their messages.

How

With the 32-bit Viewer, users will be able to do the following:

- **Easily share presentations with non-users:** People who don't have PowerPoint will be able to access, view, and print PowerPoint presentations without running the program.
- **Easily update online presentations:** When presenters save to the PowerPoint file format, the entire presentation is saved to one file, making updating online presentations a one-step process. This is much easier than the current model of text and graphics residing in separate HTML and graphic files.
- **Image Map support for links to other Web pages:** The Viewer enables branching to other Web pages via Interactive Settings in the presentation.
- **Print handouts:** Presenters can print handouts of their PowerPoint presentation using the Print button in the main dialog of the Viewer.
- **Read previous versions:** Files from all versions of PowerPoint for Windows and Windows 95, and PowerPoint 3.0 and 4.0 for the Macintosh® can be viewed.
- **Sound, animation, and rendering PowerPoint multi-color fills and textures:** All the sounds, animation, and fills used in PowerPoint 95 presentations will be displayed and played when using the PowerPoint 32-bit Viewer (sound and animation requires that the Web browser being used supports OLE).
- **Password protection:** For kiosk presentations, use the Password Locked Slide Show option in the main dialog of the Viewer to lock presentations in a continuous loop so that your slide show cannot be disrupted. The presentation will loop until Escape is pressed and the password is entered.
- **Review presentations in-place:** PowerPoint 95 presentations delivered online via the Viewer will let users see the entire presentation in-place — on one page instead of many.

Why

The PowerPoint 32-bit Viewer allows users to tap into the new domain of graphical Web page creation without having to know any advanced programming or scripting skills. Freed from the restrictions of traditional HTML pages, presenters will be able to use their same PowerPoint skills to create compelling multimedia, animated presentations, and make themselves more effective communicators.

When

The PowerPoint 32-bit Viewer can be downloaded from the WWW at http://www.microsoft.com/mspowerpoint under "Free Stuff", and CompuServe (GO "msdesktop", then see the PowerPoint-Win section). A disk version can be ordered from Microsoft, at 800-426-9400, for the cost of shipping and handling.

More Information

Visit the PowerPoint area of the Microsoft Web site at: http://www.microsoft.com/mspowerpoint

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Microsoft Excel Viewer for Windows 95

What

The Microsoft Excel Viewer for Windows 95 is a small, no-charge, freely distributable program that lets people view and print Microsoft Excel for Windows and Microsoft Excel for the Macintosh spreadsheet files with full fidelity. This gives users the flexibility of viewing, copying, filtering, or displaying data analysis in its original Microsoft Excel format on both the Internet and Intranets without requiring those viewing or sorting through the information to have Microsoft Excel for Windows 95 on their machines.

How

With the Microsoft Excel Viewer for Windows 95, users will be able to:

- **Easily share tabular data with non-users:** The Microsoft Excel viewer enables non-users to access, copy, view and print Microsoft Excel spreadsheets without running the program.
- **Copy tabular information:** Users can easily copy selected spreadsheet information from the open workbook onto their Windows 95 desktop or into another application.
- **Printing:** Spreadsheet users can also preview their work, set print area, and print worksheets choosing different Print options.
- **AutoFilter:** A popular list management feature, AutoFilter enables users to see a subset of their items in a list.
- **OLE DocObject Support:** Enables users to view spreadsheet files embedded in a Binder, other Microsoft Office applications, or any application that supports DocObjects. Microsoft Excel Viewer also allows users to activate any embedded OLE objects present in their Microsoft Excel workbooks.
- **Reading previous versions:** The new viewer will read Microsoft Excel for Windows version 2.0 and greater, as well as Microsoft Excel for Macintosh version 2.2a and higher. It will also read any Lotus® 1-2-3® file.
- **Edit spreadsheet data:** Although Microsoft Excel Viewer does not have editing capabilities, users with full versions of Microsoft Excel can edit active spreadsheet by selecting the edit option from Microsoft Excel Viewer.
- **Control Cell Size:** Users can adjust their spreadsheet column and row sizes by either specifying the limits or by dragging the borders.

Why

Today, the Internet and other on-line services do a good job of dealing with text data as well as graphic images. However, tabular data (i.e. columnar lists, graphical charts, or financial reports) are not handled well. As more and more people create and distribute spreadsheet information over the Internet and internal Intranets, they need tools like the Microsoft Excel Viewer to make it easier to view spreadsheet files.

When

Microsoft Excel for Windows 95 Viewer is available free of charge on various on-line services. It can be downloaded from the WWW at http://www.microsoft.com/msexcel/ under "free stuff", from the Excel Forums on MSN, The Microsoft Network and CompuServe (GO "msexcel"). A disk version can also be ordered from Microsoft, at 800-426-9400, for the cost of shipping and handling.

More Information

Visit the Microsoft Excel area of the Microsoft Web site at:
http://www.microsoft.com/msexcel

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Doc Objects and OLE

What

DocObjects have recently been incorporated into the OLE specification, making it an open technology standard that any vendor can support. This innovative technology allows entire documents or document files rather than just small objects (such as a Microsoft Excel chart) to be stored inside any container, including other applications. The old metaphor is one of a Microsoft Excel chart residing in a Word document. With DocObjects, for example, Word, the entire application, can provide all of its services within Microsoft Exchange (as is the case with WordMail).

How

An extension to OLE, the model is one of a "smart" Frame serving as a container for a Document Object. The Frame provides storage, transport, and the shared user interface. The Document Object — which can be any application that supports the DocObject model, including Office Compatible applications — provides the services within the Frame. In addition to WordMail, another recent example of what DocObjects makes possible is the Office and Office Compatible application integration with the Office Binder. The Binder serves as the "universal" container for any file type and the associated application provides the editing services.

Why

There is tremendous demand for increasingly complex document and file support on both the Internet and corporate Intranets. Particularly with the latter, IS departments are primarily interested in leveraging their current investments to take advantage of the new possibilities web collaboration and information sharing models can provide. By supporting DocObjects, any web browser can serve as the "Frame" for another application. For example, a Mosaic user could click on a hyperlink going to a Microsoft Excel spreadsheet. Depending on what is installed on the local computer, Microsoft Excel or the Microsoft Excel Viewer would be loaded and used to view the document, within the web browser. Using either one of these viewing options, the user would see the information in its native format, and in the case of Microsoft Excel, would even be able to further analyze the data, rather than just being able to view it statically.

DocObjects is already a standard supported by multiple vendors. Now that it is becoming a part of the open OLE specification, this number will only grow. For vendors, supporting DocObjects means they will enable their users to take their content and files on-line without the vendor having to do any additional development or special integration work. The Mosaic web browser will have support for this in their next release, as will Internet Explorer in a future release.

More Information

The updated OLE specification is available as of 12/7/95 on CD-ROM or from the WWW at http://www.microsoft.com/windows.

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Find Fast Full Text Indexing and Searching

What

Find Fast full text indexing was introduced in Office 95. It indexes the content and properties of all Microsoft Office documents within a selected area. Used in conjunction with File Open from the Microsoft Office Shortcut Bar or within any of the individual applications in Microsoft Office, Find Fast indexing can increase the speed of a search for text within a document by over 100 times. This makes it easy, for example, for any user to look for a document based on some specific text or a property rather than having to know the file name or exact location.

How

Find Fast installs on the local hard drive of a user who installs Microsoft Office for Windows 95. It then indexes the Office contents of that hard drive, or whatever portion the user requires. The index takes up a very small percentage of space (less than 7% of the content indexed). In addition, there is a version of Find Fast that runs on Windows NT™ Server that is included in the Microsoft Office for Windows 95 Resource Kit. This version has administrator privileges, allowing it to automatically update the indexes, in the background, on the server it is installed on. There will be a version that will run on the Windows NT Information Server when that is available as well, that will run on the Information Server, indexing Office documents as well as HTML documents. This will make it possible to search both the Internet and the Intranet for the Office or HTML document your users need.

Why

Today, it can be easier to find information on the Internet than on an organization's internal network. This is the reason many organizations are looking at Internet metaphors for making it easier to find information on their internal network, or Intranet. Find Fast leverages your existing investment in your LAN and desktop software to make it as easy to find last year's annual report, or the report on coffee bean sales in Asia as it is to find information on the Internet. The combination of Find Fast and either the Office applications or a search page on your Intranet makes it possible for users to find this information without having to know the server and/or drive mapping in advance.

When

Find Fast is part of Microsoft Office for Windows 95. Find Fast for Windows NT is available on the CD-ROM in the back of the Microsoft Office for Windows 95 Resource Kit from Microsoft Press, or can be found at the TechNet area on the Microsoft Web at http://www.microsoft.com/TechNet/default.HTM. All tools are described in Appendix D and can be downloaded from there as well. Find Fast for the Windows NT Information Server will be available when the Information Server ships.

More Information

The Microsoft Office for Windows 95 Resource Kit is available from Microsoft Press. The ISBN number is 1-55615-818-1, and it can be purchased in book stores or by calling 1-800-MS-Press in the United States or 1-(800)-667-1115 in Canada. Or, visit the TechNet area on the Microsoft Web at http://www.microsoft.com/ TechNet/default.htm. The online version of the Office Resource Kit can be downloaded from there, or viewed online.

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