

**Home Office Team:**  
**Word Processor, Spreadsheet, & Calendar**

by  
Visual Software Design Group

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Shareware is copyrighted software which is distributed by software developers through bulletin boards, on-line services, disk vendors, and copies passed among friends. It is commercial software which you are allowed to try before you pay for it. Therefore, Shareware provides the ultimate in a money back guarantee.

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It is important to understand that Shareware is a distribution method, and not a type of software. Software distributed via the Shareware method is developed by professional programmers, just like the software sold in the stores. There is good and bad software being distributed via Shareware just as there is good and bad retail software. The big advantage Shareware provides to software users is that you find out if a program is good or bad **before** you pay for it (the advantage for the developers of the software is they get their products into your hands without investing hundreds of thousands of dollars to launch products in the traditional retail channels.) Another user benefit is that the registration fee for Shareware programs is typically a small percentage of what you would have to pay for a comparable program from a retail establishment (because the developers are passing their savings along to you.)

The continued availability of quality Shareware products depends on you and your willingness to register and pay for the Shareware products you use. It is the registration fees you pay which allow developers to continue to develop new products as well as provide support for current ones. Please demonstrate your support for Shareware by registering programs you use and by passing them along to others.

## How Do I Register and What Do I Get?

If you like Home Office Team Word Processor, Spreadsheet and Calendar and you choose to continue to use any or all of them, you are required to register them. When you register you will receive the latest versions of the programs (without the "Nag" screens) plus our desktop utilities that were featured in Windows Magazine as Superior Shareware! You will also be notified of upgrades and have access to complete technical support.

But wait, there's more! In the timeless tradition of Ginsu kives and Popeil Pocket Fisherman, anyone registering any of the programs in 1995 will receive, at no extra charge, a screen saver! The screen saver prevents monitor "burn-in" while drawing pleasant shapes and colors on your screen. Or, you can add your own pictures or slogans which float across the screen!

## Registration Form

You can print and use this form to register.

=====  
\_\_\_ Complete Home Office Team.....\$49.95 + \$3.00 S&H  
(includes Word Processor, Spreadsheet,  
Calendar, plus LaunchPad, Audition,  
Viewport, and StopWin)

\_\_\_ Word Processor.....\$24.95 + \$3.00 S&H

\_\_\_ Spreadsheet.....\$24.95 + \$3.00 S&H

\_\_\_ Desktop Utilities.....\$24.95 + \$3.00 S&H  
(includes Calendar, plus LaunchPad,  
Audition, Viewport, and StopWin)

Total enclosed .....\$ \_\_\_\_\_

Payment by:  Check  Money Order

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

Disk Size Required:  3.5"  5.25"

Please indicate where you obtained Home Office Team:

(America Online, CompuServ, Genie, Mail Order, BBS, etc)

\_\_\_\_\_

Send your check or money order drawn on a US bank to:

Visual Software Design Group  
1182 Windemere Court  
Bartlett, Illinois 60103  
USA

TEL - (708) 372-6194  
FAX - (708) 372-6399  
CIS - 70403, 1341  
Internet - VisualSoft@aol.com

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## What is Home Office Team?

Home Office Team is a suite of applications for Windows designed to give you power at an affordable cost. The suite includes a Word Processor, Spreadsheet, and Calendar.

- The HOT Word Processor is a full featured word processor which is capable of multiple document editing and opening/saving RTF file format. It includes full control over font and paragraph formatting and provides a robust find and replace facility. Most commands are accessible from both the menu and the tool bars which can be turned on or off. The tool bars include a fully functional ruler for graphically setting tabs and indents. Online Help is provided to explain the word processor and its features.

- The HOT Spreadsheet is a Microsoft Excel 4.0 compatible spreadsheet. It can load and save Excel spreadsheets. It is capable of multiple worksheet editing and "in cell" editing of formulas. Of course, you can enter your own formulas and copy them using both relative and absolute cell referencing. In addition, we have included 125 built-in functions in the following categories;

math	text handling	statistics
financial	date & time	logical
information	lookup & reference	DDE & external

There are tool bars included to make it easy to use and online help is provided to explain the spreadsheet features as well as a detailed help screen for each of the 125 built-in functions.

- The HOT Calendar is a rather simple desktop utility you will use regularly. It provides a monthly calendar that you can set to any size for convenience on your desktop. You can control all the fonts, their styles, colors, and sizes. You can control the 3-D effects (or turn them off). You can designate whether the calendar displays dates only or includes a different picture for each month (you can even replace the included pictures with your own for each month of the year!) The best part is that once you set the calendar to your liking, it retains your preferences and always loads like you last set it (unless you reset it to the defaults or choose not to save settings.) Calendar includes online help to explain its features and functions.