

Microsoft® Office Student and Teacher Edition 2003



Microsoft® Office Student and Teacher Edition 2003 contains full versions of the same applications found in Standard Edition 2003, but value-priced specifically for families with students or teachers, and budgets to match.*

- Full versions of improved yet familiar Office programs for up to three of your home PCs*

➔ Includes the following Microsoft® Office System Programs: Word 2003, Excel® 2003, Outlook® 2003, and PowerPoint® 2003.

*For non-commercial use only. Must be a "Qualified Educational User." See Student and Teacher Edition 2003 package for details.

Three reasons to get a Microsoft® Office Edition for your home:

1. Fight back against spam and viruses with junk e-mail filtering and blocking of unsafe attachments.
2. Open existing Office 97, 2000, and XP documents (Word, Excel®, and PowerPoint®) with no need for third-party converters.
3. Install Microsoft® Office Student and Teacher Edition 2003 on up to three home PCs.* (Available for homes with students and/or teachers.)

* For non-commercial use only. Must be a "Qualified Educational User." See Student and Teacher Edition 2003 package for details.

Three reasons to get a Microsoft® Office Edition for your business:

1. Sell more effectively to customers and prospects with Microsoft® Office Outlook® 2003 with Business Contact Manager.**
2. Manage your finances with Microsoft® Office Small Business Accounting 2006, a complete accounting package with the easy-to-use Office interface.***
3. Handle e-mail faster with the enhanced interface and improved features of Microsoft® Office Outlook 2003.

** These features are available only in Small Business Edition 2003, Professional Edition 2003 and Small Business Management Edition 2006.

*** Small Business Accounting 2006 is only available in Microsoft Small Business Management Edition.

You are eligible to purchase an Upgrade Version of any Microsoft® Office 2003 Edition or later if you have one of the following products installed on your PC:

- Works 2000 or later (including versions 6.0, 7.0, and 8.0)
- Works Suite 2000 or later
- Any Office 97 edition*
- Any Office 2000 edition*
- Any Office XP edition*



For information, including demos and more, visit www.microsoft.com/office

* Includes Standard, Premium, Professional, Small Business, Developer, and Small Business Management editions.

	Student and Teacher Edition*	Standard Edition	Small Business Edition	Professional Edition	Small Business Management Edition**
Word	•	•	•	•	•
Excel®	•	•	•	•	•
PowerPoint®	•	•	•	•	•
Outlook®	•	•	•	•	•
Outlook with Business Contact Manager			•	•	•
Publisher			•	•	•
Access				•	•
Enhanced XML and IRM technology				•	•
Small Business Accounting**					•
Complete Business Management					•

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** Microsoft Office Small Business Management and Small Business Accounting only available in the U.S.

For information, including demos and more, visit:

www.microsoft.com/office

For complete training for retail sales associates, visit:

www.microsoft.com/retail

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Microsoft



Work.
School.
Home.
Life.



Find out more about Microsoft® Office Editions

Microsoft® Office Small Business Management Edition 2006



Microsoft Office Small Business Management Edition 2006 is the most comprehensive package available to help you manage your finances, customers, employees, and day-to-day tasks.

- Integrated tools to manage your business financials
- The familiar look and feel of Office programs small businesses use every day
- Updated version of Microsoft Office Outlook® 2003 with Business Contact Manager
- New and easy-to-use comprehensive accounting solution, Microsoft® Office Small Business Accounting 2006

➔ **Includes the following Microsoft® Office System Programs: Word 2003, Excel® 2003, Outlook® 2003, PowerPoint® 2003, Access 2003, Publisher 2003, Small Business Accounting 2006, and Business Contact Manager Update for Outlook 2003.**

Microsoft® Office Small Business Accounting 2006



Microsoft Office Small Business Accounting 2006 is a comprehensive, easy-to-use accounting package with everything you need to keep your business finances in order.

- Tools for accounting, inventory management, sales order and purchase order processing, job tracking, banking, and payroll
- The familiar look and feel of Office programs small businesses use every day
- Additional solutions developed just for your industry* to help you manage your own specific business needs
- Integrate with other Office programs such as Excel®, Word, and Outlook® 2003 with Business Contact Manager to help you save time and reduce errors.

* For a complete list of customized solutions to fit your business, visit <http://sba.microsoft.com/solutions>

Microsoft® Office Standard Edition 2003



Reliable, compatible, and easy to use, Microsoft Office Standard Edition 2003 can help you accomplish your personal tasks with the confidence of working with the industry leader.

- Junk e-mail filtering and blocking of unsafe attachments
- Automatic backup and recovery of documents
- Quick and easy document creation and sharing
- Backward compatibility with older versions of Office programs*
- No need to use third-party converters to open Office documents
- Burn PowerPoint® presentations to CD, and view on any PC

*Open files created back to Office 97 for Word, Excel®, and PowerPoint®, and back to Office 2000 for Access

➔ **Includes the following Microsoft® Office System Programs: Word 2003, Excel® 2003, Outlook® 2003, and PowerPoint® 2003.**

Microsoft® Office Small Business Edition 2003



Microsoft Office Small Business Edition 2003 is a comprehensive suite of Microsoft Office tools designed specifically for the needs of businesses just like yours.

- Centralized management of customer and prospect information
- More than 20 preformatted business reports
- Easy-to-use wizards to create e-mail newsletters and printed marketing materials
- Free access to business templates, clip art, and multimedia content*

*Internet connection required. Connect time charges may apply.

➔ **Includes the following Microsoft® Office System Programs: Word 2003, Excel® 2003, Outlook® 2003, PowerPoint® 2003, Publisher 2003, and Business Contact Manager Update for Outlook 2003.**

Microsoft® Office Professional Edition 2003



Microsoft Office Professional Edition 2003 is a comprehensive personal and business productivity solution available from Microsoft with powerful database capabilities.

- Database creation and management tools
- Efficiently manage customer data from within Outlook
- Handle e-mail faster with a larger reading pane, new mail desktop alerts
- Full XML support in Word, Excel, and Access*

*See Office Professional Edition 2003 box for system requirements

➔ **Includes the following Microsoft Office System Programs: Word 2003, Excel® 2003, Outlook® 2003, PowerPoint® 2003, Access 2003, Publisher 2003, Business Contact Manager Update for Outlook 2003, enhanced XML and IRM technology.**