

Small Business News & Notes

New Office XP Features Save Time And Effort

(NAPSA)—If you're a small-business owner, you understand that the security and dependability of business information and tools directly relates to your livelihood. If information is lost or tainted, your ability to make effective decisions and respond quickly in day-to-day operations is compromised. Office XP, the latest version of Microsoft Corp.'s popular productivity suite, delivers new features designed to give you the peace of mind you need.

Get a "Do Over"

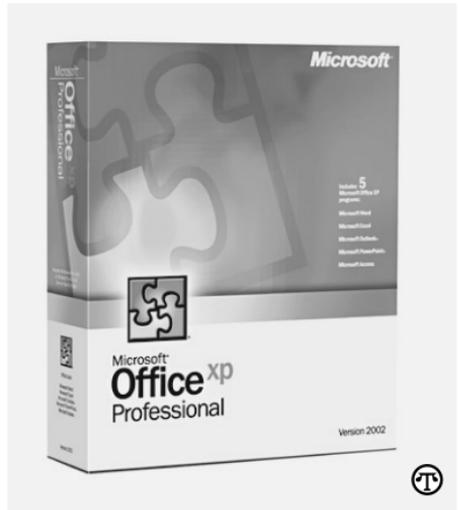
Unfortunately, many of us experience annoying computer errors that impede our progress and can result in lost work. Now you can breathe easier in these situations because of a new feature in Office XP called Document Recovery. With Document Recovery, users are given the option to recover their Word, Excel, Access or PowerPoint files when an error occurs, so they won't waste precious time recreating a file.

Be Part of the Solution

When an error occurs, you can report it to Microsoft, where troubleshooters will help determine the cause of the software issues. They can provide you with information about the error or a way to work around it. This cooperative effort results in a superior product based on continued customer feedback.

Glean Information From Other Users

You can take advantage of numerous Web-based resources that provide time-saving tips, how-to articles, and tricks and other help, as well as user groups that provide advice from Office experts. Other resources are also available, such as the Template



A popular suite of office software has been updated with a host of new features.

Gallery, which provides hundreds of professionally designed templates that can be accessed and edited from within Office. These tools and more can be found on the Office Web site at <http://www.office.microsoft.com/>.

Maximize Team Efficiency

SharePoint Team Services is another offering that helps small businesses manage efficiency. The team Web site building tool helps teams manage information and activities by providing a place to share documents, calendars, announcements and other postings. A variety of Internet service providers are hosting SharePoint Team Services. To find a provider, see <http://www.microsoft.com/frontpage/sharepoint/faq.htm> and click on the SharePoint Web Presence Provider Referral page link.

Microsoft's Office Web site (<http://www.microsoft.com/office>) has more information to help you discover and use all the latest features of Office XP.