Microsoft Works 3.0 for Windows The Essential Tools for Easier Everyday Computing

Word processing, spreadsheet and charting, database management, and communications tools -- all are combined in one remarkably easy-to-use program in Microsoft Works.   What-you-see-is-what-you-get (WYSIWYG)   screens show your work exactly as it will look when printed.   Drop-down menus, message bars, and command buttons simplify everything you do.   Copy and paste between the Word Processor and Spreadsheet tools to create spectacular business documents.   Or use the Word Processor and Database together to create mailings that reach the right audience.   Add the commonsense ease of Windows computing, and you've got the ideal business partner.

Word Processor

Easily combine spreadsheet graphics, drawings, and text on a single page.   Personalize every aspect of your letter or form, from the salutation to the amount due.   Check your accuracy with a 120,000- word spelling checker and a 190,000-synonym thesaurus.

Spreadsheet and Charting

Analyze numbers, manage finances, and chart information. Choose from a gallery of 60 different chart types you can view in windows that overlap your worksheets.   Create impressive spreadsheet graphics with a few mouse clicks.

Database

Create, store, and manage all kinds of data, including images!

Locate data quickly and easily, and generate informative reports with the click of a mouse.

Communications

Connect, the easy way, with computers everywhere. The Easy Connect feature takes all the fuss out of using a modem.   All you need to know is the phone number.

Graphics

Enhance your documents with graphics!   The Works ClipArt Gallery has more than 30 high-quality images, conveniently organized so it's easy to find and review images before you use them.   Create dramatic font effects with WordArt.

Minimum System Requirements:
CPU: 80386SX or higher
RAM: 2 MB
Hard disk space: 4 - 14 MB
Graphics card/monitor: VGA or compatible graphics card and monitor; color recommended
Mouse: Recommended
Operating system: DOS 3.1 and Windows 3.1
Other: Hayes or compatible modem optional