

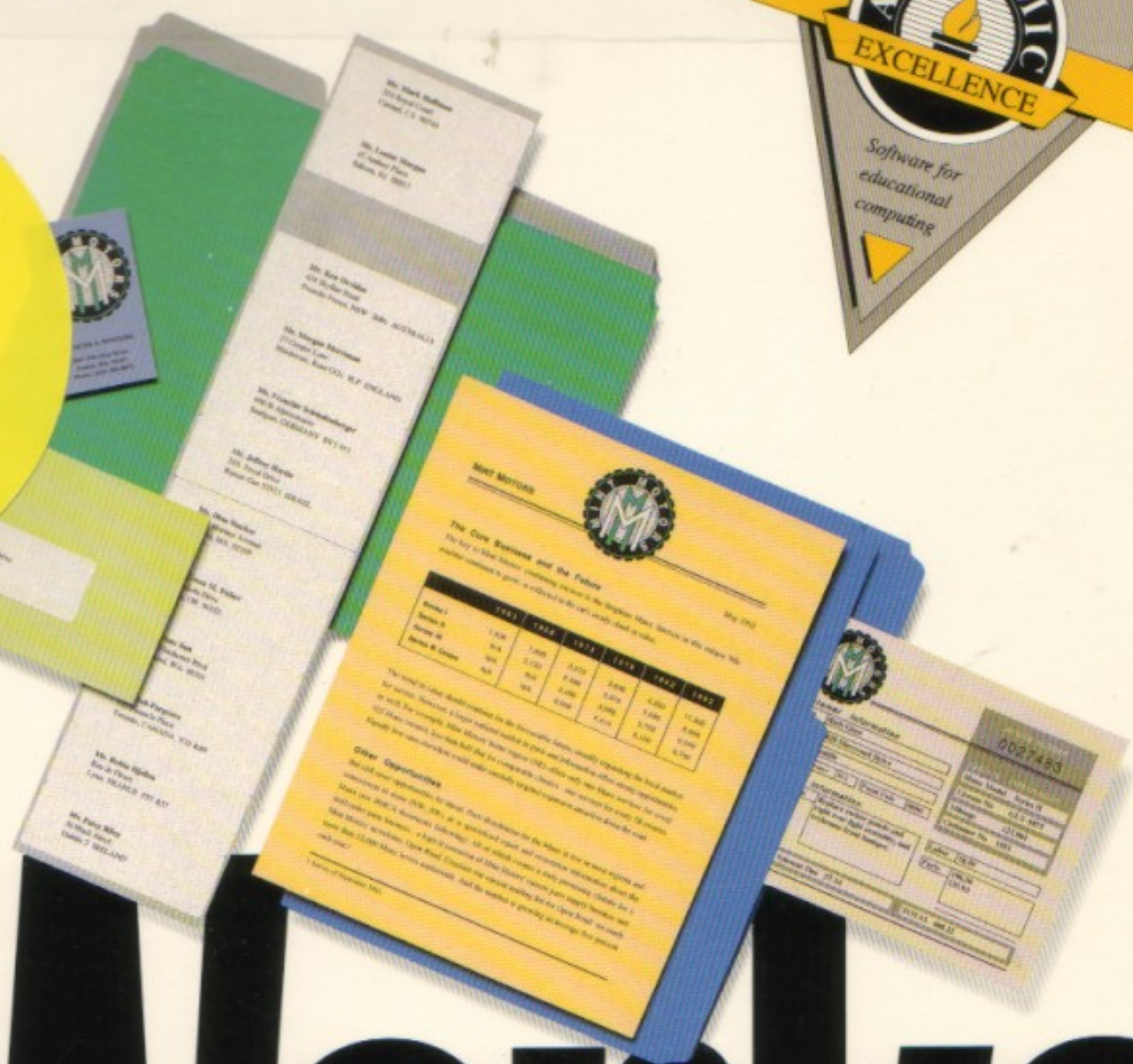


MACINTOSH®
SERIES

FREE!



Introducing the
Microsoft® Teacher's
Resource Center
(details inside)



Microsoft® Works



The World's Best-selling Integrated Software for the Macintosh

Microsoft®

WORKS

Productivity Tools

Several hundred thousand reasons to choose Microsoft Works.

More than 750,000 people have given Microsoft Works the most important personal endorsement there is. They use it themselves. With Microsoft Works, you get power, ease of use, and award-winning support. And that helps you get the most from your Mac.

To run Works, you need:

- Macintosh Plus or higher
- 1 MB of RAM (2 MB with Apple® System 7.0)
- A hard disk
- System 6.0.5 or later; fully compatible with Apple System 7.0
- HyperCard® 2.0 or later, if you wish to run the tutorial

Printers supported:

- Any Macintosh-compatible printer, including Apple ImageWriter®, ImageWriter LQ, LaserWriter®, and LaserWriter Plus with downloadable fonts

Modems supported:

- All Hayes® and Hayes-compatible modems

Microsoft®



MACINTOSH®
SERIES

WORKS 3.00 AE SINGLE

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TEAM MT

SERIAL NO. 8DK1W P



070-396U300

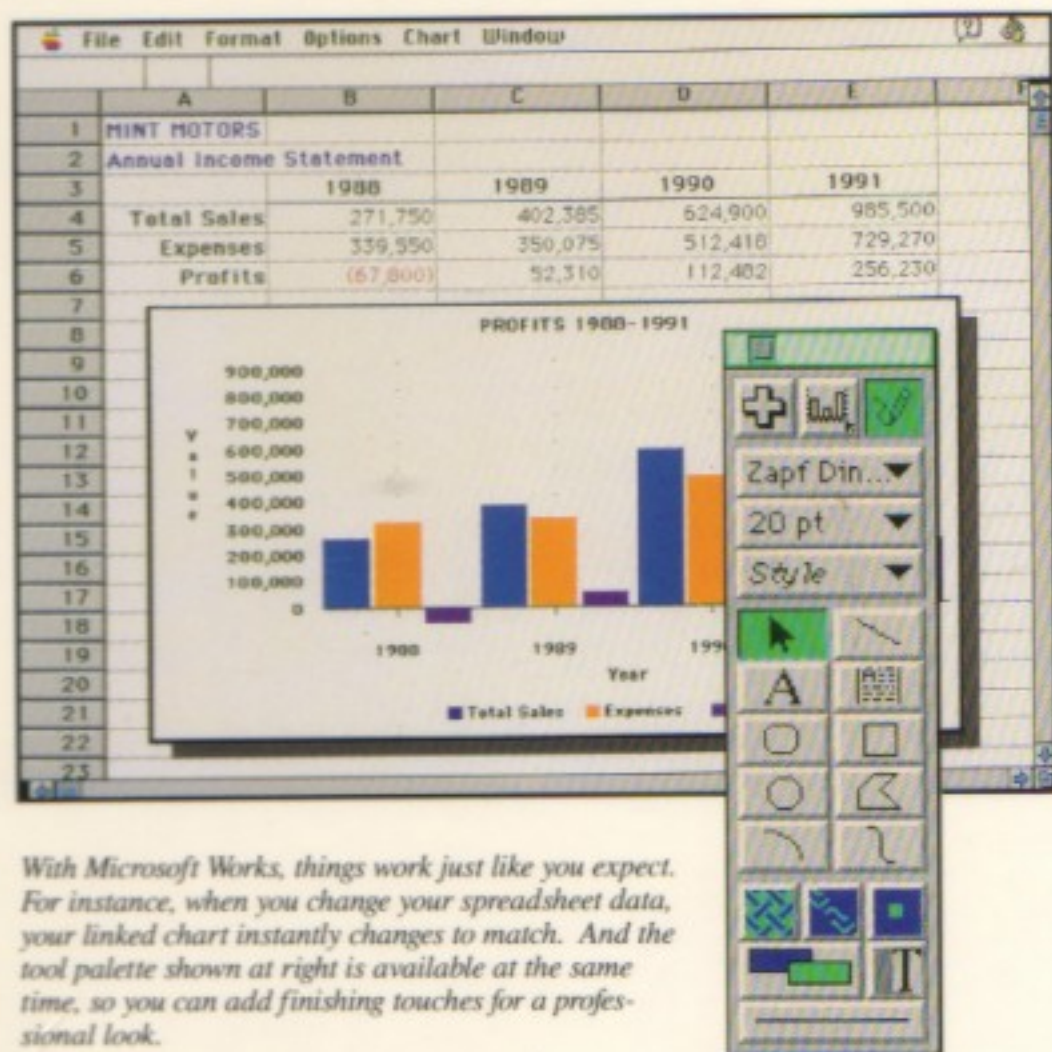
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Microsoft®

Works

Microsoft® Works

It's the best-selling integrated program ever for the Mac®. Because it makes it easy even for beginners to work like pros. All tools—word processing, database with reporting, spreadsheet with charting, drawing, and communications—work great together, so your words, numbers, and pictures can too. Which makes it the only software you may ever need.



With Microsoft Works, things work just like you expect. For instance, when you change your spreadsheet data, your linked chart instantly changes to match. And the tool palette shown at right is available at the same time, so you can add finishing touches for a professional look.

Word processor

- Publish documents that dazzle with footnotes or endnotes and headers containing graphics and page numbers
- Zip through form letters and more with improved mail merge features
- Sharpen your style with the advanced spelling checker, the thesaurus, and the word count feature

Database with reporting

- Use a single file for purchase orders, address labels, inventories, and more by designing up to 16 different forms per file
- Create richly detailed records using up to 256 multiline fields
- Find and print the exact information you need with filters, sorting, and presentation-quality reports

Spreadsheet with charting

- Quickly build sophisticated worksheets using up to 64 predesigned formulas, plus cell notes and extensive cell formatting
- Create six kinds of charts right beside your worksheet, then update your numbers and watch your chart instantly change to match
- Boost the impact of any chart by enhancing it with the drawing tools while the chart is still live-linked to data

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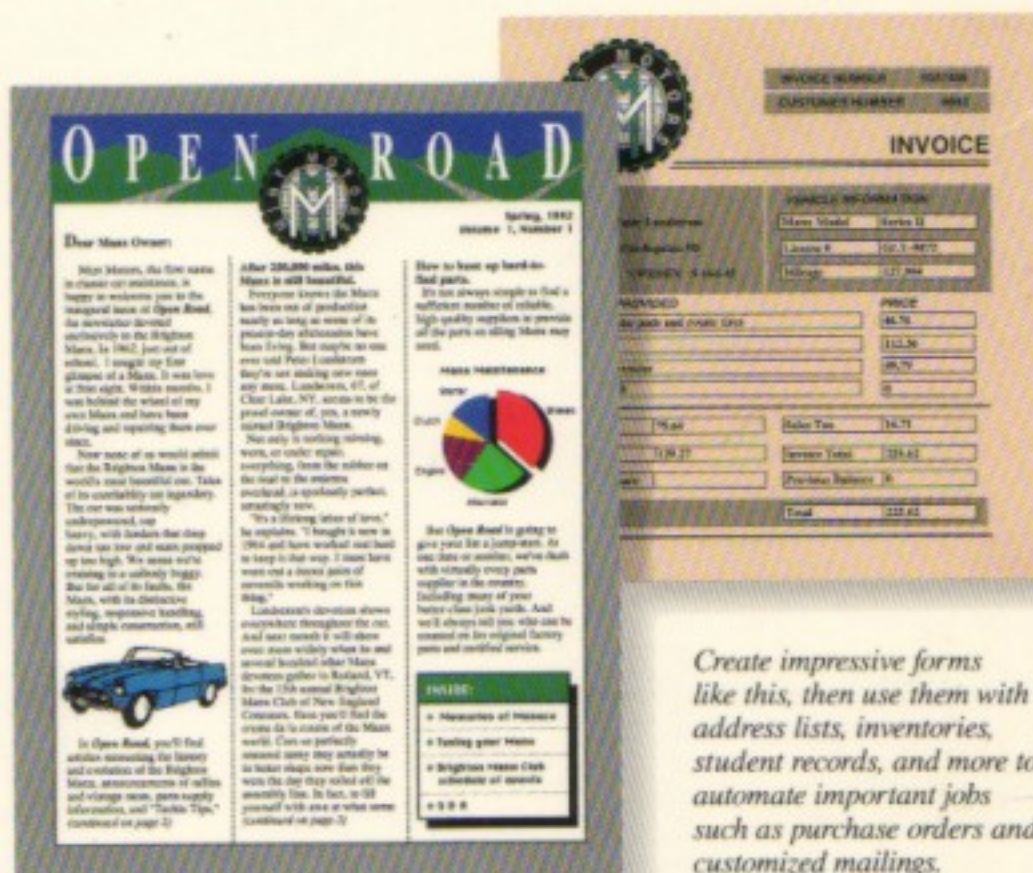
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Version 3.0

0492 Part No. 23111

Great new features

- Floating tool palette
- Automatic mailing labels
- Smart-linked columns
- Built-in templates
- 256 colors
- Customizable tools
- Quick charting



Create impressive forms like this, then use them with address lists, inventories, student records, and more to automate important jobs such as purchase orders and customized mailings.

Seamless integration lets you bring all your words, numbers, and graphics together. Which, in turn, lets you produce everything from quick memos to financial reports to impressive publications like this.

Drawing

- Design great-looking newsletters, flyers, and brochures by combining linked columns, charts, and data
- Create stunning graphics with Bézier curves, paint effects, rotation, 3-D, and shadow effects
- Design pages accurately in minutes with vertical and horizontal rulers, Snap To Grid, and Print Preview

Communications

- Simplify your connections with automatic sign-on scripts and an expandable set of tools, including Kermit
- Keep track of expenses with a unique on-screen meter that shows connect time and cost

Easy to use, easy to grow with

- Get complete help at every step from the unmatched online Help, easy practice lessons, and Apple System 7.0 Balloon Help™
- Share files seamlessly with most popular programs, including Microsoft Excel and Microsoft Word



Microsoft®

Microsoft® Works

Microsoft®

Disk 1 - Install

Apple® Macintosh® Series
Version 3.0

Setup Instructions:

1. Start your Apple Macintosh computer.
2. Insert this disk into your disk drive.
3. Double-click the Installer icon.

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Microsoft® Works

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Disk 2

Apple® Macintosh® Series

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Disk 3

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Disk 4

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Disk 5

Apple® Macintosh® Series

Disk Assy 070-096-351
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User's Guide

Microsoft® **Works**


Apple® Macintosh® Series



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Redmond, WA 98052-6399

Microsoft® Works for the Macintosh®

Quick Reference

Many Works commands can be carried out using keys on the keyboard. For a convenient online list of shortcut keys, choose Works Shortcuts from the Help menu  (in System 7 only). Most shortcut keys are also displayed on the Works menus.

To use a shortcut key, hold down the COMMAND key  while pressing the key that corresponds to the particular command.



Keys that work for all tools

New	⌘ N	Quit	⌘ Q	Select All	⌘ A	Undo	⌘ Z
Open	⌘ O	Print	⌘ P	Cut	⌘ X	Help	⌘ ?
Close	⌘ W	Activate Last Doc in Window Menu	⌘ ,	Copy	⌘ C	Show Tools	⌘ T
Save	⌘ S			Paste	⌘ V		



Word Processor keys

Show Ruler	⌘ R	Copy Ruler Settings	⌘ K	Find	⌘ F	Insert Footnote	⌘ E
Plain Text	⌘ SPACEBAR	Paste Ruler Settings	⌘ Y	Find Again	⌘ G	Spelling	⌘ L
Bold	⌘ B	Increase Size	⌘]	Replace	⌘ H	Thesaurus	⌘ D
Italic	⌘ I	Decrease Size	⌘ [Draw On	⌘ J	Merge Fields	⌘ M
Underline	⌘ U						



Database keys

Insert Record	⌘ I	Find	⌘ F	Fill Down	⌘ D	List View	⌘ L
Next Record	⌘ =	Match Records	⌘ M	Duplicate Previous	⌘ E		
Previous Record	⌘ -	Define Filter	⌘ K	Draw On	⌘ J		



Spreadsheet keys

Plain Text	⌘ SPACEBAR	Fill Down	⌘ D	Calculate Now	⌘ =	Insert	⌘ I
Bold	⌘ B	Fill Right	⌘ R	Draw On	⌘ J	Select Last Cell	⌘ L
Underline	⌘ U	Absolute Reference	⌘ E	Find	⌘ F		



Communications keys

Open Connection	⌘ D	Receive File	⌘ L	Connection	⌘ 1	Play Sign-On	⌘ E
Close Connection	⌘ K	Send File	⌘ U	Terminal	⌘ 2	Record Sign-On	⌘ R
Select Receive Folder	⌘ F	Show Info	⌘ I	File Transfer	⌘ 3	Start Timer	⌘ G



Draw keys

Duplicate	⌘ D	Send To Back	⌘ B	Next Page	⌘ =
Group	⌘ G	Bring To Front	⌘ F	Previous Page	⌘ -
Ungroup	⌘ U	Show Ruler	⌘ R	Go To Page	⌘ K