From Microsoft . . .

Microsoft Office Professional

The Leading Professional Solution for the Complete Desktop for Windows

You'll combine text, graphics, and data in great looking documents with Microsoft Office Professional.   The latest version of five full-featured applications for the Windows operating system -- Microsoft Word, Excel, PowerPoint, Access, and Mail -- are combined in one package.   Share information easily from one application to another.   Run all five applications at once.   Or move and link information between programs to get the most out of your work.   You can send messages in Mail without leaving the application you're working in.   All five applications look and work alike.   So once you've learned one, you're well on your way to learning them all.

Microsoft Word 2.0

A breakthrough in word processing, Word makes everyday tasks easier than ever.   Automatic bullets, tables, columns, and drawings are a mouse click away on the Toolbar.   Even print an envelope with a click of the mouse.

Microsoft Excel 4.0

Drag-and-drop data movement, Autofile, Autoformat, shortcut menus, customizable toolbars, and on-line guides called Wizards are just a few of the features that make completing basic spreadsheet tasks with Excel easier than ever before.

Microsoft PowerPoint 3.0

The easiest way ever to make great presentations, automatic bullets let you start with your ideas and develop your thoughts directly on the slide.   Integration with Microsoft Word lets you import an existing outline from Word into PowerPoint.   Your slides are half-way there!

Microsoft Access 1.1

Manage your data graphically.   Easy-to-use functions like drag-and-drop let you effortlessly position elements of your database to create queries, forms ,reports, and macros.   Use Wizards and Cue Cards to learn Microsoft Access while you work.   You can

also choose to store your data in Microsoft Access or read and write data in most of the leading popular database formats -- dBASE III PLUS, dBASE IV, Microsoft FoxPro   2.0 and 2.5, Paradox   3.0 and 3.5, Btrieve, Microsoft SQL Server, and others.

Microsoft Mail

Communicating and exchanging information with Microsoft Mail makes it easy for people to work together more effectively.   You can add files, charts, graphics, and even sounds directly into your messages.   And send messages while working in Microsoft Excel, Word, PowerPoint, or Access.

Minimum System Requirements:
CPU: 80286 or higher; 80386 recommended
RAM: 2 MB; 4 MB recommended
Hard disk space: 24 MB
Graphics card/monitor: EGA or higher; 256 color recommended for PowerPoint
Mouse: Required
Operating system: DOS 3.1 and Windows 3.0
Other: n/a

Reviewers Say...

"Now becoming an expert is not only easy, it's fun.   These tutorials will make you fall in love with computing."

--Peter Norton, acclaimed software expert and developer of The Norton Utilities.