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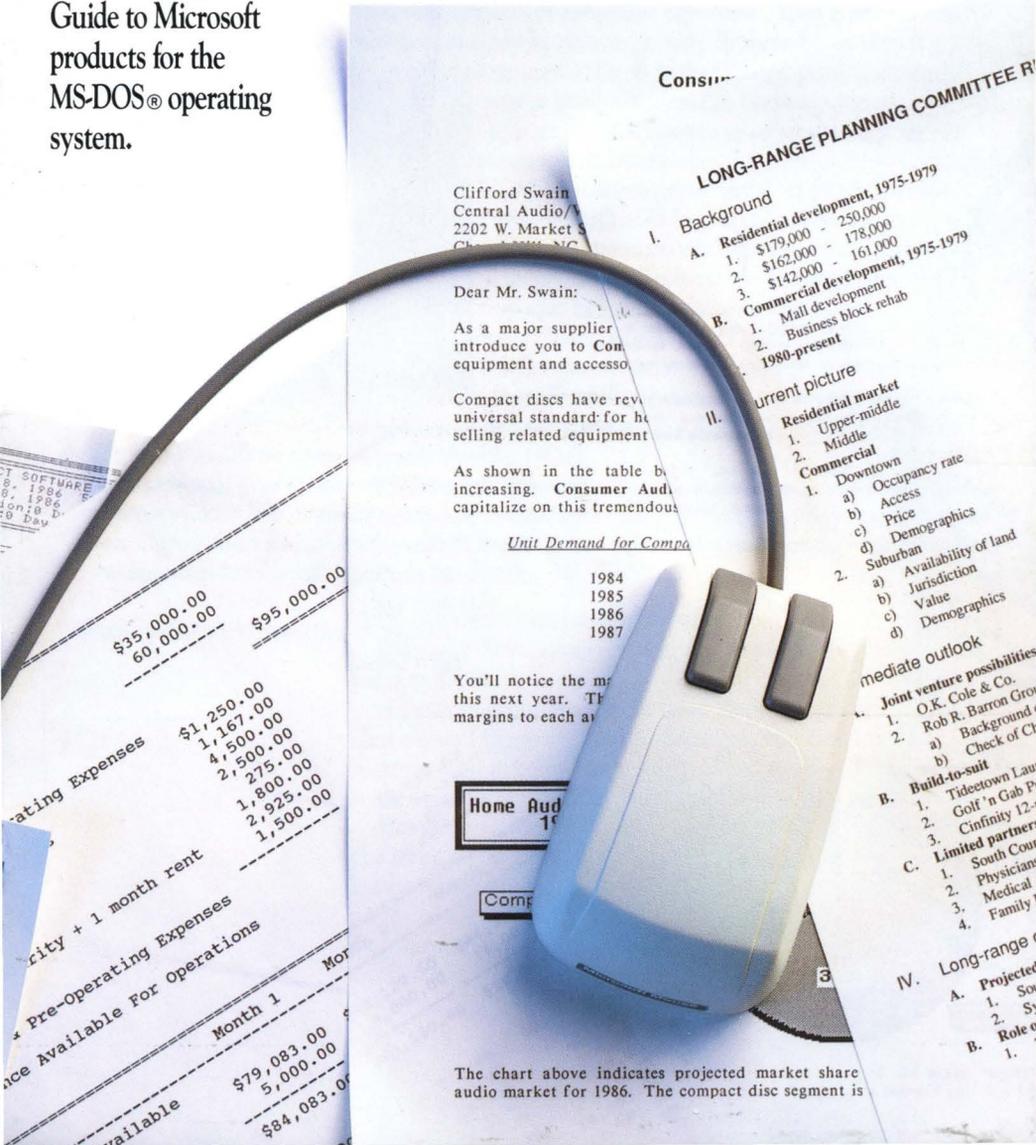
When you start with us, you can stay with us.

Guide to Microsoft
products for the
MS-DOS® operating
system.

The chart above indicates projected market share
audio market for 1986. The compact disc segment is

Microsoft software.
It'll grow on you.

You'll never get cornered by dead-end software, ever again. Thanks to Microsoft. Our programs are easy enough to start with. Powerful enough to stay with.

And they answer a full range of computing needs. Whether you're writing words. Planning projects. Charting data. Or tackling just about any other task you need your computer to handle.

Microsoft programs have been designed to help your business run better. By helping you—and everyone in your office—get the job done faster.

That's because we make the kind of in-depth products that are required by the most demanding users. Products that take full advantage of the latest advances in technology. And products that are as approachable as they are powerful.

We make it easy to get started with our software. All our programs offer a simple and intuitive design. Along with on-line help and thorough training materials. And a superb system of telephone support.

What's more, Microsoft's business programs share common commands. So once you've learned one Microsoft product—like the one you've just purchased—you're well on your way to learning the others.

We've built the future into every Microsoft product, too. So when you need to make tougher demands on your software, you'll be pleased to discover that those capabilities are already built in.

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

Microsoft software. Your future starts right here.

Microsoft® Word.
How to make your business look better on paper.

The latest Word is out: Microsoft Word Version 3.0. It's the advanced new version of our award-winning, top-selling word processing program—the program chosen the "Best of '85" by *PC* magazine and the "Pacesetter for '86" by *PC World.*

It can help your business look its best, by bringing a more professional appearance to all your printed documents—from your shortest memos to your longest reports. While helping you get more work done, more quickly.

Write what you think.

Consider, for instance, its built-in outlining feature.

If you're like most professionals, you probably think in key ideas, filling in the details later. Microsoft Word is smart enough to think like you do. Start by typing in thoughts as they come to mind. Then add structure, putting groups of associated ideas into an outline. Organize, prioritize. And soon you've produced your final document.

This outline capability does more than just give you the freedom to think. For example, you can organize long documents around major headings. And restructure the entire document simply by moving pieces around on the outline.

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.

And it looks even better in print.

Microsoft Word gives you the ultimate means of committing ideas to paper.

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

But it's even more stunning on paper. Especially used with the latest generation of laser printers, which produce typeset-quality printouts right at your desk.

Microsoft Word also works with more than 80 of the most popular dot matrix and letter-quality printers, driving them to perform their best.
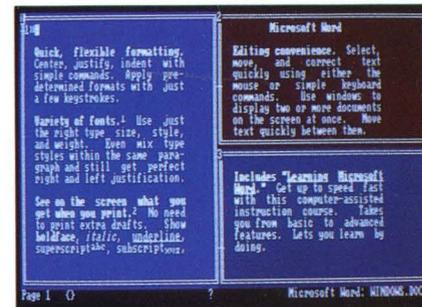
And we've included other valuable tools in the program, too. Like built-in style sheets, which can standardize the appearance of the letters and reports that come out of your office. The glossary, which lets you assemble complex documents quickly by inserting standard clauses—like paragraphs in a legal document—at the touch of a key. And you can even generate indexes and tables of contents automatically.

We've included a tutor in every box.

Our highly acclaimed Microsoft Word computer-based training program has been updated for Version 3.0. It's an interactive, self-paced tutorial that guides you through every feature in the program.

In addition, you can speed your way through Microsoft Word by using it with the optional Microsoft Mouse.

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

System Requirements

- *IBM Personal Computers or compatibles*
- *256K memory (or 192K available user memory)*
- *DOS 2.0 or higher*
- *Two double-sided disk drives or a hard disk*

Optional
- *Microsoft Mouse*
- *Graphics adapter card (required to display some on-screen character formatting)*

...opportunity to option your unusual screenplay... of a time machine and his subsequent adventures... afraid, however, that our policy prevents us from... measure our corporate legal counsel strongly urges... ...ited production budgets would enable us to do... ...ieve the special effects called for in the... ...re to a George Logan *oeuvre* than to a... ...the viability of certain of your plot... ...itude. If Halley was indeed the... ...nd him more of an embarrassment... *The Chorus Girl* under separate... c.

Sincerely,

...aude Kirschner
...or Editor

Microsoft Access. The great communicator.

Microsoft Access does what no other communications program has figured out how to do: it uses the power of your personal computer to guide you step-by-step through today's leading electronic mail and information services. Like Dow Jones News/Retrieval®, CompuServe®, MCI Mail®, EasyLink℠, OAG®, and NewsNet®.

Which means you can take full advantage of valuable information that's lodged there and in your corporate mainframe. Follow your favorite stocks. Review your company's sales records. Transmit reports to business associates, using standard files created with the built-in editor or your favorite word processor.

All without learning intricate (and often confusing) commands. Microsoft Access lets you use the same commands every time. If you want a stock quote, for instance, just press "Q" for "Quotes," and Access translates that into the special code required by the service you're using.

And you can easily create your own menus using MASC, the powerful Access communications language. MASC lets you create and automate virtually any communications operation. An MIS department, for instance, could use MASC to create a friendly mainframe environment for non-technical professionals.

It learns by doing.

Microsoft Access also makes it easy to automate virtually any process. Just tell the program to watch what you do, and it will record the sequence, repeating it later at a single keystroke.

So you could, for instance, monitor every stock exchange. Then collect quotes and price histories. Edit that information for a report. And prepare it for use in another program (such as Microsoft Multiplan®, Microsoft Chart, or Lotus® 1-2-3®).

And with Microsoft Access, you can do things that the information services can't do all by themselves. Like search through a dozen on-line databases. Or carry on eight communication sessions concurrently (using the X.PC protocol).

Microsoft Access. When you need to dig out information, it's a bulldozer.

System Requirements

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

Microsoft Multiplan.
The spreadsheet that millions count on.

More than a million people around the world have already picked the Multiplan spreadsheet for themselves.

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 a hard disk*

Optional   * *Microsoft Mouse*

Microsoft Chart.
See it your way.

Sometimes a picture is worth a thousand explanations. Like when you're producing a management report. Or making an executive presentation.

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

Choose from its gallery of 8 chart types to automatically create area, bar, column, hi-lo, line, mixed, pie, and scatter charts. Select one of 45 preformatted charts, or design your own. 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 printout 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 on more than 60 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 any program that uses DIF, SYLK, or ASCII formats.

Microsoft Chart. Now you can see it your way.
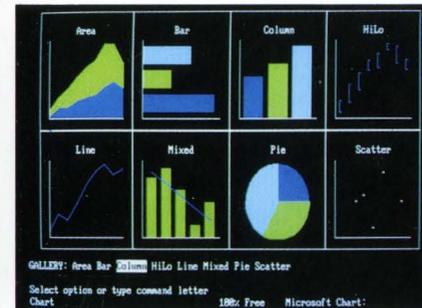
System Requirements

* *IBM Personal Computers or compatibles*
* *256K memory*
* *DOS 2.0 or higher*
* *One double-sided disk drive or a hard disk*
* *Graphics adapter card*
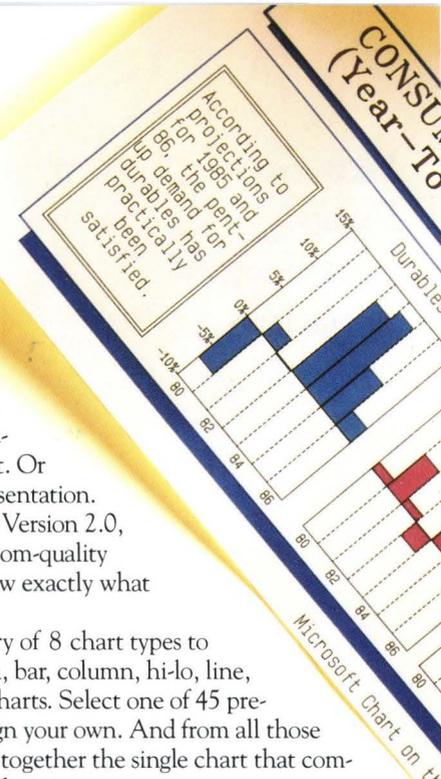
Microsoft Project.
A total support system for the life of your project.

Microsoft Project Version 2.0 is a comprehensive project scheduling and costing program that can help 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. Because unlike other project managers, you don't have to build your own complicated charts or figure out any complex task-linking procedures. Instead, 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, including tracking of Plan vs. Actual, ASAP and ALAP scheduling, creation of custom calendars for individual resources, and the ability to schedule from minutes to months to more than 100 years. You can monitor the timing and resource needs of many subprojects within a master schedule. Sort through and analyze data. And produce 16 different printed reports.

Getting started with Microsoft Project is easy, because we've included an interactive 30-lesson training disk that covers the basics of project management as well as the program's more advanced features.
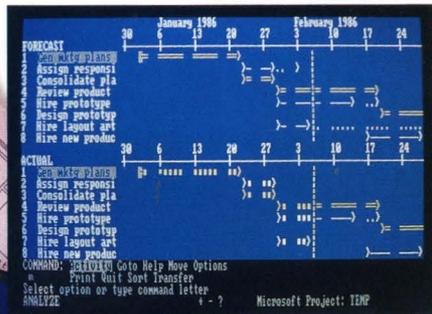
Microsoft Project. It keeps you on the critical path to success.

System Requirements

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

Optional
- *Microsoft Mouse*

Note: Training disk requires IBM Personal Computer or compatible.

Microsoft languages.
They speak for themselves.

We put the first BASIC on the first personal computer in 1975.

Now we offer eleven languages, utilities, and development tools that run under the MS-DOS operating system, each one designed to let you create fast, compact programs:

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

For information about any of these products, visit your local Microsoft dealer.

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 Computers or compatibles*
- *64K memory*
- *DOS 1.0 or higher*
- *One single- or double-sided disk drive*
- *Graphics adapter card*

Optional
- *Microsoft Mouse (requires 128K memory)*
- *Joysticks (require IBM Game Controller Adapter)*

Note: IBM PCjr version requires 128K memory.

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.

It sits between your computer's operating system and your applications. And allows you to use both at maximum efficiency.

Born to run.

With Microsoft Windows, you can work with multiple applications, and quickly switch back and forth between them without having to quit and restart each one.

You can run most standard applications that run under MS-DOS. So you can combine a spreadsheet, a word processor, a project manager, and an accounting program. And use them in unison, as you juggle assignments during your workday.

You might create a report that consolidates information from a Multiplan or Lotus spreadsheet, a dBASE file, and a Microsoft Word document. Add highlights for more effective presentation. And insert charts directly into the same report.
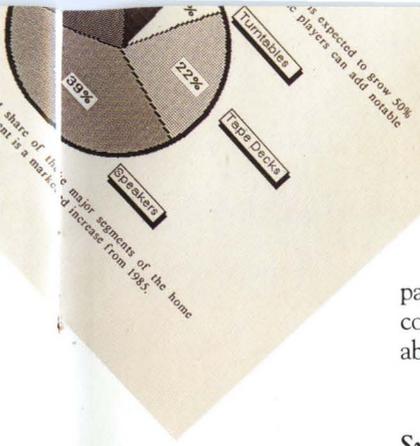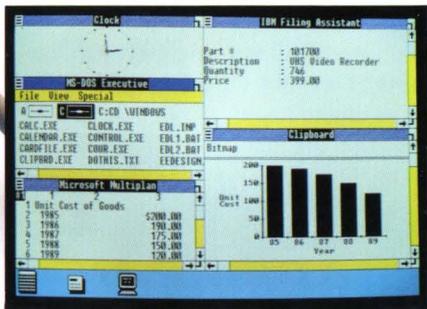
We threw a lot of old ideas out the window.

Like the 640K memory limit of your computer. When used with a hard disk or a memory expansion card, Microsoft Windows lets you swap programs and break through that 640K memory barrier. So you can run more programs than normally fit in memory at the same time.

We also got rid of the idea that a computer could only do one thing at a time. Instead, with Windows applications, several programs can be run at the same time.

Which makes the dozen programs we've included in the Microsoft Windows package extremely valuable in your day-to-day work. You can, for instance, set an alarm on the calendar program to alert you before appointments. Or send jobs off to the printer, while you go on to other tasks.

And there's also a notepad, calculator, electronic cardfile, and a terminal program. Plus, the MS-DOS Executive file manager for quick and easy access to DOS commands. As an introductory offer, we've also included two more programs: *Microsoft Windows Write*, an easy-to-use word

processor for day-to-day tasks; and *Microsoft Windows Paint*, a drawing program that lets you create illustrations and add highlights to graphics from other applications.

These and the other Windows applications included in the package demonstrate the full power of this new environment—complete with drop-down menus, icons, dialog boxes, and the ability to display multiple windows on the screen.

Microsoft Windows. Now the power is in your hands.

System Requirements
- *IBM or COMPAQ® personal computer*
- *256K memory*
- *DOS 2.0 or higher*
- *Two double-sided disk drives or a hard disk*
- *Graphics adapter card*

Recommended
- *512K memory and a hard disk are recommended when using multiple applications or MS-DOS 3.0 or higher.*

Optional
- *Microsoft Mouse or other pointing device*

Note: Microsoft Windows Write requires 320K memory. To get a color display with Windows, you'll need an IBM or COMPAQ PC equipped with the IBM Enhanced Graphics Adapter or compatible card. Color is not generated with an IBM Color/Graphics Adapter or compatible graphics adapter card.

Microsoft Mouse. The mouse with the most.

Most of the products described on these pages share an affinity for the Microsoft Mouse, the high-performance pointing device that gives you a natural, advanced way to control your computer.

The Microsoft Mouse operates at twice the resolution of most other mice. So you get faster, better control over your computer, without giving up a lot of real estate on your desk.

It works on any surface, without requiring any special surface plates. And it's designed to fit any size hand comfortably.

As a special bonus, the mouse comes with the PC Paintbrush® program—a color graphics program that can liven up any presentation.

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

System Requirements
- *IBM Personal Computers*
- *64K 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)*

Note: PC Paintbrush requires 320K memory and graphics display.

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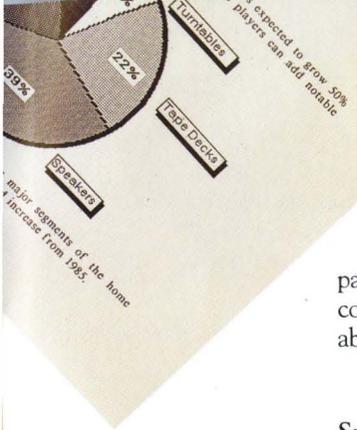
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- **Serial version** *(uses serial port)*

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Microsoft Press Order Form

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☐ *Running MS-DOS, 2d. ed.*
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