

Microsoft® Office 2000 Small Business

Introducing Microsoft® Office 2000 Small Business—another sure hit from Microsoft.

Primary headline

Tools for managing your small business.

Secondary headline

Microsoft® Office 2000 Small Business offers the tools you need to manage your small business.

Tag line/descriptor

What Productivity Means Today

25-word description

Microsoft® Office 2000 Small Business combines four of the productivity applications that businesses like yours rely on every day. For managing customer relationships, accessing and analyzing information—Office Small Business helps you do it more efficiently and easily than ever.

Features/benefit



- Communicate with and track customers more effectively. Microsoft® Outlook® helps you track all e-mail, tasks, appointments, and contacts.
- Deliver your message professionally. It's easy to create great-looking documents with Microsoft® Word, the world's leading word processor for Windows®.
- Create a consistent, polished identity across all your marketing materials. Microsoft® Publisher makes it easy to stand out with a one-of-a-kind look.
- Improve your effectiveness with the specialized Microsoft® Small Business Tools. Communicate better with customers, access key industry resources, and generate direct mail campaigns.
- Organize, calculate, and analyze your data. Microsoft® Excel helps businesses make sense of the numbers—such as inventory, assets, and orders—and keeps them all at your fingertips.
- Identify and act on opportunities. Understand your customer base using the account tracking and analysis tools in Small Business Customer Manager.
- Create it once, use it everywhere. Complete integration within Microsoft® Office makes it easy to share information across applications.
- Easily develop business and marketing plans with Business Planner. Wizards guide you through the process of formulating workable plans.

Art elements



Product name	Platform and media	SKU number
Microsoft® Office 2000 Small Business	For Windows® 95 or later, or Windows NT® Workstation 4.0 or later on CD-ROM	588-00667
Microsoft® Office 2000 Small Business Upgrade	For Windows® 95 or later, or Windows NT® Workstation 4.0 or later on CD-ROM	588-00690

Visit the Microsoft® Office World Wide Web site at <http://www.microsoft.com/office/>

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