

# Office Small Business Edition 2003

## Included Software

### Word 2003

- **The Microsoft Office Word Processor**

It's easier than ever to put the new features of Word 2003 to work for your business. Create, share, and read documents more easily. Track changes and manage comments easily with the enhanced reviewing features. The new Research Pane gives you access to electronic dictionaries, thesauruses, online research sites, translation services, and much more.

### Excel 2003

- **The Microsoft Office Spreadsheet Program**

Excel 2003 now includes improved statistical functions to help you better analyze information. Smart tags are more flexible than ever in Excel 2003. In addition, it's easier to share information: For example, you can define a portion of a spreadsheet as a list and export it to a Microsoft Windows® SharePoint™ Services website.<sup>1</sup>

### Outlook 2003 with Business Contact Manager

- **The Microsoft Office Personal Information Manager and Communication Program**

Outlook 2003 with Business Contact Manager provides a single place to manage e-mail, calendars, contacts, and other personal and team information. Key enhancements dramatically improve the way you can organize and manage information, while expanding performance and connectivity. Improvements include the new cached mode, automatic grouping of messages, junk e-mail filtering, and improved reading views. Business Contact Manager helps you manage contacts, accounts, and sales opportunities. Easily consolidate customer data — e-mail messages, appointments, documents, and notes — in one central location.

### PowerPoint 2003

- **The Microsoft Office Presentation Graphics Program**

PowerPoint 2003 helps you and your employees communicate more effectively whether in meetings or online. It offers improved multimedia support and integration with Microsoft Windows Media® Player, so you can play streaming audio and video during a slide show. You can also easily save PowerPoint 2003 files to a CD.

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### Publisher 2003

- **The Microsoft Office Publishing Program**

Use Publisher 2003 to easily design and publish professional-looking marketing and communication materials in-house. Develop materials for print, e-mail, and the Web using the familiar interface found in other Microsoft Office System programs. Publisher 2003 makes creating and publishing marketing materials easier than ever before.