

Microsoft
Office:mac
2001

All the essentials. Made easy. Made for my Mac.

Training

for
APPLE STORE SALES

27TH OCTOBER 2000

Delegate Information

MICROSOFT OFFICE 2001: MACINTOSH EDITION

Apple Store Sales Training

Office 2001: top ten reasons to upgrade

Mac Like and Compatible: Each Office 2001 application features an elegant new interface as well as seamless compatibility with Office 2000 and 97 for Windows, and easier information sharing that goes beyond the suite of applications.

Entourage: With this new Office 2001 application, you can take control of personal information and manage your time with a comprehensive Address Book, robust Calendar and Task List. Entourage 2001 also integrates tightly with the other Office 2001 applications to help you get the most out of your personal information.

PowerPoint Movies: The new PowerPoint Movies feature allows you to save your presentations as QuickTime movies and share them with anyone who has the QuickTime Player installed, adding impact and easing distribution.

List Manager: Excel 2001 anticipates the intent to create a list and automatically offers to convert the cells into a manageable, sortable list. Also, a new Total Row command adds a row at the end of a list to calculate such information as the sum or average of the data in a particular column without having to run a separate feature.

Formatting Palette: Office 2001 centralises all formatting tools on the new palette, simplifying the overall interface. As you work on different parts of a document, the context sensitive Formatting palette adapts and shows appropriate tools for the job. Words, tables, lists, pictures and overall document can be edited, allowing you to work faster and more efficiently, without searching for commands on toolbars and drop-down menus.

Data Merge Manager: Word 2001 introduces the Data Merge Manager a feature available only for the Macintosh that simplifies the process of using data to conduct a mass communication, via mail or e-mail.

Custom Views: Find the right information fast with Custom Views in Entourage. You can create and save completely personalised views to quickly see only the information you want, such as unread e-mail or messages from a specific sender, as well as relevant information in Contacts, the Calendar or in the Task List.

Project Gallery: The new Project Gallery provides a central point where you can access new customisable templates and wizards for any of the Office applications, allowing you to easily browse document samples such as invoices, catalogues, newsletters and journals.

Contact Toolbar: Critical contact information from the Entourage 2001 Address Book is now accessible directly from Word 2001's Contact Toolbar, making common tasks like addressing a letter simpler. The toolbar makes it easy to take a new contact from a Word document and add that person to the Address Book in Entourage 2001.

FileMaker Pro Import Wizard: Excel 2001 makes it easy to integrate the strengths of these two applications by allowing you to import data from FileMaker Pro database files directly into Excel worksheets. You simply drag a FileMaker Pro file from the Finder onto Excel, and the Import Wizard helps to select the database records to import.

MICROSOFT OFFICE 2001: MACINTOSH EDITION

Apple Store Sales Training

Office 2001: Macintosh only features

The following features are only available in the Macintosh version of Office 2001:

- ✓ Formatting Palette
- ✓ Data Merge Manager
- ✓ List Manager
- ✓ FileMaker Pro support
- ✓ AppleWorks 5 word processing document support
- ✓ Project Gallery
- ✓ Save PowerPoint documents as QuickTime movies

Office 2001: Mac OS technology support

- ✓ Appearance Manager – Mac look and feel
- ✓ Navigation Services – Save and Open file dialogue boxes
- ✓ Macintosh Drag and Drop
- ✓ Preferences
- ✓ Colour Picker
- ✓ Multiple Users
- ✓ Location Manager

Office 2001: some key features and benefits

New interface = Macintosh like application

Save as includes append file extension = Eases cross platform file transfer

Drag and drop support = Ease of use plus Macintosh like application

Integrated calendar = take control of time management

Project Gallery = Ease of use plus accomplish difficult tasks

Formatting Palette = simplifies and speeds up formatting data and objects

Picture tools = key picture controls built into Office

Encarta World English Dictionary = dictionary on hand in all applications

Address auto complete = eases communication

Word editor = Microsoft Word technologies available when creating email

Preview pane = Ease of use

Address book = contact management plus information available in Word

Multiple signatures/accounts/identities = Flexible email application

Smart attachments = Eases cross platform file transfer

Junk mail filter = Helps manage email

Data Merge Manager = Eases mail merges

Click and type = Eases word processing

Live word count = Useful technology

Tables = simple but powerful

Office clipboard = Useful technology

Office for Windows file compatibility = Eases cross platform file transfer

List Manager = Helps manage lists in Excel

FileMaker Pro support = integration with the number one Macintosh database

Formula Calculator = Simplifies using formulas/functions in Excel

PowerPoint Tri-pane view = simplifies working in PowerPoint

Multiple Master pages = enhanced technology for PowerPoint

QuickTime support = save PowerPoint files as QuickTime plus use transitions

MICROSOFT OFFICE 2001: MACINTOSH EDITION

Apple Store Sales Training

Office 2001: target customers

- iMac users
- iBook users
- AppleWorks users
- Previous Microsoft product users
- Small to medium business
- Single educational users
- People who require integrated email and personal information management

Office 2001: potential customers

- Upgrade technology guarantee: if a customer purchased Office 98 after August 1st 2000 then they can receive the Office 2001 upgrade for a minimal cost (to cover postage and packing plus administration). Please note that this offer finishes on the 31st October 2000. Customers should go to www.microsoft.com/uk/office/macoffice/2001guarantee.htm on the internet.
- All journalists should contact the Microsoft Press Office on 0870 2077377
- Single/Small business users - Full or upgrade versions available at the Apple Store
- Customers wanting to buy ten or more copies should contact their local LAR for licensing options
- Large businesses or corporations should contact their local LAR for licensing options
- Students, teachers and parents – Student Licence available from the Apple Store
- Schools, colleges or universities should contact their local LAR for licensing options
- Purchases of new Apple hardware

Office 2001: ways of selling

Current users of Microsoft products – new version, upgrade eligibility

New Apple hardware – add Office to the purchase

Business user – worldwide industry standard productivity tool

Education user – price and Windows Office compatibility

Users of AppleWorks requiring more power and capability – Office is the right tool

Any user that interacts with Windows Office users - compatibility

Office 2001: best sale options

1. Are they a large company, corporation, school, college, university or requesting to buy more than ten copies? If yes then they should consult with their local Microsoft LAR on their licensing options.
2. Are they a journalist? If yes they should contact the Microsoft Press Office.
3. Check whether the user has any links to education. Are they a student, teacher, parent or a member of educational support staff? – best priced product Educational Licence
4. Check whether the user legally owns any version of Microsoft Office, Word, Excel, PowerPoint or Works for Macintosh – best priced product Office 2001 Upgrade
5. All other users should purchase Office 2001 Full product

MICROSOFT OFFICE 2001: MACINTOSH EDITION

Apple Store Sales Training

Office 2001: minimum system requirements

hardware

- PowerPC processor, Mac OS-compatible system (clock speed of at least 120 megahertz [MHz] recommended)
- 32 megabytes (MB) of RAM with at least 1 MB of virtual memory for systems up to and including Mac OS 8.6.
- 48 MB of RAM with at least 1 MB of virtual memory for Mac OS 9.0 and later
- Approximately 160 MB of hard disk space for a Drag Install (75 MB for a Minimum Custom Install)
- CD-ROM or DVD-ROM drive (or connection to a local area network if you are installing over a network)
- Monitor or display that supports 256 greys or 256 colours, 640 x 480 or higher resolution

Additional Items or Services Required to Use Certain Features

- 9,600 baud or higher modem (14,400 baud recommended)
- Some Internet functionality may require Internet access and payment of a separate fee to a service provider

software

- Apple Mac OS 8.1 or later (Mac OS 8.5 or later recommended, Mac OS 9.04 or later is suggested for users of Mac OS 9.0). For more information on recommended Apple Mac OS updates see the Frequently Asked Questions section below.
- Microsoft recommends that virtual memory be enabled
- QuickTime needs to be installed to use the Office Assistant actors and properly render icons in the Project Gallery

hard disk space requirements

Along with the hardware and software requirements, Microsoft Office requires the following amount of available hard disk space for each type of installation.

APPLICATION	MINIMUM	COMPLETE
Microsoft Office 2001	90Mb	195Mb
Microsoft Word 2001	62Mb	154Mb
Microsoft Excel 2001	60Mb	97Mb
Microsoft PowerPoint 2001	62Mb	98Mb
Microsoft Entourage 2001	58Mb	96Mb
Microsoft Office 2001	Run from CD/Server 7 MB	
Additional Hard Disk Requirements for Value Pack Components		
Approximately 120Mb of additional clip art		
Approximately 40Mb of additional templates and wizards		
Approximately 140Mb of Help, add-ins and other components		
Miscellaneous Hard Disk Requirements		
Up to 15Mb to install Microsoft Internet Explorer		

MICROSOFT OFFICE 2001: MACINTOSH EDITION

Apple Store Sales Training

Office 2001: Frequently Asked Questions

QUESTION: Can I really run it on a low end PowerPC

ANSWER: Yes but you will probably need to turn off some of the background stuff like automatic spelling and grammar checking.

QUESTION: What software can I upgrade to Office 2001 from?

ANSWER: Any version of Microsoft Works, Office, Word, Excel or PowerPoint *for* Macintosh.

QUESTION: If I use Entourage can I use my data from my current email and/or separate personal information manager?

ANSWER: Yes – this is easy as Entourage as an import facility that will bring data in from a variety of software packages including Outlook Express, Qualcomm Eudora, Netscape Communicator, Claris EMailer (2.0v3 only), Now Contact, Now Up-To-Date, Claris Organiser, Palm Desktop.

QUESTION: Does Entourage support synchronisation with a palm handheld device?

ANSWER: Yes

QUESTION: How compatible are my documents with Office 97 or 2000 for Windows.

ANSWER: The document format for Microsoft Office 97 and 2000 Windows AND Microsoft Office 98 and 2001 for Macintosh are identical so cross platform collaboration is simple. Office 2001 will even automate the task of putting ".doc", ".xls" etc at the end of your file names to ease cross platform collaboration.

QUESTION: Are the individual products available separately

ANSWER: Word and Excel are available separately but not from the Apple Store. PowerPoint may be available separately in the near future. Entourage is not available separately.

QUESTION: Why should I upgrade from AppleWorks

ANSWER: Microsoft Office is far more powerful than AppleWorks. It's four separate applications have a wealth of depth if required. Accessing that depth is also easy with the Microsoft Office assistant whom you can ask real questions. The Project Gallery assists you with common tasks. AppleWorks does not do email and it certainly doesn't manage your personal information – Entourage gives you all this in one application that is also integrated into the whole Office suite. Word 2001 will also import AppleWorks 5 word processing files directly.

QUESTION: Is Entourage the new Exchange Server Outlook client for Macintosh?

ANSWER: No. Entourage is "personal" information management. There is no support for shared information or viewing other people's calendars across a network. Basically it does not contain any groupware functionality. It does support vCard and vCalendar (for more information see question below). However, Microsoft is currently developing a new Outlook application for Macintosh specifically for use with Exchange Server. This project is codenamed Watson and more details can be found out about it at on the internet at:

http://www.microsoft.com/mac/products/outlook_exchange/default.asp

MICROSOFT OFFICE 2001: MACINTOSH EDITION

Apple Store Sales Training

QUESTION: Will Entourage work with Exchange Server?

ANSWER: If Exchange Server is set up to act as a POP3 or IMAP email server then Entourage's powerful email capabilities will work okay with Exchange Server.

QUESTION: I heard Entourage supports vCard and vCalendar. What are these?

ANSWER: These are internet standards for sending contact and calendar information to other people via email. More information can be found on the internet at <http://www.imc.org/pdi/> including a list of vCard and vCalendar compatible products

QUESTION: Is Microsoft Access included with Office 2001: Macintosh Edition?

QUESTION: Is there a Microsoft Office 2001 Professional Edition?

ANSWER: There is no Microsoft Access for Macintosh and therefore no Professional Edition. However, Microsoft Office 2001 integrates very easily with FileMaker Pro. You can even open FileMaker Pro databases directly into Microsoft Excel. You must have FileMaker Pro 4 or 5 installed on your Macintosh for this feature to work.

QUESTION: I heard something about a Microsoft Office Gold Edition?

ANSWER: This was a version of Office 98 only and it was also only available in the USA. It is not relevant to Microsoft Office 2001: Macintosh Edition.

QUESTION: How does the Student, Teacher, Parent licensing scheme work?

ANSWER: The customer buys a special "Educational Licence" product box. This box actually covers a variety of Microsoft products including Microsoft Office 2001: Macintosh Edition. Inside the box there is NO product just a set of forms for the customer to fill in. The customer will need to fill in their details AND get the forms authorised/stamped by their educational institution (school, college, university, etc). The customer then sends the completed forms to Microsoft. Within two to four weeks the customer will then receive their full copy of Office 2001.

QUESTION: Where can I learn more about the Student, Teacher, Parent licensing scheme including who is eligible for the discount?

ANSWER: Information is available on the internet at
<http://www.microsoft.com/uk/education/studentlicence/>

QUESTION: Does Microsoft create other products for the Apple Macintosh?

ANSWER: Yes. See our Macintosh dedicated web site "MacTopia" at www.microsoft.com/mac

QUESTION: I'm interested in volume purchasing of Microsoft Office 2001?

ANSWER: Apple Store only sells individual copies of Office 2001. If you wish to purchase ten or more copies contact 0345 002000 (business) 0870 6070800 (education) for details of your local LAR who can provide licensing services. Alternatively licensing information is available on the internet at <http://www.microsoft.com/uk/licensing/>

QUESTION: Where can I get more information on Microsoft's Apple Macintosh products?

ANSWER: Microsoft has a Macintosh dedicated site called "MacTopia" which is located at <http://www.microsoft.com/mac/>. However, please be aware that this is a US centric web site.

MICROSOFT OFFICE 2001: MACINTOSH EDITION

Apple Store Sales Training

QUESTION: Where on the internet can I get free support on Office 2001?

ANSWER: <http://www.microsoft.com/mac/support/>

QUESTION: I have a problem with Microsoft Office 2001. Does Microsoft provide support on its products?

ANSWER: Yes, call 0870 5010100 for help.

QUESTION: Microsoft recommends running a minimum of Mac OS 8.1 or the latest version available of the Mac OS. Where do I get the updates from?

ANSWER: Mac OS 9 can be purchased from the Apple Store. Free updates for other versions of the Mac OS are available from <http://asu.info.apple.com/>

Mac OS 8.0 to 8.1 Update (British): #10489

Mac OS 8.5 or 8.5.1 to 8.6 Update (British): #11421

Mac OS 9.0, 9.0.2 or 9.0.3 to 9.0.4 Update (International English): #11617