



Microsoft®  
**Office:mac**  
v. X

# Training

for  
EUROPEAN APPLE STORE SALES TEAM

6<sup>th</sup> & 7<sup>th</sup> November 2001

## Delegate Information

# **MICROSOFT OFFICE v. X: MACINTOSH EDITION**

## **European Apple Store Sales Team Training**

### **Office v.X: Mac OS X Technology Support**

By developing on Carbon, Office v. X was able to optimize existing application code, resulting in a Mac OS X application that is native to Apple's new operating system. Users have a clean and smooth product experience, while applications are more stable and responsive than ever.

The applications in Office v. X include a bold and classy new visual appearance that is in keeping with Apple's radical new Mac OS X user interface, Aqua. A dedicated team of professionals redesigned every component in Office v. X's user interface. More than 800 dialog boxes were "Aquified" and 700 new icons were added. The result is a pure Mac OS X Carbonized application, with an Aqua interface that looks like Apple itself designed it.

Office v. X supports Mac OS X technology by adding "above and beyond" functionality for Sheets, Quartz 2-D Drawing Technology and Carbon Events. Office users will also find that the same features they have come to know and expect are in Office v. X as well:

- ✓ Carbon Events Framework
- ✓ Sheets
- ✓ Quartz 2-D Drawing Technology
- ✓ Mac OS X Native Navigation Services
- ✓ Native Mac OS X controls
- ✓ QuickTime Movies and Transitions
- ✓ Drag and Drop

### **Office v.X: Compatibility**

Office v. X users can share files freely with users of Office 2001 for Mac and Office 98 Macintosh Edition. Office v. X shares the same file format as Office v. XP, Office 2000 and Office 97 for Windows, allowing easy exchange of files across platforms. Office v. X is also compatible with FileMaker Pro 5.5 and AppleWorks 6.0.

- ✓ Office 4.2.x, 98 and 2001 for Macintosh
- ✓ Office 95, 97, 2000 and XP for Windows
- ✓ AppleWorks 5 and 6
- ✓ FileMaker Pro 4, 5 and 5.5
- ✓ iCalendar and vCard support

### **Office v.X: Mac Version Only!**

Office v. X still has features not available in any Windows version of the Office suite. These include the following:

- ✓ Formatting Palette
- ✓ Project Gallery
- ✓ List Manager
- ✓ Data Merge Manager
- ✓ QuickTime movies in PowerPoint.

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### Office v.X: Minimum System Requirements

<b>Hardware</b>	Power Mac G3 or G4, iMac, PowerBook G3 or G4, or iBook computer
<b>Operating System</b>	Mac OS X version 10.1 or higher
<b>Memory</b>	128 MB of RAM
<b>Hard Disk</b>	160 MB of available hard-disk space for drag-and-drop install; 75 MB for a minimum custom install
<b>CD-ROM</b>	CD-ROM drive (or connection to a local area network if installing over a network)
<b>Input Devices</b>	Mouse or compatible pointing device
<b>Multimedia</b>	Monitor or display supporting thousands of colors, with 640 x 480 or higher resolution, 1024 x 768 with millions of colours recommended
<b>Other</b>	Entourage and certain features require Internet access, which may require payment of a separate fee to a service provider; local and/or long-distance telephone toll charges may apply. 14,400 baud modem or higher; 28,800 minimum recommended.

### Office v.X: Upgrade Rights

<b>If the customer has:</b>	<b>Qualifies for:</b>
<b>Office 2001 for Mac</b>	VUP Office v. X Any VUP X version of Word, Excel, or PowerPoint
<b>Office 2001 stand alone</b> (Word, Excel, PowerPoint)	VUP Office v. X Same VUP X standalone
<b>Word + Entourage 2001 Special Edition</b>	VUP Office v. X VUP Word X
<b>Office 98 Macintosh Edition</b>	VUP Office v. X Any VUP X version of Word, Excel, or PowerPoint VUP Office 2001 Any VUP 2001 standalone Word, Excel, PowerPoint
<b>Office 98 stand alone</b> (Word, Excel, PowerPoint)	VUP Office v. X Same VUP X stand alone VUP Office 2001 Same VUP 2001 stand alone
<b>Office 4.x for Macintosh</b>	Office 2001 for Mac VUP Any Office 2001 for Mac VUP stand alone
<b>Volume Licensing</b>	Qualifies as above but also include cross-platform rights from Office 97 and Office 2000 for Windows

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### **Office v.X: Ten for Ten!**

#### **Native Mac OS X Application**

Office v. X has been designed to run exclusively on Mac OS X version 10.1 and higher. By taking advantage of Mac OS X technology, you get the best looking and most intuitive Office suite ever.

#### **Bold New Aqua User Interface**

Each of the Office v. X programs feature a bold new Aqua user interface that's completely in step with Mac OS X. The result is a suite of the purest Mac programs yet—where each one looks, feels, and behaves the way a Mac OS X program should.

#### **Quartz 2D Drawing Layer**

With 2-D Quartz technology shared by all Office v. X programs, you can create stunning graphics with anti-aliased lines and shapes, as well as true transparency, making it easy to produce brilliant, professional documents.

#### **Sheets**

Sheets are a new way of displaying dialog boxes in Office v. X. A Sheet is attached only to the document it represents allowing you to multi-task and work the way you want.

#### **Fully Compatible**

Office v. X is fully compatible with Office 2001 for Mac, Office 98 Macintosh Edition and Office for Windows®, as well as FileMaker Pro 5.5 and AppleWorks 6.

#### **Office Notifications**

Office Notifications help you manage your Office v. X calendar events, tasks and Microsoft .NET alerts from MSN® Messenger 2.1 for Mac in one convenient window. Notifications appear on top of any open programs, so you'll never miss a meeting or forget a task.

#### **New and Improved Features in Entourage™ X**

This tightly integrated, powerful email and personal information manager boasts a newly re-designed user interface with a collection of intuitive buttons giving you quick and easy access to the program features you use most. In addition, there is a redesigned Calendar as well as many other refinements and enhancements throughout the program to help you communicate more efficiently.

#### **Multi-Selection and Clear Formatting in Word X**

With Multi-selection in Word X you can apply formatting or changes to multiple items in the same document simultaneously. And with Clear Formatting, you can quickly and easily reset characters, fonts, and paragraphs in your documents, improving your productivity.

#### **Customisable Keyboard Shortcuts and AutoRecover in Excel X**

Keyboard Shortcuts are now fully customizable in Excel X, so you can set up your keyboard the way you want. And the new AutoRecover feature ensures that you will never lose any valuable data.

#### **PowerPoint® Packages and QuickTime Movies in PowerPoint X**

PowerPoint Packages make it easy to collect and copy your media files so they can be transferred intact with your presentation. You can also save your presentation as a PowerPoint Movie in QuickTime format for easy and compelling presentation and distribution.

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### Office v.X: Microsoft Word X

- Multi-selection
- Clear formatting
- True transparency
- Improved Office Address Book and Contact Toolbar
- Click and type
- Live word count
- Tables

### Office v.X: Microsoft Excel X

- AutoRecover
- Customisable Keyboard Shortcuts
- Transparent charts and anti-aliasing
- List manager
- Intelligent AutoComplete and AutoFill
- Calculator
- Drag and drop
- Charting

### Office v.X: Microsoft PowerPoint X

- Packages
- Movies
- Quartz graphics including true transparency
- QuickTime transitions
- Tri-Pane view
- Multiple Masters

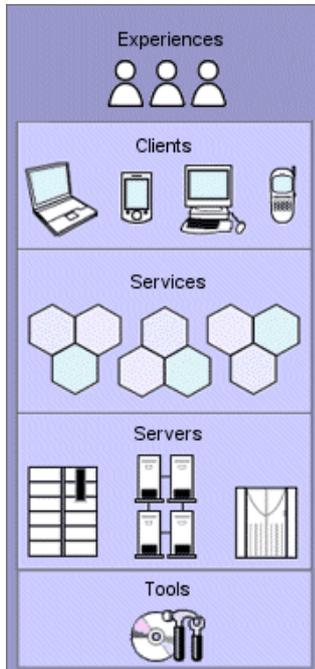
### Office v.X: Microsoft Entourage X

- Faster database management
- International contacts
- Multiple Undo
- Insert rich content
- Mac OS Keychain Support

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### Office v.X: MSN Messenger 2.1



Included with Office v. X is MSN Messenger 2.1 for Mac. The new MSN Messenger 2.1 is a Mac OS X Carbonized instant messaging application. It adopts the UI of the operating system the user is running, whether it is Mac OS 8, OS 9 or OS X. When in Mac OS X, MSN Messenger 2.1 has the Aqua user interface, while in 8.6 and higher it sports the Classic appearance. Messenger 2.1 features one-touch integration with Passport profiles. Support for Passport accounts means that generic e-mail addresses are now valid Messenger Ids and Buddy Lists and preferences remain intact with any e-mail address. Users can now log on with the same sign-in name and password they use across their favourite MSN sites as well as on a variety of other sites that support Microsoft Passport.

Several usability improvements are a direct result of customer feedback for MSN Messenger 2.1, including emoticons, improved Hotmail integrations and enhancements to the instant messaging experience overall. Messenger 2.1 is powered by Microsoft .NET Messenger Service and features .NET Alerts. Microsoft .NET Alerts from Messenger 2.1 will appear conveniently in the Office Notifications feature.

### Office v.X: REALbasic Integration

REALbasic is a powerful and easy-to-use tool that enables users to create and customize their own applications in Office v. X. The Mac Business Unit (MacBU) worked closely with REAL Software Inc. so REALbasic 3.5 could be tightly integrated into Office v. X and the Mac OS X platform. REALbasic 3.5 features a fully integrated visual development and debugging environment for writers to do their programming in, as well as a world-class set of tools to design and build an application's user interface. Users can create macros in REALbasic that work just like the ones in the Visual Basic® development system, although in a far more modern and powerful environment. To help users migrate from Visual Basic to REALbasic, BASIC code from the Visual Basic editor can be copied and pasted to the REALbasic editor. A trial version of REALbasic 3.5 is located in the Value Pack on the Office v. X CD. For users who prefer to work with Visual Basic, it is also supported in Office v. X and designed to work right alongside REALbasic.

### Office v.X: So What About Office 2001 for Macintosh?

As Office v. X only supports Mac OS X 10.1 and later there are still many users using the classic Mac OS and for this reason Mac Office 2001 will still be sold separately but eventually it will be discontinued. The best advice is that if you are running a Mac OS X compatible machine you should upgrade to both Mac OS X and Office v. X!!!.

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### Office v.X: Availability and Product RRP

Official UK Launch = End of November 2001

Office v. X FULL product RRP = £429.00 inc VAT

Office v. X UPGRADE product RRP = £229.00 inc VAT

Microsoft Word X and Excel X will be available separately as FULL and UPGRADE versions. There will be no individual version of PowerPoint in the UK.

Education users may be able to obtain the product through special licensing schemes but this is still to be decided for the UK and Ireland. More information on educational discount licensing schemes available within the UK and Ireland are on the web at:

**Individuals:** <http://www.microsoft.com/uk/education/studentlicence/>

**Institutions:** [http://www.microsoft.com/uk/education/buy\\_gde/who.htm](http://www.microsoft.com/uk/education/buy_gde/who.htm)

Business and corporate users wishing to buy five or more copies may be able to obtain the product through special licensing schemes. More information on business and corporate discount licensing schemes available within the UK and Ireland are on the web at:

<http://www.microsoft.com/uk/licensing/>

### Office v.X: Potential Customers

- **Upgrade Technology Guarantee:** if a customer purchases Office 2001 between September 1<sup>st</sup> 2001 and November 30<sup>th</sup> 2001 then they can receive the Office v. X upgrade for a free (there is a minimal charge to cover postage and packing plus administration). Customers should go to <http://www.microsoft.com/uk/office/macoffice/2001guarantee.htm> on the Internet for more info.
- 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 may be available from the Apple Store
- **Schools, colleges or universities** should contact their local LAR for licensing options
- **Purchasers of new Apple hardware**

### Office v.X: 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

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### **Office v.X: Best Sale Options**

1. Are they a large company, corporation, school, college, university or requesting to buy more than five 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 v.X Upgrade
5. All other users should purchase Office v.X Full product