MICROSOFT ®

When you start with us, you can stay with us.

Guide to
Microsoft products
for the MS-DOS®
and XENIX®
operating systems.

Microsoft.
The software you can use right now.
And years from now.

The Microsoft program you just bought has a lot in common with all of our other programs—each one is designed to be easy enough to start with. And powerful enough to stay with.

There are Microsoft programs that can help you do anything from planning a project to writing a proposal to creating presentation-quality charts. In short, the kinds of things you do in business every day.

That's why every day more businesses discover Microsoft programs. And find out that our software lets them run their business better by getting the job done faster. One reason is that each program takes full advantage of the latest advances in hardware and software technology. Advances like laser printing and enhanced graphics displays.

Yet each program is also designed to be easy to start with. So you can be productive from the very first day. The key—a simple and intuitive design for every program. Plus on-line help and training materials that take you well beyond the basics. All backed up with a superb system of direct telephone support.

And Microsoft business products aren't copy-protected, so you can use them in whatever way is convenient for you. What's more, our programs share common commands. So once you've learned one, you're well on your way to learning all the others.

You'll also discover that each Microsoft program has the future built right in. Which means as your needs grow, the program you're using can keep up with you.

And, as we add new capabilities to products, we'll provide you with reasonably priced updates. To be sure that you will receive notification of these updates, take a moment right now to fill out the registration card included in this package.

Microsoft. The software to choose when you want to use it right now. And years from now.

numbering scheme when blocks of copy are moved or removed.

We put a lot of other good thinking into Microsoft Word, too. Such as the ability to handle multiple documents in separate windows on the screen, allowing you to quickly move text back and forth between them.

You can create newspaper-style columns or columns of numbers. Move those columns around. Perform simple math operations within them. Even organize and sort through lists in either alphabetic or numeric order.

All these out-of-the-ordinary features can be extraordinarily handy— whether you're writing a simple memo or producing an encyclopedic report.

And just imagine how good you'll look print. To many people, you are what you write, since that's all they see of you. And Microsoft Word gives you the ideal means of committing ideas to paper, with sophisticated tools that allow you to bring a consistent look of quality to all of your documents.

What you see on the screen is impressive, since an optional graphics card allows Microsoft Word to display special character formatting such as **bold**, *italics*, ~~strikethrough~~, single- and double-underlines, superscripts xyz, and subscripts xyz.

But Microsoft Word is even more stunning on paper. Because what you see on the screen is what you'll get on your printout.

Microsoft Word works with all of today's leading printers. Such as the new generation of laser printers, which give you typeset-quality ... at your desk. ... proportional spacing, ... the ability to

Microsoft® Word. When the outcome depends on the output.

Microsoft Word Version 3.1 is designed to do a lot of things well. But perhaps what it does best is help your business look its best by bringing a more professional appearance to all your printed documents.

And this new version of Microsoft Word takes performance and speed to new heights, giving you the fastest way ever to organize, create, and print professional-quality documents.

Outlines, windows, columns, and more.

Microsoft Word is the first word processor with a built-in outlining capability that lets you organize your thoughts easily and quickly. Start by typing in ideas as they come to mind. Then add structure by putting groups of associated ideas into an outline. Before you know it, you've produced your final document.

We put a lot of other good thinking into Microsoft Word, too. Such as the ability to use up to eight windows to get different views of your documents.

You can also create newspaper-style columns, columns of numbèrs, or side-by-side paragraphs. And it's simple to move columns around, perform math within them, even organize and sort through lists in either alphabetic or numeric order.

Microsoft Word comes with many other helpful tools, such as its built-in style sheets. They let you store any number of special formats, and you can add them to a document with just a couple of keystrokes.

And you can even check a dictionary or a 220,000-synonym thesaurus without leaving the program.

And just imagine how good you'll look in print.

When it comes to business correspondence, you *are* what you write, since that's all many people ever see of you. And one of Microsoft Word's strongest points is the way it lets you bring a consistent look of quality to all your documents.

What you see on the screen is impressive, since an optional graphics card allows Microsoft Word to display special character formatting such as **bold**, *italics*, single- and double-underlines, ~~strikethroughs~~, superscripts^{xyz}, and subscripts$_{xyz}$.

But Microsoft Word is even more stunning on paper. Because what you see on the screen is what you'll get when you print.
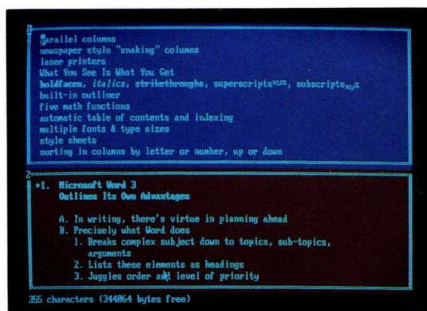
Microsoft Word works with all of today's leading printers.

Including the latest generation of laser printers, which give you typeset-quality printouts right at your desk. Complete with proportional spacing, microjustification, and the ability to mix multiple fonts. And Microsoft Word also works with more than 120 of the most popular dot matrix and letter-quality printers, driving them to perform their best.

Microsoft Word can help just about any office get more done in less time. For instance, Word's what-you-see-is-what-you-get screen display and laser printer compatibility make Word a natural for desktop publishing applications.

Another reason Microsoft Word is so good to have around the office is its built-in conversion programs, including one that lets you convert to and from DCA formats for easy file exchange with mainframes.

There's even a network version of Microsoft Word that lets groups of people share files and printers.

We've included a tutor in every box.

Learning Microsoft Word, our highly acclaimed computer-based training program, has been updated for Version 3.1. It's an interactive, self-paced tutorial that guides you step-by-step through the program.

Microsoft Word. The Word is out. And now you—and your business—can look better than ever.

System Requirements

- IBM® *Personal Computers or compatibles*
- *256K memory (or 216K available user memory)*
- *DOS 2.0 or higher*
- *Two double-sided disk drives or one drive and a hard disk*

Optional
- *Microsoft Mouse (bus, serial, or InPort™ version)*
- *Graphics adapter card (required to display some on-screen character formatting)*
  Note: Also available in 3½" disk format.

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Educational Films
2899 West 22nd Street
Sencer, N.Y. 10010

October 15, 1986

October 15, 1986
Page Two

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production budgets would enable
. I believe the special effects
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such as ours.

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would find him more of

Microsoft Access. We don't call it the Great Communicator for nothing.

Getting information from one computer to another is no longer the chore it once was. Thanks to Microsoft Access. No other software package solves so many communications problems so easily. Or with so much flexibility. Because no other communications software package lets you customize it the way Access does.

You can automate virtually any kind of communications operation. Either for yourself or for your entire office. That means an MIS department, for instance, could create a friendly mainframe environment for non-technical professionals.

Microsoft Access lets you use a powerful, BASIC-like command language called MASC to write personalized applications. You can even create your own Custom Menus. So if people using Access need, say, sales figures from the company mainframe, they simply press "S" for "Sales." And so on. Those are the same kinds of built-in Custom Menus that you can use to get information from popular on-line services, such as Dow Jones News/Retrieval® and NewsNet®. With Microsoft Access, you can use the same command to do the same thing every time. Even with different services.

```
'Call Dow Jones, retrieve portfolio data, then export to Multiplan
        While TIMES()"6:00"          'wait until 6am
        Wend
CALL:   Connect "DOWJONES"
        If ERROR then goto CALL      'redial if fail
        Send "//CR"
        Match"ENTER QUERY"
        Send ". IBM AAPL MSFT LOTS TATE"
        Match "DIVIDEND"
        Capopen "PORT.DOC"           'open capture file
        IDLE 5
        Capclose
        Send "DISC"
        Disconnect
        If EXISTS("PORT.SLK") then rename "PORT.SLK","PORTSLK.BAK"
        Runprog "EXPORT PORT.DOC -f mp -c 1:10,21:30,31:40 -o PORT.SLK",0,0


TRANSFER VIEW FILE filename: STOCKS.SCR

End of file. Press Esc for menu
SESSION                              Access: DOWJONES OFFLINE L2NI
```

More great communications skills.

Microsoft Access does more than communicate with other computers. It also communicates with other programs.

Access converts the data captured on-line into a form that you can use in programs like Microsoft Chart, Microsoft Multiplan®, or Lotus® 1-2-3®.

Access puts you in control of your communications sessions in other ways, too. Like letting you automatically search through a dozen on-line databases for historical information about a company. Or carry on eight communications sessions concurrently (using the X.PC protocol).

Microsoft Access. When it comes to customizing your communications, it's the greatest.

System Requirements

- *IBM Personal Computers or compatibles*
- *256K memory*
- *DOS 2.0 or higher*
- *Two double-sided disk drives or one drive and a hard disk*
- *Asynchronous communications adapter*
- *Modem (required for using communications services)*

Optional
- *Custom Menu Compiler (for creating Custom Menus)*

Note: Also available in 3½" disk format.

Microsoft Multiplan. The business spreadsheet millions count on.

More than a million people around the world have already picked the Multiplan electronic worksheet program for their businesses.

Now our newest MS-DOS® version of this popular program—Version 2.0—takes it further than it's ever gone before, with an expanded working area (4095 rows by 255 columns); faster-than-ever performance (faster than even the latest version of Lotus 1-2-3 in most uses); and macros (which let you reduce lengthy command sequences to a single keystroke).

There's support for 8087/80287 math coprocessors. Plus a "sparse matrix memory management" technique that allows you to build larger models.

So whether you've got a lot to get into a spreadsheet, or a lot to get done quickly, Microsoft Multiplan is the smart choice for your business.

It can do some things you've never seen in a spreadsheet before. Like consolidate data from multiple spreadsheets—such as 12 monthly budgets—into a single comprehensive summary. And Multiplan can consolidate that information in batches, instead of dealing with each spreadsheet one by one.

You can also link a series of spreadsheets together, so that any changes made on one are automatically reflected in all the others. Which means you can work with information in manageable pieces. Build large models. And transfer data without retyping.

Power without the pain. Or the price.

For all its power, Microsoft Multiplan is remarkably easy to manage. With on-line, single-keystroke help. And built-in support for the optional Microsoft Mouse.

What's more, Multiplan can read and write Lotus 1-2-3 files, allowing you to share spreadsheets painlessly from one personal computer to another. Or you can link Multiplan directly to Microsoft Chart to produce presentation-quality graphics.

Microsoft Multiplan. Its combination of high performance and low price makes it an exceptional value.

System Requirements

- *A personal computer running the MS-DOS operating system*
- *128K memory (256K recommended)*
- *DOS 1.1 or higher*
- *One double-sided disk drive or one drive and a hard disk*

Optional ■ *Microsoft Mouse (bus, serial, or InPort version)*
Note: Also available in 3½" disk format.

Microsoft Chart.
See it your way.

With Microsoft Chart Version 2.0, you can produce graphics of boardroom-quality that let you quickly show exactly what you mean to say.

For instance, you can choose from its unique gallery of eight chart types to automatically create area, bar, column, hi-lo, line, mixed, pie, and scatter charts. Select from one of 45 pre-formatted charts, or design your own chart.

And from all those versatile capabilities, put together the single chart that communicates your ideas the best.

You can define up to 177 colors (depending on your output device). Add movable text—in countless type styles and sizes—anywhere you want. Combine and overlay charts. Move and size components. Insert arrows, hatch patterns, and grid lines. Fine-tune your image on the screen. View it in 16 crisp colors if you're using an IBM Enhanced Graphics Adapter. Then print it out on more than 60 leading output devices, including dot matrix printers, laser printers, and color plotters.

Chart links directly to Lotus 1-2-3, Microsoft Multiplan, dBASE III™, and R:base 5000™. So when the numbers change, the charts change right along with them. And you can enter data directly from many other popular programs, too, including any program that uses DIF, ASCII, or SYLK formats.

Microsoft Chart. Now you can see it your way.
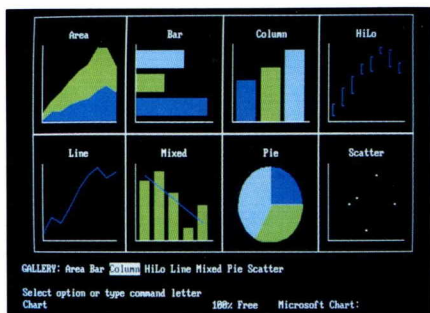
System Requirements
- *IBM Personal Computers or compatibles*
- *256K memory*
- *DOS 2.0 or higher*
- *One double-sided disk drive or one drive and a hard disk*
- *Graphics adapter card:*
  - *—IBM Color/Graphics Monitor Adapter, IBM Enhanced Graphics Adapter, IBM 3270 PC XGA and APA*
  - *—Hercules™ Graphics Card*
  - *—AT&T 640x400 Monochrome Graphics Card*

Note: Also available in 3½" disk format.
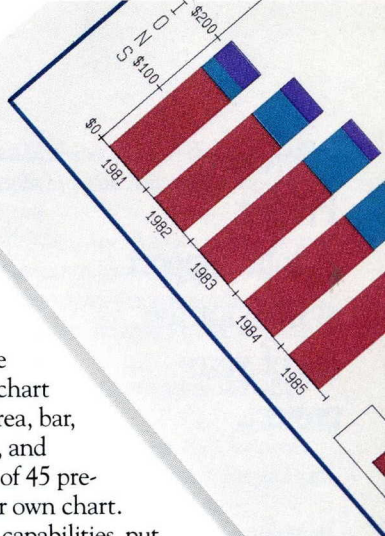
Microsoft Project.
A total support system for the life of your project.

Microsoft Project Version 3.0 is a comprehensive project scheduling and costing program that can keep even your biggest projects on track.

You'll get exactly the information you need to make any project run smoothly. Monitor schedules and cash flow. Identify potential delays. And discover problems before they hit the bottom line.

## You do the easy part. We do the hard part.

With Microsoft Project, taking charge of any project is easy. You simply enter data the same way you do on a spreadsheet. Then Microsoft Project cranks out the PERT and Gantt charts for you. The other project management tools you need are there as well, like tracking of Plan vs. Actual. ASAP and ALAP scheduling. Creation of custom calendars for individual resources. Plus the ability to schedule from minutes to over a 100 years.

You can also monitor the timing and resource needs of many subprojects within a master schedule. Sort through and analyze data. And produce 18 different printed reports.

Getting started with Microsoft Project is easy, too. Because we've included an interactive 30-lesson training disk.

You can use Microsoft Project with leading networks, too. Including Ungermann-Bass Net/One®, IBM PC Network, Novelle Netware™, 3Com® EtherSeries™, and Microsoft Networks. And you can pass information to software packages like Lotus 1-2-3, Microsoft Multiplan, Microsoft Chart, dBASE II®, and Primavera Project Planner®. You can even load information from Microsoft Project into mainframe project management packages.

Microsoft Project. It keeps you on the critical path to success.
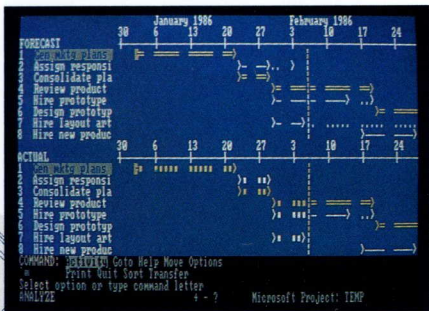
System Requirements

- *A personal computer running the MS-DOS operating system*
- *256K memory*
- *DOS 2.0 or higher*
- *Two double-sided disk drives or one drive and a hard disk*

Optional
- *Microsoft Mouse (bus, serial, or InPort version)*

Note: Also available in 3½" disk format. Training disk requires IBM Personal Computer or compatible.

Microsoft Mouse. The mouse with the most.

More PC programs support the Microsoft Mouse than any other pointing device. And more people buy the Microsoft Mouse than any other.

Why? Well, for one thing, the Microsoft Mouse operates at twice the resolution of most other mice. So you get faster, better control over your computer. And it works on any surface, without requiring any special pads. Plus it's designed to fit any size hand comfortably.

The Microsoft Mouse also includes two pieces of valuable business presentation software.

You get Show Partner™, an amazing program that lets you create animated slide shows with your PC. They can range from simple consecutive screens to elaborate presentations.

You also get Microsoft Paintbrush®, a color graphics program that you can use to create freehand drawings or to enhance existing charts and graphs.

What's more, the Microsoft Mouse also comes with Expert Mouse Menus that let you get the benefits of the mouse with programs like Lotus 1-2-3, DisplayWrite 3™, and MultiMate®.

The Microsoft Mouse. It adds new muscle—and new speed—to help you make the most of your machine.

System Requirements

- *IBM Personal Computers and compatibles*
- *12K available user memory*
- *DOS 2.0 or higher*
- *One double-sided disk drive*

Available Versions

- **Bus version** *(uses slot in machine for auxiliary card)*
- **Serial version** *(uses serial port)*
- **InPort version** *(uses Microsoft InPort device interface on auxiliary boards such as Microsoft MACH 10™)*

Note: The Microsoft Mouse tutorial requires 128K available user memory. Show Partner and Microsoft Paintbrush each require 384K memory and graphics display.
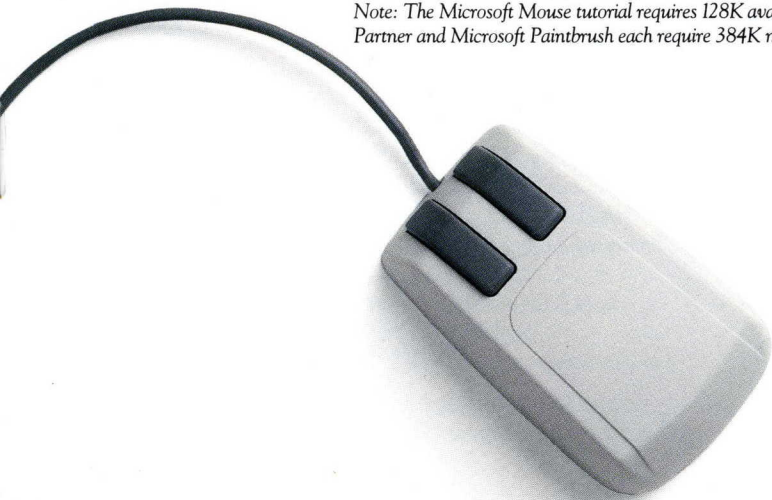
# Microsoft Windows. Power Windows—for driving all your software.

Microsoft Windows is the advanced new operating environment that bridges the gap between today's most popular— and tomorrow's most powerful—applications. Microsoft Windows lets you work with multiple applications and quickly switch between them without having to quit and restart each one. So you can take information from one program and use it in another.

When you use Microsoft Windows with a hard disk or a memory expansion card, you can swap programs and break through that 640K memory barrier. So you can run more programs than normally fit in memory at the same time. If you're using Windows applications, you can even run several programs at once.

We've included a dozen programs in the Microsoft Windows package, including a calendar, print spooler, clock, notepad, calculator, electronic cardfile, and a terminal program. Plus the MS-DOS Executive file manager for easy access to DOS commands.

Right now you also get *Microsoft Windows Write*, an easy-to-use word processor, and *Microsoft Windows Paint*, a drawing program.

These applications demonstrate the full power of this new graphical environment— complete with drop-down menus, icons, dialog boxes, and the ability to display multiple windows.
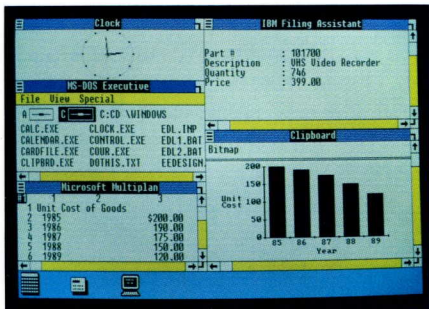
Minimum System Requirements

- *IBM PC or 100% compatible (except IBM PCjr and IBM PC Convertible)*
- *320K memory*
- *DOS 2.0 or higher*
- *Two double-sided disk drives*
- *Graphics adapter card*

Recommended Memory and Disk Storage

- *512K memory*
- *One double-sided disk drive and a hard disk*

Optional

- *Microsoft Mouse (bus, serial, or InPort version) or other pointing device*

*Note: To get a color display with Windows, you'll need a personal computer equipped with the IBM Enhanced Graphics Adapter or compatible card. Color is **not** generated with an IBM Color/Graphics Monitor Adapter or compatible graphics adapter card.*
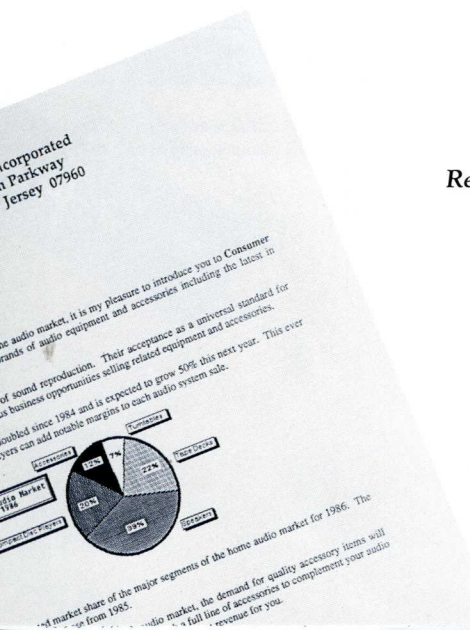
Microsoft Windows Software Development Kit. Now you can do Windows.

The Microsoft Windows Software Development Kit gives you the tools you need to develop sophisticated, portable graphics applications. Applications that use popular Windows features such as drop-down menus and dialog boxes.

Programs you develop with the Microsoft Windows Software Development Kit are portable to any microcomputer running the Microsoft Windows operating environment. And you can take advantage of graphics devices and printers without the need to write drivers.

You can use one of the major microcomputer programming languages, including Microsoft C Compiler, Microsoft Pascal Compiler, and Microsoft Macro Assembler.

The Microsoft Windows Software Development Kit includes utilities, sample code, dialog editor, font editor, debugger, windows libraries, documentation, and more.

So if you want to do Windows, this is the one addition you should make to your development team.

System Requirements

- *A personal computer running the Microsoft Windows operating environment*
- *512K memory*
- *DOS 2.0 or higher*
- *Two double-sided disk drives or one drive and a hard disk (hard disk recommended)*
- *Graphics adapter card*

Note: In addition to this development kit, you will also need the edition of Microsoft Windows that runs on the system for which you are developing software.

Microsoft languages. They keep you on the leading edge.

For a microcomputer language to be truly "leading edge," it must reflect the latest in hardware and operating system technology.

And every Microsoft language does.

Microsoft BASIC Interpreter*
Microsoft QuickBASIC Compiler
Microsoft C Compiler
Microsoft FORTRAN Compiler*
Microsoft Macro Assembler
Microsoft COBOL Compiler*
Microsoft COBOL Tools*
Microsoft Pascal Compiler*
Microsoft LISP
Microsoft muMATH™
Microsoft Sort

*Also available in XENIX versions.

For details about Microsoft languages and programming tools, please visit your local Microsoft dealer.

Microsoft MACH 10. Transform your PC into a high performance Microsoft Windows machine.

Now your IBM PC, PC/XT, or Portable PC can give you accelerated Microsoft Windows performance. The kind of performance you get with the new generation of higher-speed machines. All it takes is a Microsoft MACH 10 performance enhancement board.

Just plug it in and Microsoft MACH 10—with its high-speed 8086 microprocessor—will make Microsoft Windows run up to twice as fast. And Microsoft MACH 10 will give all your software the same kind of big boost.

The one-slot Microsoft Windows solution.

In addition to giving you enhanced Windows performance, Microsoft MACH 10 comes with Microsoft InPort, the new graphic input device standard from Microsoft.

Now you don't have to sacrifice an empty slot or serial port when you want to add a Microsoft Mouse to your system. Simply plug the mouse into the Microsoft InPort connector and you're ready for Windows or any other software that supports the mouse.

Microsoft MACH 10. It gives your PC the speed to take maximum advantage of Microsoft Windows.

System Requirements

- *IBM PC, IBM PC/XT, IBM Portable PC, COMPAQ® Portable, COMPAQ Portable Plus, or Leading Edge® Model "D"™*
- *DOS 2.0 or higher*
- *One double-sided disk drive*
- *Full-length auxiliary card slot*

Note: Supports pointing devices compatible with the Microsoft InPort device interface.
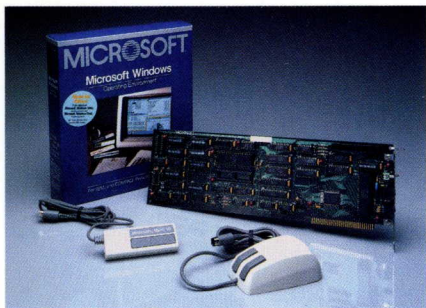
XENIX® version of Microsoft Multiplan. The spreadsheet for multi-user systems.

Now there's a sophisticated, powerful spreadsheet for XENIX V/286 systems. Microsoft Multiplan. The latest version of the program that's been selected by more than a million people around the world for use on more than a hundred different computers.

Our XENIX version of Multiplan is almost identical to its MS-DOS cousin. It includes file locking and file access permissions, and supports multiple simultaneous users from an unmodified IBM PC AT.

Microsoft Multiplan gives you 4095 rows by 255 columns of working area. An intuitive, easy-to-use interface. Macros that let you reduce lengthy command sequences to a single keystroke. And more.

In fact, it gives you all of the features of the MS-DOS version of Multiplan except mouse and color support. And, since it reads SYLK files, you can use existing Multiplan files.

To find out more, take a look at the description of the MS-DOS version of Multiplan on page 6. Then visit a Microsoft dealer for a demonstration.

System Requirements
- *A computer running the XENIX operating system*
- *640K available user memory*
- *XENIX 286 Version 5.0 or IBM PC XENIX Version 2.00*
- *One double-sided disk drive*

Microsoft Flight Simulator. Take to the air...without leaving home.

Climb into the cockpit of a Cessna 182 and get ready for almost anything in this exciting, highly realistic flight simulation program.

Sitting in the pilot's seat, you'll see both an out-the-window view and a highly accurate FAA-standard instrumentation panel. Create up to 30 flight modes. Take off and land at more than 80 airports. Alter the time of day, weather, or season to simulate the same conditions pilots face.

You can start in easy mode; grow to reality mode as your skills increase. And you can even fly into battle and match wits with enemy fighters in World War I Ace mode.

Microsoft Flight Simulator. Fun's never been so challenging, or so realistic.

System Requirements
- *IBM Personal Computer or compatible*
- *128K memory*
- *DOS 1.0 or higher*
- *One internal disk drive*
- *IBM Color/Graphics Monitor Adapter or Hercules Graphics Card*

Optional
- *Microsoft Mouse (bus, serial, or InPort version)*
- *Joysticks (require IBM Game Control Adapter)*

Note: Also available in 3½" disk format.

Learning DOS. Your own personal computer instructor.

Now you can learn DOS from the people who know it best—Microsoft. We created DOS, and now we've come up with an easy way for you to learn it.

Learning DOS tells you everything you need to know to master your computer's operating system. And all of this valuable information is right where you need it—inside your computer.

Learning DOS starts you off with a series of lessons that takes you from absolute unfamiliarity to complete control of everyday DOS commands. Which gets you up to speed quickly, even if you've never used a computer before.
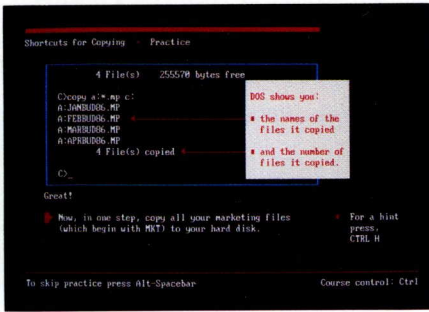
Learning DOS teaches you how to list a directory. Copy and delete files. Back up disks. How to create your own AUTOEXEC.BAT and CONFIG.SYS files. There are even special lessons for hard-disk users.

Then, as you use your computer, Learning DOS has on-line DOS Quick Reference that's always ready to give you instant help with any DOS command whenever you need it.

Learning DOS. It's like having your own consultant with you whenever you use your computer. Only a lot more convenient.

System Requirements
- *IBM Personal Computers or compatibles*
- *DOS 2.0 or higher*
- *One double-sided disk drive or one drive and a hard disk*


```
Shortcuts for Copying    Practice

        4 File(s)    255570 bytes free

C>copy a:*.mp c:                      DOS shows you:
A:JANBUD86.MP
A:FEBBUD86.MP          ◄────────      • the names of the
A:MARBUD86.MP                           files it copied
A:APRBUD86.MP
        4 File(s) copied  ◄────────    • and the number of
                                        files it copied.
C>_

Great!

▪ Now, in one step, copy all your marketing files    • For a hint
  (which begin with MKT) to your hard disk.             press,
                                                         CTRL H

To skip practice press Alt-Spacebar                  Course control: Ctrl
```

Microsoft Press. Read all about it.

Whether you're just getting started or looking for a way to get more power from your computer, these books from Microsoft Press offer practical advice. They provide detailed examples that show exactly how you can put your computer to the best use.

Available wherever books or software are sold. Or order them directly from Microsoft, using the attached Microsoft Press order form. You can also order Learning DOS, our computerized tutorial that teaches you how to use the PC operating system.

Microsoft Press
Order Form

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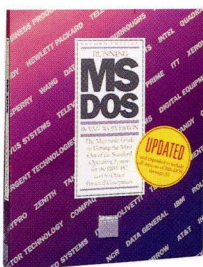
Credit Card No.   Expiration Date

_____

Signature

To order, send this form along with your payment or credit card
information to:

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Or call toll-free: 1-800-638-3030
In Maryland call collect: 824-7300
Monday through Friday, 8:15 a.m. to 4:15 a.m. (EST)

Please allow 4 weeks for delivery. This offer good only in USA.

Running MS-DOS, 2d ed.
Van Wolverton
The latest edition of this handy source book for the MS-DOS operating system. It tells you how to use the latest versions of MS-DOS (through Version 3.1).
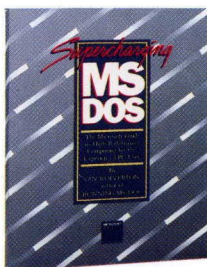

Supercharging MS-DOS
Van Wolverton
Learn how to customize the behavior and appearance of your computer with a comprehensive guide by the author of *Running MS-DOS*. Filled with tips and techniques.
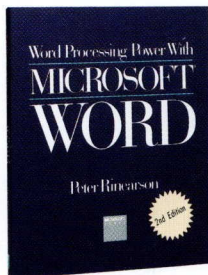

Word Processing Power with Microsoft Word, 2d ed.
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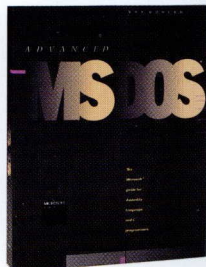

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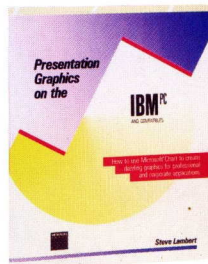

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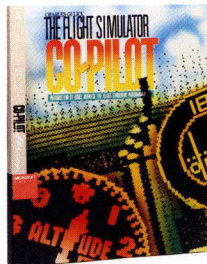

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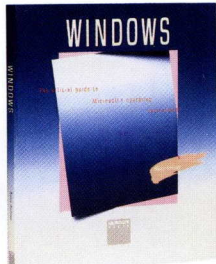
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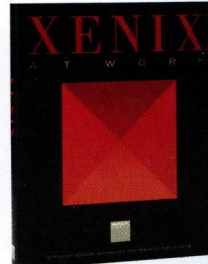
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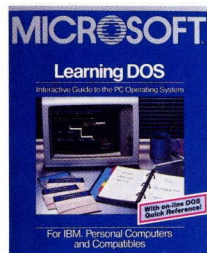
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