Microsoft® Office 2000 Standard

Introducing Microsoft® Office 2000 Standard—another sure hit from Microsoft.

Primary headline

Tools for business productivity.

Secondary headline

Microsoft Office 2000 Standard—four productivity applications that make good business sense.

Tag line/descriptor

What Productivity Means Today

25-word description

Microsoft® Office 2000 Standard includes four fully integrated and easy-to-learn productivity applications designed to help you get more done every day.

Features/benefits

- Deliver your message professionally. It's easy to create great-looking documents with Microsoft® Word, the world's leading word processor for Windows®.
- Post a spreadsheet, chart, or PivotTable® to the Web with Microsoft® Excel, dynamic online data analysis helps you make more informed decisions.
- Send and receive e-mail, coordinate schedules, and use your imported contact information with Microsoft® Outlook®.
- Create presentations quickly with Microsoft® PowerPoint®. It's easy to add new slides, edit text, and enter notes—all from one view.
- Create it once, use it everywhere. Complete integration within Microsoft® Office makes it easy to share information across applications.

Art elements

Product name	Platform and media	SKU number
Microsoft® Office 2000 Standard	For Windows® 95 or later, or Windows NT® Workstation 4.0 or later on CD-ROM	021-02655
Microsoft® Office 2000 Standard Upgrade	For Windows® 95 or later, or Windows NT® Workstation 4.0 or later on CD-ROM	021-02651

Visit the Microsoft® Office 2000 World Wide Web site at **http://www.microsoft.com/office/**

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