Introducing
Office XP Standard

Microsoft Office xp
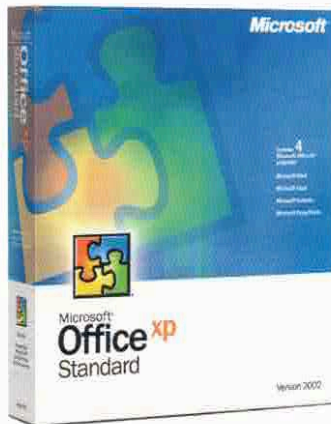
Microsoft Office XP Standard is designed for users who require only the core set of desktop productivity tools. Integrating productivity innovations throughout its programs, Office XP Standard transforms the traditional Office suite into a smarter overall work experience. By simplifying productivity, enabling effective collaboration, and providing a flexible way to address business needs, Office XP Standard streamlines processes and makes it easier for everyone to create and share important information.

Office XP Standard includes the core Office XP programs — Microsoft Word, Excel, Outlook®, and PowerPoint®.

Making Productivity Simple

Office XP allows all users — small business owners, organizational users, even users working from home — to work smarter, by reducing the number of steps it takes to accomplish everyday tasks and by offering easy access to the rich functionality within the Office XP applications.

SMART TAGS

"Buttons with a brain," smart tags deliver a menu of context-sensitive options when and where you need them. Whether you need to undo an AutoCorrect or fix an error in an Excel worksheet, you'll always have relevant options to what you're working on at your fingertips.

TASK PANES

The new Task Pane is your Office XP "command center," putting the rich functionality of Office at your disposal. It places relevant features — such as the Office Clipboard, or Styles and Formatting in Word — just a click away, and task panes make it easy to locate files, utilize content, and integrate data into your Office documents.

OFFICE TOOLS ON THE WEB

Enhancements and updates available on the Web expand the power and versatility of Office XP, provide a template gallery to help jump-start your work, and bring you a design gallery full of images, sounds, animations, and more.

TOOLS YOU CAN RELY ON

Office XP brings you peace of mind. Tools such as Document Recovery and AutoRecover are designed to give you the option of saving your document if an error occurs, so you won't have to recreate your work. And a number of security enhancements have also been included in Office XP to ensure the safety and integrity of data.

Enabling Effective Collaboration

Today more than ever people need to share, review, and merge documents, as well as easily collect team knowledge in an organized way. Office XP provides solutions that can help a team, whether it's two people or two organizations, share and collaborate with one another more effectively.

COMMUNICATION INTEGRATION

Microsoft Outlook is your complete personal information management and messaging solution. Consolidate multiple e-mail accounts, MSN® Messenger, and personal information into a single location.

COLLABORATIVE DOCUMENT CREATION

Office XP revolutionizes the document review process with Send for Review. By understanding each user's role in the review cycle and providing the innovative, easy-to-use tools that teams need to work on documents with one another, Office XP makes it easy to collect and consolidate feedback from multiple reviewers.

experience

STORING & SHARING KNOWLEDGE

Integration with SharePoint™ Team Services allows you to seamlessly share information between Office XP applications and your team Web site. SharePoint Team Services provides an "out-of-the-box" team Web site for coordinating group projects (not included in Office XP Standard).

Flexible Way to Address Business Needs

Like individuals, organizations benefit from greater productivity. Office XP offers organizations the tools to build and edit powerful business Web-based and collaborative solutions, as well as to increase security and reliability while lowering the costs associated with deploying and administering Office programs.

ENABLES NEW BUSINESS APPLICATIONS

Smart tag technology is extensible, so that organizations can create custom smart tags that import data, link to real-time data, find related information, and more. And Office Web Components transform static Web sites into interactive pages where users can access and manipulate data, all from within the browser.

IMPROVED RELIABILITY & SECURITY

Reliability and security enhancements help ensure that users will enjoy a productive, error-free work environment. Corporate error-reporting tools allow IT professionals to track all their users' application system errors, allowing them to identify and solve frequently occurring problems. Enhanced security features include Digital Signatures, Encryption, Macro Security, and Privacy Settings.

EASIER TO DEPLOY & CONTROL

Key improvements and new tools in Office XP—such as Intelligent Setup, the Custom Installation Wizard, and the Custom Maintenance Wizard—help IT professionals deploy, manage, and administer Office.

The Tools to Work Smarter

Together, the applications in Office XP Standard form an essential set of tools that enable users to work smarter, collaborate effectively, and enhance their work with all that the Web has to offer.
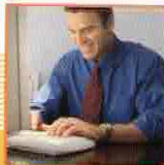
- **Microsoft Word.** The Office XP word processor empowers users to discover and exploit more of the application's rich functionality. It's easier than ever for users to streamline the creation, sharing, reviewing, and publication—in print or to the Web—of their critical documents.

- **Microsoft Excel.** The Office XP spreadsheet gives financial professionals the tools they need to access, connect, and analyze critical business data. At the same time, it helps everyday users get the most out of their data.

- **Microsoft Outlook.** The Office XP personal information manager and communication solution controls the deluge of e-mail, appointments, and contacts, helping users manage their time and tasks and making it easier to synthesize information and share it with others.

- **Microsoft PowerPoint.** The Office XP presentation graphics program helps users discover the functionality to create effective presentations, and makes it simple to share and collaborate on presentations over the Web.

For More Information

Visit the Office Web site at **microsoft.com/office**. Learn about new features, get additional tools and tips, and even access great templates for all your needs.

Microsoft Excel

The Microsoft Office XP Spreadsheet

The comprehensive tools in Excel version 2002 give meaning to your data by enabling you to create spreadsheets and collaborate with others to review and analyze them. Excel 2002 incorporates the productivity and collaboration innovations of Microsoft Office XP, such as smart tags, empowering financial professionals and everyday users alike to access, connect, and analyze critical business data.
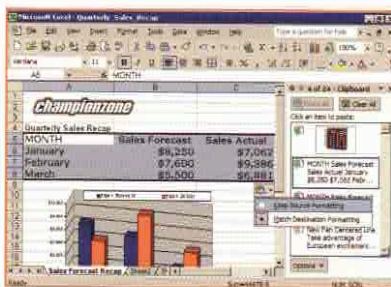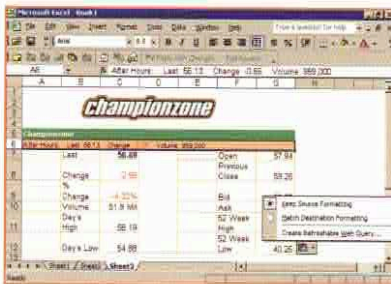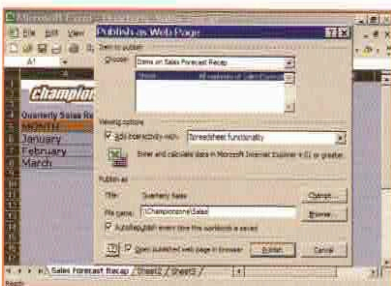
Microsoft® Excel version 2002 makes it easy to create powerful spreadsheets and work with others to review and analyze them.

Smart Tags give you quick access to relevant features such as Paste Options.

Link to important data on the Web and have it automatically updated with Refreshable Web Queries.

Automatically have data republished to the Web or intranet when you save a spreadsheet with AutoRepublish.

Working Smarter

Excel 2002 assists less experienced users and helps them avoid mistakes. More experienced users will find it more intuitive and reliable — helping them to complete common tasks more quickly.

- **Smart Tags.** "Buttons with a brain," smart tags deliver a menu of context-sensitive options when and where you need them.

- **Paste Options Smart Tag.** Paste data in its native form, or modify it to fit the requirements of the target spreadsheet.

- **AutoCorrect Options Smart Tag.** Control and modify the corrections that Excel makes automatically.

- **AutoRecover.** Specify how often to save files automatically, and whether to save or discard recovered files.

- **Background Error Checking.** Respond to a warning of a possible error in a cell by resolving the error, ignoring it, or taking other actions.

- **Document Recovery.** Gives you the option to save your current file(s) if an error should occur. Then it returns you to the working environment, with the recovered document(s) displayed in the Recovery Task Pane.

Formulas/Functions

New formula and function tools enable users of all levels to exploit the application's rich data analysis capabilities.

- **Function Argument Tooltips.** View relevant information about function arguments, even access links to Help while you're building a new formula.

- **Watch Window.** Track the results of multiple cells, even when working on a different sheet or workbook.

- **Formula Evaluator.** Easily evaluate the calculations that make up a formula. Step through each calculation to understand how Excel is arriving at the result.

Connecting to Data

With Excel 2002, you can incorporate information from the Web or your network into your spreadsheet — then keep that data current — with just a few clicks.

- **Web Queries.** Easily access, analyze, and refresh data from the Web by creating refreshable queries, which control how Excel keeps this data up-to-date.

- **Real-Time Data.** Bring real-time data from other applications or the network into Excel for analysis.

- **Stock Quote Smart Tag.** When Excel recognizes stock symbols, access information on that stock from the Web or insert a refreshable Web query for that stock.

- **AutoRepublish.** Automatically save Excel data to a Web page each time the Excel file is saved.

Enhanced Collaboration

Today more than ever teams need to share, review, and merge documents. Word 2002 enables you to share your documents with others for review, without learning anything new or changing the way you work.

- **Send for Review.** When you send out Excel spreadsheets for review, comments and revisions are tracked automatically, so you can quickly compare and merge reviewers' changes.

Extending Excel Beyond the Desktop

A variety of tools link you to relevant resources when you need them, helping you find information more easily through advanced search capabilities, and offering integrated Web services to add more value to Excel.

- **Office Web Components.** Transform static Web sites into interactive pages where users can access and manipulate data with powerful analytic tools, all from within the browser.

- **Search Task Pane.** Easily find text in a document and find files or folders on your PC, in your network places, even

within Microsoft Outlook® folders — all without leaving what you're working on. You can also index the files on your machine to ensure fast, comprehensive searches.

- **Office Tools on the Web.** Enhancements and updates available from Office Tools on the Web expand the power and versatility of Excel, provide a template gallery to help jump-start your work, and bring you a design gallery full of images, sounds, animations, and more.

- **Extensible Smart Tag Technology.** Take advantage of third-party smart tags, or create your own. Custom smart tags can be developed to import data, link to real-time data, find related information, provide custom reports, and more — all from within Excel.

FOR MORE INFORMATION

Have you considered using Excel as part of Microsoft Office XP? Visit the Office Web site at **microsoft.com/office** to learn about new features, get additional tools and tips, and even access great templates for all your needs. The Web site is always adding new services that can enhance your productivity and help you experience the full potential of Microsoft Office.

Discover what Microsoft Office XP can offer you!

Integrated programs make it simple for you and your team to:	Professional	Standard	Developer
Create professional and effective documents using Microsoft Word	■	■	■
Access, analyze, share, and display data with Microsoft Excel spreadsheets	■	■	■
Manage your e-mail, calendar, and tasks effectively using Microsoft Outlook®	■	■	■
Deliver your ideas powerfully with Microsoft PowerPoint® presentations	■	■	■
Analyze and manage business information using Microsoft Access databases	■		■
Build integrated Office solutions using Microsoft Office Developer tools			■
Create and manage Web sites with Microsoft FrontPage®			■

Microsoft®

Microsoft Outlook

The Microsoft Office XP Personal Information Manager and Communication Solution

Microsoft Outlook version 2002 not only incorporates some innovations of Microsoft Office XP, but also introduces productivity and collaboration features such as AutoSuggest Addressing and Group Schedules. Outlook 2002 controls the deluge of e-mail, appointments, and contacts, helping you manage your time and tasks more effectively, while making it easier to synthesize information and share it with others.

Microsoft® Outlook® 2002 provides a single, integrated solution for organizing and managing all your day-to-day information, from e-mail and calendars to contacts and task lists.
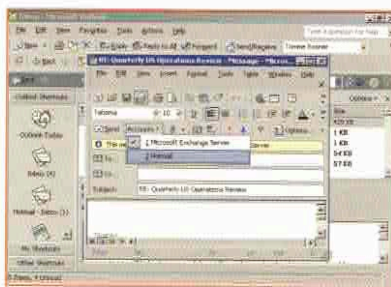
Access, send and receive e-mail from multiple accounts within Outlook.
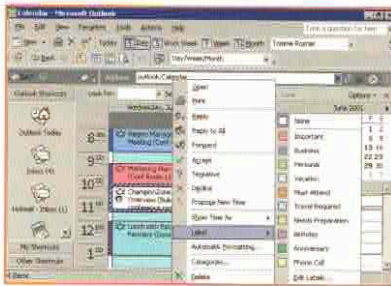
Stay on top of your day in just a glance with new Calendar Coloring.
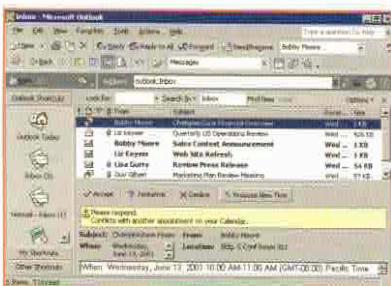
Avoid conflicting meetings with the Propose New Time feature for meeting requests.

Simplifying E-mail

Outlook 2002 puts the tools you need to read, send, organize, and search for your e-mail right out front, so you spend time communicating, not learning the software.

- **Multiple E-mail Accounts.** Consolidate multiple e-mail accounts, including work, personal, and/or Web based e-mail such as MSN® Hotmail® all into Outlook.

- **MSN® Messenger Integration.** When you open a contact card or e-mail message, Outlook identifies whether that person is online so you can initiate an MSN Messenger session.

- **AutoSuggest Addressing.** Spend time sending e-mail, not searching for e-mail addresses. As you enter an e-mail address, Outlook automatically AutoSuggests names to you.

- **Improved Preview Pane.** Follow a hyperlink, respond to meeting requests, and display properties of an e-mail address, all without opening the message.

Calendaring & Scheduling

Outlook 2002 streamlines scheduling and task management by giving you access to what you need, when you need it.

- **Reminders Window.** View reminders for all your appointments and tasks in a single window. You can dismiss, snooze, or open any of the reminders, or all of them at once.

- **Group Schedules.** Save multiple group calendars within Outlook, so you can simultaneously view the free and busy times of team members, as well as set up an appointment with the entire group.

- **Propose New Time.** If you're unavailable, you can quickly see all invitees' schedules and propose a new time when responding to a meeting request.

- **Calendar Coloring.** Identify your important appointments at a glance. Color-code individual appointments, or set up rules for Outlook to color-code your calendar automatically.

experience

Finding Information

Outlook 2002 removes the barriers between you and the information you're looking for.

- **Improved Find.** Quickly find the message, appointment, or task that you need. The improved Find bar lets you easily search your Outlook folders.

- **Office Clipboard.** Copy up to 24 pieces of information at once, and paste any of them in any order. The Clipboard Task Pane gives a sample of the copied item, so you can easily distinguish between them.

- **Office Tools on the Web.** Enhancements and updates available from Office Tools on the Web expand the power and versatility of Outlook, provide a template gallery to help jump-start your work, and bring you a design gallery full of images, sounds, animations, and more.

FOR MORE INFORMATION

Have you considered using Outlook as part of Microsoft Office XP? Visit the Office Web site at **microsoft.com/office** to learn about new features, get additional tools and tips, and even access great templates for all your needs. The Web site is always adding new services that can enhance your productivity and help you experience the full potential of Microsoft Office.

Discover what Microsoft Office XP can offer you!

Integrated programs make it simple for you and your team to:	Professional	Standard	Developer
Create professional and effective documents using Microsoft Word	☐	☐	☐
Access, analyze, share, and display data with Microsoft Excel spreadsheets	☐	☐	☐
Manage your e-mail, calendar, and tasks effectively using Microsoft Outlook®	☐	☐	☐
Deliver your ideas powerfully with Microsoft PowerPoint® presentations	☐	☐	☐
Analyze and manage business information using Microsoft Access databases	☐		☐
Build integrated Office solutions using Microsoft Office Developer tools			☐
Create and manage Web sites with Microsoft FrontPage®			☐

System Requirements

The recommended system configuration for Microsoft Outlook 2002 is the Microsoft® Windows® 2000 Professional operating system on a computer with a Pentium III processor and 128 MB of RAM.

Minimum Requirements

- Computer with a Pentium 133-MHz or higher processor

- RAM requirements depend on the operating system used: 24 MB for Windows 98 or Windows 98 Second Edition; 32 MB for Windows Millennium Edition (Windows Me) or Microsoft Windows NT®; 64 MB for Windows 2000 Professional

- Hard disk space requirements vary by configuration; custom installation choices may require more or less hard disk space; typical requirement is 135 MB of available hard disk space with 115 MB on the hard disk where the operating system is installed.[1]

- Windows 98, Windows 98 Second Edition, Windows Me, Windows NT 4.0 with Service Pack 6 (SP6) or later,[2] or Windows 2000 or later

- CD-ROM drive

- Super VGA (800 × 600) or higher-resolution monitor with 256 colors

- Microsoft Mouse, Microsoft IntelliMouse®, or compatible pointing device

Additional items or services required to use certain features

- For multimedia and sound: Accelerated video card or MMX processor for improved graphics rendering

- For speech recognition (available for U.S. English only): Pentium II 400-MHz or higher processor; 128 MB of RAM or more; close-talk microphone and audio output device

- For e-mail: Microsoft Exchange Server, Internet SMTP/POP3, IMAP4, or other MAPI-compliant messaging software

- Exchange Server required for certain advanced collaboration functionality in Outlook

- Collaboration features compatible with Office 97 or later

- Some Internet functionality may require Internet access and payment of a separate fee to a service provider; local or long-distance charges may apply

- 14,400 or higher-baud modem

- Graphics tablet recommended for handwriting-input features

[1] Users without Windows 2000, Windows Me, or Office 2000 Service Release 1 (SR-1) require an extra 50 MB of hard disk space for System Files Update.

[2] On systems running Windows NT 4.0 with SP6, the version of Microsoft Internet Explorer must be upgraded to at least version 4.01 with SP1.

Microsoft®

Microsoft® PowerPoint®

The Microsoft Office XP Presentation Graphics Program

With Microsoft PowerPoint version 2002, you get everything you need to organize, design, and deliver powerful presentations. PowerPoint 2002 incorporates some of the productivity and collaboration innovations of Microsoft Office XP, such as smart tags, Task Panes and Send for Review, providing you the essential tools you need to make your point.

Microsoft® PowerPoint® version 2002 gives you everything you need to powerfully deliver your message.
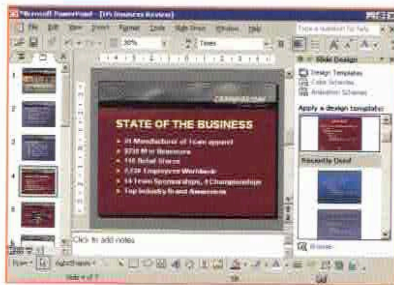
The new Slide Design Task Pane makes formatting presentations a snap.
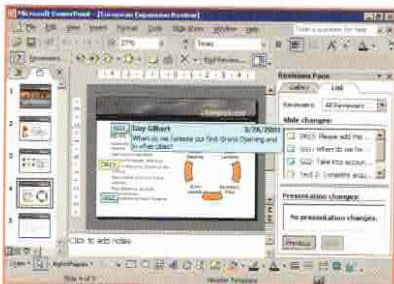
Easily integrate other's comments and revisions with Send for Review.
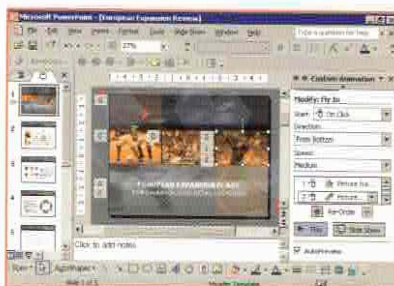
Add dramatic effects and motion with the Custom Animation Task Pane.

Working Smarter

New technologies and tools in PowerPoint provide easy access to features, empowering users to discover and exploit more of its rich functionality and work in intelligent new ways by reducing the number of steps it takes to accomplish tasks.

- **Slide Design Task Pane.** Preview your design options, including available design templates, color schemes, and animation schemes, before you apply them to your presentation.

- **Multiple Masters.** Combine multiple presentations in one file, or create separate sections within the same presentation, by creating and customizing more than one title master or slide master within the same presentation.

- **Apply Automatic Layout Smart Tag.** Easily add content into an existing slide. This smart tag automatically snaps content into placeholders, or lets you undo the automatic layout and access other AutoCorrect options.

- **Thumbnails in Normal View.** Easily navigate through a presentation within Normal View, by using either the outline or new thumbnail tab.

- **Print Preview.** Preview how slides, notes, and other components will print out.

Slide Formatting and Animation

Improved graphics technology in PowerPoint 2002 makes it easier for you to enliven your presentations with diagrams, drawings, and animation.

- **Custom Animation and Animation Schemes.** Make your presentations come alive with high-quality animations such as new slide transitions and moving multiple objects simultaneously. Or, apply a professionally designed animation scheme to your entire presentation with one click from the Task Pane.

- **Insert Clip Art Task Pane.** Search for clip art by keyword or media type, from collections on your PC, network, or the Web.

- **Diagrams.** Easily insert a variety of predefined diagrams, including organization charts, pyramids, cycles, and Venn diagrams, from within PowerPoint.

experience

Document Collaboration

Today more than ever teams need to share and collaborate on presentations. Improved reviewing tools make it simple for your team to work together to create the perfect presentation.

- **Send for Review.** When you send out PowerPoint presentations for review, comments and revisions are tracked automatically, so you can quickly compare and merge reviewers' changes.

- **Markup Balloons.** Changes are shown with new markup balloons color-coded by reviewer. You can clearly see your original content and layout and easily switch between the different reviewers comments and revisions.

Connecting to Information

A variety of tools link you to relevant resources when you need them, helping you find information more easily through advanced search capabilities, and offering integrated Web services to add more value to PowerPoint.

- **Search Task Pane.** Easily find text in a document and find files or folders on your PC, in your network places, even within Microsoft Outlook® folders—all without leaving what you're working on. You can also index the files on your machine to ensure fast, comprehensive searches.

- **Office Tools on the Web.** Enhancements and updates available from Office Tools on the Web expand the power and versatility of Word, provide a template gallery to help jump-start your work, and bring you a design gallery full of images, sounds, animations, and more.

- **Extensible Smart Tag Technology.** Take advantage of third-party smart tags, or create your own. Custom smart tags can be developed to import data, link to real-time data, find related information, provide custom reports, and more— all from within PowerPoint.

FOR MORE INFORMATION

Have you considered using PowerPoint as part of Microsoft Office XP? Visit the Office Web site at **microsoft.com/office** to learn about new features, get additional tools and tips, and even access great templates for all your needs. The Web site is always adding new services that can enhance your productivity and help you experience the full potential of Microsoft Office.

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Integrated programs make it simple for you and your team to:	Professional	Standard	Developer
Create professional and effective documents using Microsoft Word	■	■	■
Access, analyze, share, and display data with Microsoft Excel spreadsheets	■	■	■
Manage your e-mail, calendar, and tasks effectively using Microsoft Outlook®	■	■	■
Deliver your ideas powerfully with Microsoft PowerPoint® presentations	■	■	■
Analyze and manage business information using Microsoft Access databases	■		■
Build integrated Office solutions using Microsoft Office Developer tools			■
Create and manage Web sites with Microsoft FrontPage®			■

System Requirements

The recommended system configuration for Microsoft PowerPoint 2002 is the Microsoft® Windows® 2000 Professional operating system on a computer with a Pentium III processor and 128 MB of RAM.

Minimum Requirements

- Computer with a Pentium 133-MHz or higher processor
- RAM requirements depend on the operating system used: 24 MB for Windows 98 or Windows 98 Second Edition; 32 MB for Windows Millennium Edition (Windows Me) or Microsoft Windows NT®; 64 MB for Windows 2000 Professional
- Hard disk space requirements vary by configuration; custom installation choices may require more or less hard disk space; typical requirement is 115 MB of available hard disk space with 115 MB on the hard disk where the operating system is installed.[1]

- Windows 98, Windows 98 Second Edition, Windows Me, Windows NT 4.0 with Service Pack 6 (SP6) or later,[2] or Windows 2000 or later
- CD-ROM drive
- Super VGA (800 × 600) or higher-resolution monitor with 256 colors
- Microsoft Mouse, Microsoft Intelli-Mouse®, or compatible pointing device

For complete system requirements, please visit microsoft.com/office.

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[2] On systems running Windows NT 4.0 with SP6, the version of Microsoft Internet Explorer must be upgraded to at least version 4.01 with SP1.

Microsoft

Microsoft Word

The Microsoft Office XP Word Processor

The latest version of the world's best-selling word processor, Microsoft Word version 2002, is the application of choice for creating and sharing professional documents in print, through e-mail, and on the Web. Word 2002 incorporates the productivity and collaboration innovations of Office XP, such as smart tags and Send for Review, making it easier to create, share, review, and publish — in print or to the Web — your important documents.

The latest version of the world's best-selling word processor, Microsoft® Word version 2002 makes it easier to create, share, review, and publish — in print or to the Web — your important documents.
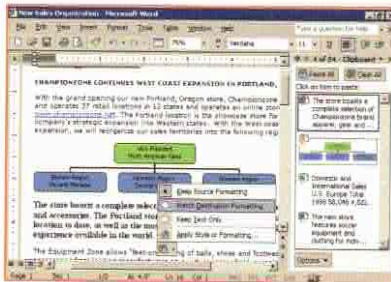
Smart tags give you quick access to relevant features such as Paste Options.
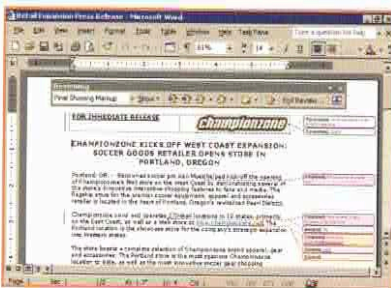
Easily integrate others' comments and revisions with Send for Review.
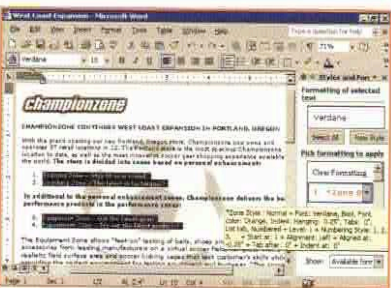
Create professional looking documents with the Styles and Formatting Task Pane.

Working Smarter

New technologies and tools in Word provide easy access to features, empowering users to discover and exploit more of its rich functionality and work in intelligent new ways by reducing the number of steps it takes to accomplish tasks.

- **Smart Tags.** "Buttons with a brain," smart tags deliver a menu of context-sensitive options when and where you need them.

- **Paste Option Smart Tag.** Paste data in its native form, or modify it to fit the style of the target document.

- **AutoCorrect Options Smart Tag.** Control and modify the automatic corrections that Word makes.

- **Context-Sensitive Smart Tags.** Access relevant information from other Office applications or the Web when Word recognizes categories of information such as names, addresses, and dates.

- **Office Clipboard Task Pane.** Copy up to 24 pieces of information, and paste them in any order. The Clipboard Task Pane gives a sample of the text to easily distinguish between items.

- **Document Recovery.** Gives you the option to save your current file(s) if an error should occur. Then it returns you to the working environment, with the recovered document(s) displayed in the Recovery Task Pane.

Formatting/Design

New tools and improved formatting features make it easy to design documents with polish and style.

- **Styles and Formatting Task Pane.** Simultaneously see the formatting in use in a document, recently used formatting, and all available styles. Easily reuse formatting within a document.

- **Reveal Formatting Task Pane.** View the font, paragraph formatting, margins, table properties, and more at any given point in a document.

- **Multiple Selection.** Select several discontinuous blocks of text at once.

- **Word Count.** Easily update the word count in a document from the new Word Count toolbar.

Enhanced Collaboration

Today more than ever teams need to share, review, and merge documents. Word 2002 enables you to share your documents with others for review, without learning anything new or changing the way you work.

- **Send for Review.** When you send out Word documents for review, comments and revisions are tracked automatically, so you can quickly compare and merge reviewers' changes.

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Integrated programs make it simple for you and your team to:	Professional	Standard	Developer
Create professional and effective documents using Microsoft Word	☐	☐	☐
Access, analyze, share, and display data with Microsoft Excel spreadsheets	☐	☐	☐
Manage your e-mail, calendar, and tasks effectively using Microsoft Outlook®	☐	☐	☐
Deliver your ideas powerfully with Microsoft PowerPoint® presentations	☐	☐	☐
Analyze and manage business information using Microsoft Access databases	☐		☐
Build integrated Office solutions using Microsoft Office Developer tools			☐
Create and manage Web sites with Microsoft FrontPage®			☐

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- CD-ROM drive

- Super VGA (800 × 600) or higher resolution monitor with 256 colors

- Microsoft Mouse, Microsoft IntelliMouse®, or compatible pointing device

For complete system requirements, please visit microsoft.com/office.

[1] Users without Windows 2000, Windows Me, or Office 2000 Service Release 1 (SR-1) require an extra 50 MB of hard disk space for System Files Update.

[2] On systems running Windows NT 4.0 with SP6, the version of Microsoft Internet Explorer must be upgraded to at least version 4.01 with SP1.

Microsoft

Microsoft® Access

The Microsoft Office XP Database Solution

Whether you are creating a database for personal use, departmental use, or an entire organization, Microsoft Access version 2002 offers a set of tools rich enough for the most experienced database developer, yet accessible enough for first-time users. By incorporating the innovations of Microsoft Office XP, as well as introducing productivity and collaboration features such as the Data Access Page Designer and XML support, Access 2002 helps you store, organize, and share your data, so you and your team can make better decisions.

Microsoft® Access version 2002 helps you store, organize, and share your data.
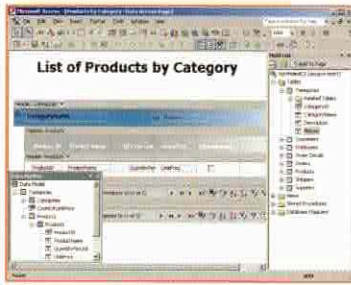
Easily build Data Access pages using the improved Data Access Page Designer.
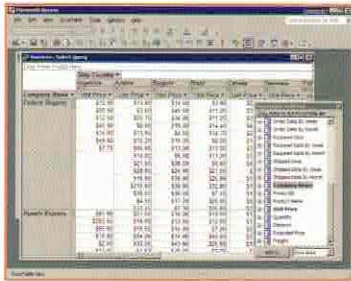
Enhanced PivotTable views allow you to dynamically view your data.
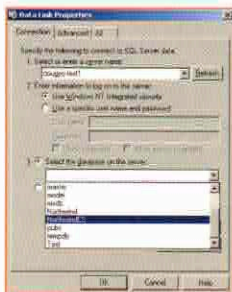
Natively integrate SQL data from Access 2002.

Working Smarter

Productivity improvements in Access 2002 help experienced programmers and novice database users alike put their data to work for them.

- **PivotTable and PivotChart.** Transform the way you analyze data. Easily create and publish interactive spreadsheets and PivotTable® and PivotChart® views to dynamically view your data in different ways and drill into the details when you need to.

- **Multiple Undo and Redo.** Undo and redo multiple actions, so you can focus on creating forms, reports, Data Access Pages, macros, and modules that function the way you need them to.

Sharing Data on the Web

Powerful new publishing tools and support for Internet standards enable you to export both the data and formatting of your database for display on the Web.

- **Data Access Pages.** Share your data on the Web by turning forms and reports into Web pages called Data Access Pages. Just use the Save as Data Access Page command to create these interactive Web pages, which allow others to open, view, and update live data from within a Web browser—whether they're in the office or on the road.

- **Data Access Page Designer.** Easily build Data Access Pages, using the improved Data Access Page Designer, with new features such as improved hyperlink handling, improved control sizing, multiple select, and new connection properties that make it easy to move applications from test to live.

- **XML and XSL Support.** Share your data with anyone. Create data in Access by exporting from or importing into a Jet or Microsoft SQL Server™ database. Save forms and reports as Data Access Pages or XML/XSL documents that can be viewed with any browser supporting HTML 4.0.

Programmability

Access 2002 provides the tools developers need to build powerful, sophisticated SQL Server database solutions within the familiar Access interface

- **Support for SQL Server data.** Seamlessly integrate with enterprise-wide, back-end databases such as Microsoft SQL Server, while retaining forward and backward compatibility with new and existing database solutions.

experience

- **SQL Server Objects.** Take advantage of the easy-to-use Query Designer and Stored Procedure Designer to create SQL Server-specific objects for use in your solutions, without knowing T-SQL.

Extending Access Beyond the Desktop

A variety of tools in Access 2002 enable organizations to extend the power and range of the business database solutions they create.

- **Search Task Pane.** Easily find text in a document and find files or folders on your PC, in your network places, even within Microsoft Outlook® folders — all without leaving what you're working on. You can even index the files on your machine to ensure fast, comprehensive searches.

- **Office Tools on the Web.** Visit the Web to get more Office tools. Download templates, tips, and other valuable tools that extend Microsoft Access and help you work faster.

- **Extensible Smart Tag Technology.** Custom smart tags can be developed to import data, link to real-time data, find related information — even integrate your Jet or Microsoft SQL Server data directly into Office XP. Additional information can be found in the Smart Tag Development Kit.

FOR MORE INFORMATION

Have you considered using Access as part of Microsoft Office XP? Visit the Office Web site at **microsoft.com/office** to learn about new features, get additional tools and tips, and even access great templates for all your needs. The Web site is always adding new services that can enhance your productivity and help you experience the full potential of Microsoft Office.

Discover what Microsoft Office XP can offer you!

Integrated programs make it simple for you and your team to:	Professional	Standard	Developer
Create professional and effective documents using Microsoft Word	■	■	■
Access, analyze, share, and display data with Microsoft Excel spreadsheets	■	■	■
Manage your e-mail, calendar, and tasks effectively using Microsoft Outlook®	■	■	■
Deliver your ideas powerfully with Microsoft PowerPoint® presentations	■	■	■
Analyze and manage business information using Microsoft Access databases	■		■
Build integrated Office solutions using Microsoft Office Developer tools			■
Create and manage Web sites with Microsoft FrontPage®			■

System Requirements

The recommended system configuration for Microsoft Access 2002 is the Microsoft® Windows® 2000 Professional operating system on a computer with a Pentium III processor and 128 MB of RAM.

Minimum Requirements

- Computer with a Pentium 133-MHz or higher processor
- RAM requirements depend on the operating system used, plus an additional 8 MB of RAM for each Office XP application running simultaneously: 24 MB for Windows 98 or Windows 98 Second Edition; 32 MB for Windows Millennium Edition (Windows Me) or Microsoft Windows NT®; 64 MB for Windows 2000 Professional
- Hard disk space requirements vary by configuration; custom installation choices may require more or less hard disk space; typical requirement is 170 MB of available hard disk space with 115 MB on the hard disk where the operating system is installed[1]
- Windows 98, Windows 98 Second Edition, Windows Me, Windows NT 4.0 with Service Pack 6 (SP6) or later,[2] or Windows 2000 or later

- CD-ROM drive
- Super VGA (800 × 600) or higher-resolution monitor with 256 colors
- Microsoft Mouse, Microsoft IntelliMouse®, or compatible pointing device

Additional items or services required to use certain features

- For multimedia and sound: Accelerated video card or MMX processor for improved graphics rendering
- For e-mail: Microsoft Exchange Server, Internet SMTP/POP3, IMAP4, or other MAPI-compliant messaging software
- Some Internet functionality may require Internet access and payment of a separate fee to a service provider; local or long-distance charges may apply
- 14,400 or higher-baud modem
- Graphics tablet recommended for handwriting-input features

[1] Users without Windows 2000, Windows Me, or Office 2000 Service Release 1 (SR-1) require an extra 50 MB of hard disk space for System Files Update.

[2] On systems running Windows NT 4.0 with SP6, the version of Microsoft Internet Explorer must be upgraded to at least version 4.01 with SP1.

Microsoft

Introducing
Office XP Professional Special Edition

Microsoft **Office** xp

Available only for a limited time, Microsoft Office XP Professional Special Edition includes all the programs in Office XP Professional plus the Microsoft FrontPage® Web site creation and management solution, the Microsoft Publisher desktop-publishing solution, and the new Microsoft IntelliMouse® Explorer. The suite of choice for users who want the most comprehensive set of Office tools at the highest value, Office XP Professional Special Edition expands the potential of Office with additional tools and delivers a smarter work experience by making it easier for everyone to create, share, and analyze information.

Available only for a limited time, Microsoft® Office XP Professional Special Edition is the suite for discriminating users who want the complete set of Office productivity tools and the highest value.

The Office XP Experience

Office XP greatly improves personal productivity by reducing the steps necessary to complete tasks and providing tools that users can rely on. It also makes it easy for everyone involved in a project to collaborate on documents and work effectively together. Finally, Office XP extends beyond the desktop by enabling people to integrate additional services into Office and easily access information anytime.

Making Productivity Simple

Office XP allows all users — small business owners, organizational users, even users working from home — to work smarter, by reducing the number of steps it takes to accomplish everyday tasks and by offering easy access to the rich functionality within the Office XP programs.

SMART TAGS

"Buttons with a brain," smart tags deliver a menu of context-sensitive options when and where you need them. Whether you're formatting documents or correcting formulas, you'll always have relevant options at your fingertips. Some examples of smart tags include:

- **Paste Options.** When pasting data from another source, you can specify whether to paste it in its original form, modify it to match the target document, or keep only the text.

- **AutoCorrect Options.** When Office makes an automatic correction, you can undo the correction, modify it, or specify that the correction not be made in the future.

experience

Enabling Effective Collaboration

Today more than ever people need to share, review, and merge documents, as well as easily collect team knowledge in an organized way. Office XP provides solutions that can help a team, whether it's two people or two organizations, share and collaborate with one another more effectively.

COMMUNICATION INTEGRATION

Microsoft Outlook® is your complete personal information management and communication solution. Consolidate multiple e-mail accounts, instant messaging, and personal information in a single location.

COLLABORATIVE DOCUMENT CREATION

Office XP revolutionizes the document review process by understanding each user's role in the review cycle and providing the tools that teams need to work on documents with one another.

- **Send for Review.** When you send out Word, Excel, and PowerPoint documents for review, comments and revisions are tracked automatically, so you can quickly compare and merge reviewers' changes. Because changes are shown with new color-coded markup balloons, you can clearly see your original content and layout and easily switch between different reviewers.

STORING & SHARING KNOWLEDGE

Integration with SharePoint™ Team Services allows you to seamlessly share information between Office XP applications and your team Web site. SharePoint Team Services provides an "out-of-the-box" team Web site for coordinating group projects.

Using only a browser, team members can view and contribute information to shared lists such as events, announcements, discussions, tasks, and contacts, or they can create their own custom lists to share additional information with their team.

- **Document Libraries.** This feature provides a place for storing documents so that they can be shared with others. Users can upload and open Office documents, as well as send them for review, from the document libraries.

- **Notifications.** When a SharePoint list is modified or updated, subscribers to that list can be automatically notified by e mail.

- **Import/Export to Outlook.** From a SharePoint team Web site, users can import contacts from and export events to Outlook, as well as export events to their Outlook calendar.

- **FrontPage Customization.** Team sites can be customized and personalized easily, using the Microsoft FrontPage Web site creation and management solution (Included!).

Flexible Way to Address Business Needs

Like individuals, organizations benefit from greater productivity. Office XP Professional offers organizations the tools to build and edit powerful business Web-based and collaborative solutions, as well as to increase security and reliability while lowering the costs associated with deploying and administering Office applications.

ENABLES NEW BUSINESS APPLICATIONS

Web services tightly integrated into Office XP enable it to serve as an "information hub" that allows people to harness relevant information

regardless of where it resides — the desktop, an intranet, or the Web.

- **Extensible Smart Tag Technology.** Organizations can take advantage of third-party smart tags, or create their own. Custom smart tags can be developed to import data, link to real-time data, find related information, provide custom reports, and more — all from within Office. Additional information is available in the Smart Tag Software Development Kit.

- **XML Support.** XML data can be created in Excel and Access by exporting from or importing into a Jet or Microsoft SQL Server™ database.

- **Office Web Components.** These allow you to transform static Web sites into interactive pages where users can access and manipulate data with powerful analytic tools, all from within the browser.

IMPROVED RELIABILITY & SECURITY

Reliability and security enhancements help ensure that users will enjoy a productive, error-free work environment.

- **Corporate Error Reporting.** New error reporting tools allow IT professionals to track all their users' application system errors and provide an error report for the entire company, allowing them to identify and solve frequently occurring problems.

- **Enhanced Security Features.** Increases to desktop security include Digital Signatures, Encryption, Macro Security, and Privacy Settings.

EASIER TO DEPLOY & CONTROL

- **Intelligent Setup.** When a user is upgrading from a previous version of Office, Setup analyzes the current configuration and intelligently installs the same components.

Microsoft Office xp
Professional Special Edition

- **Context-Specific.** Smart tags in Microsoft Word and Excel expose relevant options for categories of information, including stock ticker symbols, names, dates, and addresses.

TASK PANES

The new Task Pane is your Office XP "command center," putting the rich functionality of Office at your disposal. It places relevant features just a click away and makes it easy to locate files, utilize content, and integrate data into your Office documents.
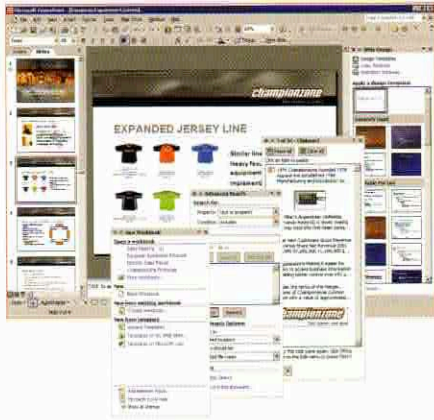
- **Office Clipboard.** Copy up to 24 pieces of information at once across all Office XP applications, and paste them in any order. The Task Pane provides a sample of the text, so you can easily distinguish which items you want to paste into other documents.

- **Search Task Pane.** Easily find text in a document and find files or folders on your PC, network places, even Outlook folders — all without leaving what you're working on.

- **Program-Specific.** Each Office program has its own specific Task Panes, such as Styles and Formatting in Word, New Workbook in Excel, and Slide Design in Microsoft PowerPoint®.

DATA ANALYSIS

- **Flexibility.** Now you can drag-and-drop controls within Microsoft Access forms to create a PivotTable® or PivotChart® dynamic view, a spreadsheet, and more.

- **Save As Data Access Page.** With this feature, you can create refreshable Web-based reports in Access quickly and easily.

OFFICE TOOLS ON THE WEB

Enhancements and updates available from Office Tools on the Web expand the power and versatility of Office XP, provide a template gallery to help jump-start your work, and bring you a design gallery full of images, sounds, animations, and more.

SPEECH & IMAGING

- **Speech Recognition.** Go beyond the traditional mouse-and-keyboard input methods. Now you can dictate text, make formatting changes, and navigate menus using speech and voice commands.

- **Office Document Scanning and Imaging.** Scan multipage documents, and convert the contents to text. You can even search within, view, and reuse content from your scanned image documents.

TOOLS YOU CAN RELY ON

Office XP brings you peace of mind. Tools such as Document Recovery and AutoRecover are designed to protect you if an error occurs, so you won't have to recreate your work. And a number of security enhancements have also been included in Office XP to ensure the safety and integrity of data.

- **Application and Document Recovery.** Should an error occur, this feature gives you the option to save your current files. Then it returns you to the working environment, with the recovered document(s) displayed in the Recovery Task Pane.
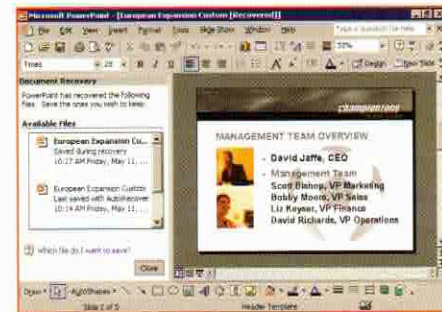
- **AutoRecover.** Word, PowerPoint, Excel, and Publisher automatically save files at specific time intervals. If an error occurs, the recovered file is opened, allowing you to discard the file, save it, or save it as a separate file.

- **Custom Installation Wizard (CIW).** The enhanced CIW allows administrators to customize security settings and Outlook profiles, to eliminate features or applications, and to control the way in which Office is rolled out.

- **Custom Maintenance Wizard.** Administrators can easily maintain and configure Office XP after it has been installed.

The Tools to Work Smarter

With additional programs and hardware not found in any other Office XP suite, Office XP Professional Special Edition delivers a premier set of tools that no Office user will want to be without.

- **Microsoft Word.** The Office XP word processor empowers users to discover and exploit more of the application's rich functionality. It's easier than ever for users to streamline the creation, sharing, reviewing, and publication — in print or to the Web — of their critical documents.

- **Microsoft Excel.** The Office XP spreadsheet gives financial professionals and everyday users alike the tools they need to access, connect, and analyze critical business data.

- **Microsoft Outlook.** The Office XP personal information management and communication solution controls the deluge of e mail, appointments, and contacts, helping users manage their time and tasks and making it easier to synthesize information and share it with others.

- **Microsoft PowerPoint.** The Office XP presentation graphics program helps users discover the functionality to create effective presentations, and makes it simple to share and collaborate on presentations over the Web.

- **Microsoft Access.** The Office XP database solution is the powerful yet easy-to-use way to organize and share information, so the whole team can make better decisions.
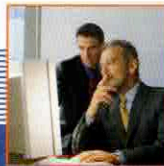
BONUS PRODUCTS IN OFFICE XP PROFESSIONAL SPECIAL EDITION!

- **Microsoft FrontPage.** The FrontPage Web site creation and management solution equips users with every thing they need to easily create and manage great Web sites.

- **Microsoft Publisher.** The desktop-publishing program for business users makes it easy to create professional-looking marketing pieces.

- **Microsoft IntelliMouse Explorer.** This Web-optimized mouse uses the new IntelliEye® optical technology, an optical sensor that scans the surface beneath the mouse 1,500 times per second to accurately and crisply track the smallest motion. It doesn't require a mouse pad and stays precise because it has no moving parts to wear out or become stuck.

For More Information

Continually enhance the complete set of Office XP tools by visiting the Office Web site at **microsoft.com/office**. Learn about new features, get additional tools and tips, and even access great templates for all your needs. The Web site is constantly adding new services that can enhance your productivity and help you experience the full potential of Microsoft Office.

System Requirements

The recommended system configuration for Office XP Professional Special Edition is the Microsoft® Windows® 2000 Professional operating system on a computer with a Pentium III processor and 128 MB of RAM.

Minimum Requirements:

- Computer with a Pentium 133-MHz or higher processor

- RAM requirements depend on the operating system used, plus an additional 8 MB of RAM for each Office XP application running simultaneously: 24 MB for Windows 98 or Windows 98 Second Edition; 32 MB for Windows Millennium Edition (Windows Me) or Microsoft Windows NT®; 64 MB for Windows 2000 Professional

- Hard disk space requirements vary by configuration; custom installation choices may require more or less hard disk space; typical requirement is 245 MB of available hard disk space with 115 MB on the hard disk where the operating system is installed[1]

- Windows 98, Windows 98 Second Edition, Windows Me, Windows NT 4.0 with Service Pack 6 (SP6) or later,[2] or Windows 2000 or later

- CD-ROM drive

- Super VGA (800 × 600) or higher-resolution monitor with 256 colors

For complete system requirements, please visit microsoft.com/office.

[1] Users without Windows 2000, Windows Me, or Office 2000 Service Release 1 (SR-1) require an extra 50 MB of hard disk space for System Files Update.

[2] On systems running Windows NT 4.0 with SP6, the version of Microsoft Internet Explorer must be upgraded to at least version 4.01 with SP1.

Microsoft

Office XP Small Business

Microsoft
Office xp
Small Business

Microsoft Office XP Small Business is only available preinstalled from PC manufacturers and includes the Office applications that small businesses use most. Productivity innovations integrated throughout the Office XP programs provide a smarter way to work. By simplifying productivity, enabling effective collaboration, and providing a flexible way to address the unique needs of small businesses, Office XP Small Business makes it easier to create, share, and analyze crucial business data-allowing users to focus on their customers and better manage their businesses.

Office XP Small Business includes the core Office programs — Microsoft Word, Excel, and Outlook® — as well as Microsoft Publisher, the Microsoft Office Desktop Publishing Solution for the easy creation of marketing materials.

Microsoft® Office XP Small Business streamlines how people work with information and one another, making it easier for small businesses to create, share, and analyze crucial business data.

The Office XP Experience

Office XP greatly improves personal productivity by reducing the steps necessary to complete tasks and providing tools that users can rely on. It also makes it easy for everyone involved in a project to collaborate on documents and work effectively together. Finally, Office XP flexible solution for small businesses by supporting the integration of additional services, and providing easy access to information to make smart decisions and deliver professional results.

Making Productivity Simple

Office XP allows everyone in an organization to work smarter, by reducing the number of steps it takes to accomplish everyday tasks and by offering easy access to the rich functionality within the Office XP applications.
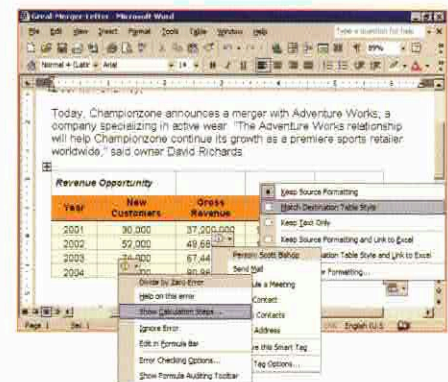
SMART TAGS

"Buttons with a brain," smart tags deliver a menu of context-sensitive options when and where you need them. Whether you need to undo an AutoCorrect or fix an error in an Excel worksheet cell, you'll always have the relevant commands at your fingertips.

experience

Using only a browser, team members can view and contribute information to shared lists such as events, announcements, discussions, tasks, and contacts. Team sites can be customized and personalized easily, using the Microsoft FrontPage® Web site creation and management solution (not included in Office XP Small Business).

Flexible Ways to Address Small Business Needs

Like individuals, small businesses benefit from greater productivity. Office XP offers small businesses the tools to integrate with existing business systems, providing easy access to information to make smart decisions and deliver professional results.

ENABLES NEW BUSINESS APPLICATIONS

Web services tightly integrated into Office XP enable it to serve as an "information hub" that allows people to harness relevant information regardless of where it resides — the desktop, an intranet, or the Web. Also, because smart tag technology is extensible, small businesses can take advantage of third-party smart tags being developed to import data, link to real-time data, find related information, provide custom reports, and more — all from within Office.

PROMOTE YOUR BUSINESS AND EXPRESS YOUR IDEAS

The Microsoft Publisher version 2002 desktop publishing solution, is designed for business users who are serious about creating their own sales and marketing materials. Publisher offers professioanl design guidance, thousands of customizable publication templates, as well as a complete publishing solution — print to web.
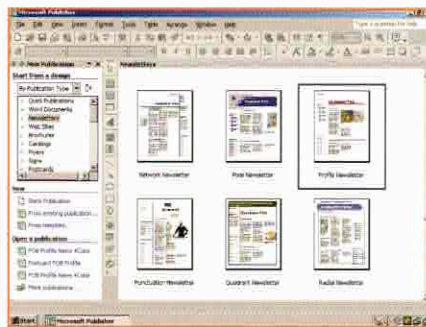
OFFICE TOOLS ON THE WEB

Enhancements and updates available on the Web expand the power and versatility of Office XP, provide a template gallery to help jump-start your work, and bring you a design gallery full of images, sounds, and more.

EXTEND YOUR BUSINESS TO WEB

Integration with Microsoft FrontPage version 2002's web site creation and management tool gives users, from novice to expert, what they need to create the Web site they want. New tools build on the powerful features in FrontPage 2000 to give users even more power to create, professional-looking Web sites easily and with confidence (not included in Office XP Small Business).

Preinstall Value

Purchasing Office XP preinstalled on your computer not only delivers great value, you can also be confident your system has been fully tested for both hardware and software compatibility. This combined with world-class technical support delivers a competitive advantage. Begin the smarter work experience today with Office XP Small Business preinstalled on the PC of your choice.

Microsoft
Office xp
Small Business

THE TASK PANE

The new Task Pane view is your Office XP "command center," putting the rich functionality of Office at your disposal. It places relevant features — such as the Office Clipboard, or Styles and Formatting in Word — just a click away, and task panes make it easy to locate files, utilize content, and integrate data into your Office documents.
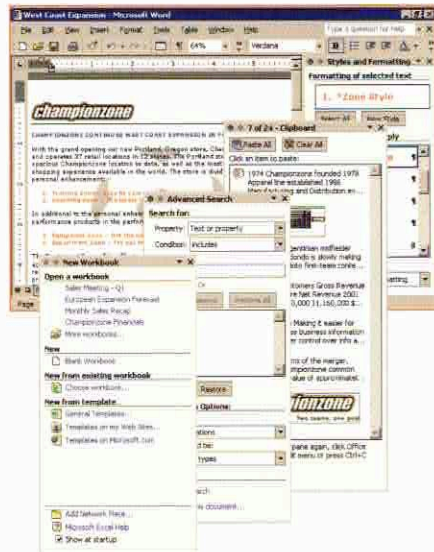
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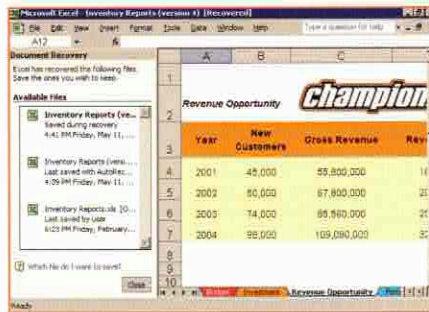
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COMMUNICATION INTEGRATION

The Microsoft Outlook messaging and collaboration client is your complete personal information management and messaging solution. Consolidate multiple e-mail accounts, instant messaging, and personal information in a single location.

COLLABORATIVE DOCUMENT CREATION

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Integration with Microsoft SharePoint™ Team Services allows you to seamlessly share information between Office XP applications and your team Web site. SharePoint Team Services provides an "out-of-the-box" team Web site for coordinating group projects.

The Tools to Work Smarter

Together, the applications in Office XP Small Business form an essential set of tools that enable small business users to work smarter, collaborate effectively, and enhance their work with all that the Web has to offer.

- **Microsoft Word.** The Office XP word processor empowers users to discover and exploit more of the application's rich functionality. It's easier than ever for users to streamline the creation, sharing, reviewing, and publication — in print or to the Web — of their critical documents.

- **Microsoft Excel.** The Office XP spreadsheet gives small business owners the tools they need to access, connect, and analyze critical business data. At the same time, it helps everyday users get the most out of their data.

- **Microsoft Outlook**. The Office XP personal information manager and communication solution, controls the deluge of e-mail, appointments, and contacts, helping small business users make the most of their time and share information with others.

- **Microsoft Publisher**. The Office Desktop Publishing Solution is the easy-to-use desktop-publishing program that enables small businesses to create their own attractive, effective marketing materials.

For More Information

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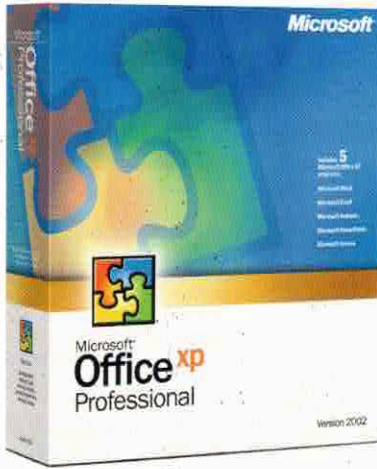
- For multimedia and sound: Accelerated video card or MMX processor for improved graphics rendering

- For speech recognition (available for U.S. English only): Pentium II 400-MHz or higher processor; 128 MB of RAM or more; close-talk microphone and audio output device

- For e-mail: Microsoft Exchange Server, Internet SMTP/POP3, IMAP4, or other MAPI-compliant messaging software

- Exchange Server required for certain advanced collaboration functionality in Outlook

- Collaboration features compatible with Office 97 or later

- Some Internet functionality may require Internet access and payment of a separate fee to a service provider; local or long-distance charges may apply

- 14,400 or higher-baud modem

- Graphics tablet recommended for handwriting-input features

- Microsoft Windows Media™ encoder-compatible video camera for broadcasts including video; Microsoft Exchange Chat Server to enable chats during live broadcasts; Windows Media Server to enable multicasts of live broadcasts to more than 10 audience members

- 100 MB of additional hard disk space for installation of Office XP Media Content

- 50 MB of additional hard disk space for each additional language interface installed

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Microsoft®

The world's leading productivity suite, Microsoft® Office XP Professional stream-lines how people work with information and one another, making it easier for everyone to create, share, and analyze important data. Experience the smarter way to work.

The most significant version of Office ever released, Microsoft Office XP Professional integrates productivity innovations throughout its programs to transform the traditional Office suite into a smarter overall work experience. By simplifying productivity, enabling effective collaboration, and providing a flexible way to address business needs, Office XP Professional streamlines how people work with information and one another, making it easier for everyone to create, share, and analyze important information.

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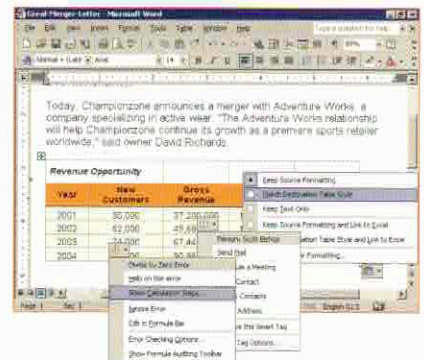
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SMART TAGS

"Buttons with a brain," smart tags deliver a menu of context-sensitive options when and where you need them. Whether you're formatting documents or correcting formulas, you'll always have relevant options at your fingertips. Some examples of smart tags include:

- **Paste Options.** When pasting data from another source, you can specify whether to paste it in its original form, modify it to match the target document, or simply keep only the text.

- **AutoCorrect Options.** When Office makes an automatic correction, you can undo the correction, modify it, or specify that the correction not be made in the future.

- **Context-Specific.** Smart tags in Word and Excel expose relevant options for categories of information, including stock ticker symbols, names, dates, and addresses.

TASK PANES

The new Task Pane is your Office XP "command center," putting the rich functionality of Office at your disposal. It places relevant features just a click away and makes it easy to locate files, utilize content, and integrate data into your Office documents.
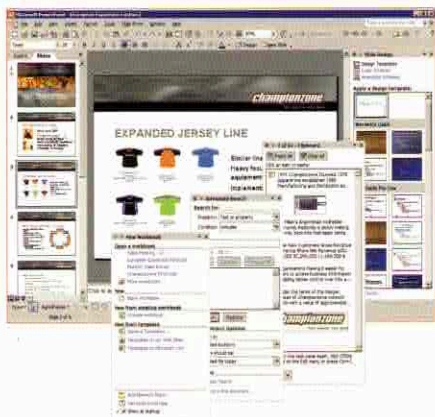
- **Office Clipboard.** Copy up to 24 pieces of information at once and paste them in any order. The Clipboard Task Pane gives a sample of the text to easily distinguish which items you want to paste into other documents.

- **Search Task Pane.** Easily find text in a document and find files or folders on your PC, in your network places, even within Microsoft Outlook folders — all without leaving what you're working on.

- **Program-Specific.** Each Office program has its own specific Task Panes, such as Styles and Formatting in Word, New Workbook in Excel, and Slide Design in PowerPoint.

DATA ANALYSIS

- **Flexibility.** Now you can drag-and-drop controls within Access forms to create a PivotTable® or PivotChart® dynamic view, a spreadsheet, and more.

- **Save As Data Access Page.** With this feature, you can create refreshable Web-based reports in Access quickly and easily.

OFFICE TOOLS ON THE WEB

Enhancements and updates available from Office Tools on the Web expand the power and versatility of Office XP, provide a template gallery to help jump-start your work, and bring you a design gallery full of images, sounds, animations, and more.

SPEECH & IMAGING

- **Speech Recognition.** Go beyond the traditional mouse-and-keyboard input methods. Now you can dictate text, make formatting changes, and navigate menus using speech and voice commands.

- **Office Document Scanning and Imaging.** Scan multipage documents, and convert the contents to text. You can even search within, view, and reuse content from the scanned image documents.
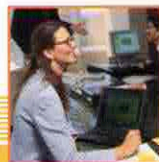
TOOLS YOU CAN RELY ON

Office XP brings you peace of mind. Tools such as Document Recovery and AutoRecover are designed to protect you if an error occurs, so you won't have to recreate your work. And a number of security enhancements have also been included in Office XP to ensure the safety and integrity of data.

- **Application and Document Recovery.** Should an error occur, this feature gives you the option to save your current files. Then it returns you to the working environment, with the recovered document(s) displayed in the Recovery Task Pane.
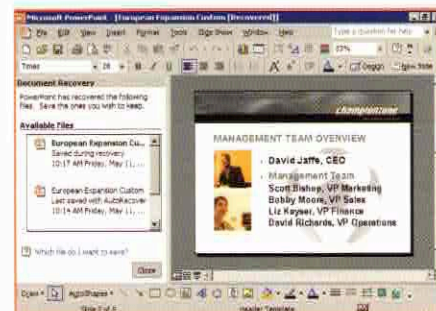
- **AutoRecover.** Word, PowerPoint, and Excel automatically save files at specific time intervals. If an error occurs, the recovered file is opened, allowing you to discard the file, save it, or save it as a separate file.

Enabling Effective Collaboration

Today more than ever people need to share, review, and merge documents, as well as easily collect team knowledge in an organized way. Office XP provides solutions that can help a team, whether it's two people or two organizations, share and collaborate with one another more effectively.

COMMUNICATION INTEGRATION

Microsoft Outlook is your complete personal information management and messaging solution. Consolidate multiple e-mail accounts, MSN® Messenger, and all your personal information into a single location.

COLLABORATIVE DOCUMENT CREATION

Office XP revolutionizes the document creation and review process by understanding each user's role in the review cycle and providing the tools that teams need to work on documents with one another.

- **Send for Review.** When you send out Word, Excel, and PowerPoint documents for review, comments and revisions are tracked automatically, so you can quickly compare and merge reviewers' changes. Because changes are shown with new color-coded markup balloons, you can clearly see your original content and layout and easily switch between different reviewers.

STORING & SHARING KNOWLEDGE

Integration with SharePoint™ Team Services allows you to seamlessly share information between Office XP applications and your team Web site. SharePoint Team Services provides an "out-of-the-box" team Web site for coordinating group projects. Using only a browser, team members can view and contribute information to

shared lists such as events, announcements, discussions, tasks, and contacts, or they can create their own custom lists to share additional information with their team.

- **Document Libraries.** This feature provides a place for storing documents so that they can be shared with others. Users can upload and open Office documents, as well as send them for review, from the document libraries.

- **Notifications.** When a SharePoint list is modified or updated, subscribers to that list can be automatically notified by e-mail.

- **Integration with Office XP.** From a SharePoint team Web site, users can import contacts from Outlook, as well as export events to their Outlook calendar. Users can also export lists and survey data into Excel.

- **FrontPage® Customization.** Team sites can be customized and personalized easily, using the Microsoft FrontPage Web site creation and management solution (not included in Office XP Professional).

Flexible Way to Address Business Needs

Like individuals, organizations benefit from greater productivity. Office XP Professional offers organizations the tools to build and edit powerful business Web-based and collaborative solutions, as well as to increase security and reliability while lowering

the costs associated with deploying and administering Office applications.

ENABLES NEW BUSINESS APPLICATIONS

Web services tightly integrated into Office XP enable it to serve as an "information hub" that allows people to harness relevant information regardless of where it resides — the desktop, an intranet, or the Web.

- **Extensible Smart Tag Technology.** Organizations can take advantage of third-party smart tags, or create their own. Custom smart tags can be developed to import data, link to real-time data, find related information, provide custom reports, and more — all from within Office. Additional information is available in the Smart Tag Software Development Kit.

- **XML Support.** XML data can be created in Excel and Access by exporting from or importing into a Jet or Microsoft SQL Server™ database.

- **Office Web Components.** These allow users to transform static Web sites into interactive pages where users can access and manipulate data with powerful analytic tools, all from within the browser.

IMPROVED RELIABILITY & SECURITY

Reliability and security enhancements help ensure that users will enjoy a productive, error-free work environment.

- **Corporate Error Reporting.** New error-reporting tools allow IT professionals to track all their users' application system errors and provide an error report for the entire company, allowing them to identify and solve frequently occurring problems.

- **Enhanced Security Features.** Increases to desktop security include Digital Signatures, Encryption, Macro Security, and Privacy Settings.

Microsoft **Office** xp
Professional

EASIER TO DEPLOY & CONTROL

- **Intelligent Setup.** When a user is upgrading from a previous version of Office, Setup analyzes the current configuration and intelligently installs the same components.

- **Custom Installation Wizard (CIW).** The enhanced CIW allows administrators to customize security settings and Outlook profiles, to eliminate features or applications, and to control the way in which Office is rolled out.

- **Custom Maintenance Wizard.** Administrators can easily maintain and configure Office XP after it has been installed.

The Tools to Work Smarter

Together, the five programs in Office XP Professional form the essential set of tools that enable users to work smarter, collaborate effectively, and enhance their work with all that the Web has to offer.

Microsoft Word, the Office XP Word Processor

Word version 2002 empowers users to discover and exploit more of the application's rich functionality. It's easier than ever for users to streamline the creation, sharing, reviewing, and publication — in print or to the Web — of their critical documents.

Microsoft Excel, the Office XP Spreadsheet

Excel version 2002 gives financial professionals the tools they need to access, connect, and analyze critical business data. At the same time, it helps everyday users get the most out of their data.

Microsoft Outlook, the Office XP Personal Information Manager and Communication Solution

Outlook version 2002 controls the deluge of e-mail, appointments, and contacts, helping users manage their time and tasks and making it easier to synthesize information and share it with others.

Microsoft PowerPoint Presentation Graphics Program

PowerPoint version 2002 helps users discover the functionality to create effective presentations, and makes it simple to share and collaborate on presentations over the Web.

Microsoft Access, the Office XP Database Solution

Access version 2002 provides powerful yet easy-to-use tools for storing, organizing and sharing information, so the whole team can make better decisions.

For More Information

Continually enhance the complete set of Office XP tools by visiting the Office Web site at **microsoft.com/office**. Learn about new features, get additional tools and tips, and even access great templates for all your needs. The Web site is constantly adding new services that can enhance your productivity and help you experience the full potential of Microsoft Office.

System Requirements

The recommended system configuration for Office XP Professional is the Microsoft® Windows® 2000 Professional operating system on a computer with a Pentium III processor and 128 MB of RAM.

Minimum Requirements:

- Computer with a Pentium 133-MHz or higher processor
- RAM requirements depend on the operating system used, plus an additional 8 MB of RAM for each Office XP application running simultaneously: 24 MB for Windows 98 or Windows 98 Second Edition; 32 MB for Windows Millennium Edition (Windows Me) or Microsoft Windows NT®; 64 MB for Windows 2000 Professional

- Hard disk space requirements vary by configuration; custom installation choices may require more or less hard disk space; typical requirement is 245 MB of available hard disk space with 115 MB on the hard disk where the operating system is installed[1]
- Windows 98, Windows 98 Second Edition, Windows Me, Windows NT 4.0 with Service Pack 6 (SP6) or later,[2] or Windows 2000 or later
- CD-ROM drive
- Super VGA (800 × 600) or higher-resolution monitor with 256 colors
- Microsoft Mouse, Microsoft IntelliMouse®, or compatible pointing device

For complete system requirements, please visit microsoft.com/office.

[1] Users without Windows 2000, Windows Me, or Office 2000 Service Release 1 (SR-1) require an extra 50 MB of hard disk space for System Files Update.

[2] On systems running Windows NT 4.0 with SP6, the version of Microsoft Internet Explorer must be upgraded to at least version 4.01 with SP1.

Microsoft