

"Wow" for the workplace.

10 ways your business can accomplish more.

1. Your data safety net.

Easily schedule automatic back-ups of documents, files and even entire hard disks With Microsoft® Windows® Backup and Restore. Recover lost files more easily with new Windows Vista™ Shadow Copy and improved Microsoft Office Document Recovery.

2. Organise it your way.

Enhancements to Windows Vista Explorer let you use file properties to intuitively sort, organise and view your files - including work created in Microsoft Office. Use the new Microsoft Office Outlook® 2007 To-Do Bar to see your daily tasks and appointments in an integrated view, so you can quickly check your priorities.

3. New ways to see and do your work.

Innovative navigational tools in Windows Aero™** make it easier to get to recently used documents and programs. The new Microsoft Office Ribbon replaces menus and toolbars with task-related commands, tabs and visual galleries.

4. Centralised customer information.

Consolidate all customer and sales-lead information - email, communication history, relevant documents, sales opportunities and more - in one place using Microsoft Office Outlook 2007 with Business Contact Manager.

5. Professional design made easy.

Make your business stand out with new SmartArt™ graphics. Easily save Microsoft Office files to PDF or XPS.**

6. Protect your inbox, your data and your peace of mind.

Improved junk-mail filters in Office Outlook 2007 and new anti-phishing technologies minimise junk mail and potentially harmful email messages. Windows Defender* provides built-in tools for detecting and removing spyware.

7. Stop searching. Find.

Instant Search in Windows Vista and Office Outlook 2007 helps you quickly find what you're looking for - documents, media, programs, email messages and more - on your PC, in your email and across your network.

8. Work virtually anywhere.

Windows Meeting Space lets you easily share files directly from your PC to other Windows Vista PCs over one-time, wireless or peer-to-peer networks. Windows Vista Remote Desktop Connection allows you access to files on your office PC from another computer.

9. Small budget. Big marketing.

The new Marketing Campaigns feature in Office Outlook 2007 with Business Contact Manager, combined with the new Microsoft Office Publisher E-mail Merge capability, enables you to manage marketing campaigns and deliver targeted marketing communications to your customers.

10. Stay in sync with your business.

Easy synchronisation of information with Windows Mobile® devices gives you access to email, business contacts, customer information, documents and presentations while on the road.



The "Wow" starts now.
www.bcentral.co.uk/vistaoffice



*This feature is only available to customers running genuine Microsoft software.

**You can save as a PDF or XPS file from a genuine 2007 Microsoft Office system program only after you install an add-in available at: <http://office.microsoft.com/en-us/help/HA101675271033.aspx>

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Which Microsoft® Windows Vista™ edition is best for you?

	Business	Ultimate
Most secure Windows® ever with Windows Defender and Windows Firewall	✓	✓
Quickly find what you need with Instant Search and Windows Internet Explorer® 7	✓	✓
Elegant Windows Aero™ desktop experience with Windows Flip 3D navigation	✓	✓
Best choice for laptops with enhanced Windows Mobility Centre and Tablet PC support	✓	✓
Collaborate and share documents with Windows Meeting Space	✓	✓
Experience photos and entertainment in your living room with Windows Media Center*		✓
Enjoy Windows Media Center on TVs throughout your home with Xbox 360™ and other devices*		✓
Help protect against hardware failure with advanced business backup features	✓	✓
Business Networking and Remote Desktop for easier connectivity	✓	✓
Better protect your data against loss or theft with Windows BitLocker™ Drive Encryption		✓

Which Microsoft® Office suite is best for you?

	Small Business	Professional	Ultimate
Word 2007 Create great-looking documents with better graphic effects, easier than ever.	✓	✓	✓
Excel® 2007 Make eye-catching spreadsheets and charts full of colour and shading — faster and easier.	✓	✓	✓
PowerPoint® 2007 Create stunning presentations in less time.	✓	✓	✓
Outlook® 2007 with Business Contact Manager Manage your calendar, email and customer information in one place.	✓	✓	✓
Publisher 2007 Easily create and print marketing materials in-house.	✓	✓	✓
Access™ 2007 Easily create, expand and manage databases with improved tools.		✓	✓
OneNote® 2007 Organise your notes and information in one place.			✓
InfoPath® 2007 Quickly create forms for all your business needs.			✓
Groove® 2007 Collaborate with your team, around the office or around the world.			✓

* Certain Windows Vista product features and editions require advanced or additional hardware. Windows Vista Upgrade Advisor can help you determine which features and edition of Windows Vista will run on your computer. To download the tool, visit www.windowsvista.com/upgradeadvisor.