

## Appendix B - An example of a Word Document opened with StarOffice

Contact: *Stewart King*  
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 Website: www.lancaster.gov.uk



Our reference:  
 Your reference:

### INFORMATION SERVICES

Old Fire Station  
 George Street  
 Lancaster  
 LA1 1PJ

Dear Sir/Madam,

We currently use Microsoft Office and have a total of 769 user licenses. Of these licenses, 129 are the latest version of MS Office 2003. These licenses were purchased when additional PCs or laptops have been acquired. Any PCs that have been replaced due to their age or hardware failure, automatically take on the existing Office license of the machine that they are replacing.

The remainder of our current licenses are a mixture of Office 97, 2000 and XP. The majority being Office 97 as per the table below.

|   |            |
|---|------------|
| <b>Office 97</b>  |            |
| Office 97 Standard                                      | 293        |
| - Office 97 Upgraded to Professional - with MS Access   | 13         |
| Sub-Total   | <b>280</b> |
| Office 97 Professional - with MS Access                 | 175        |
| + Office 97 Upgraded to Professional - with MS Access   | 13         |
| Sub-Total   | <b>188</b> |
| <b>Total</b>  | <b>468</b> |
| <b>Office 2000</b>                                      |            |
| Office 2000 Standard                                    | 20         |
| - Office 2000 Upgraded to Professional - with MS Access | 14         |
| Sub-Total   | <b>6</b>   |
| Office 2000 Professional - with MS Access               | 35         |
| + Office 2000 Upgraded to Professional - with MS Access | 14         |
| Sub-Total   | <b>49</b>  |
| <b>Total</b>  | <b>55</b>  |
| <b>Office XP</b>  |            |
| Office XP Standard                                      | 3          |
| Office XP Professional - with MS Access                 | 114        |
| <b>Total</b>  | <b>117</b> |
| <b>Office 2003</b>                                      |            |
| Office 2003 Standard                                    | 12         |
| Office 2003 Professional - with MS Access               | 117        |
| Office 2003 licenses total 129                          |            |
| <b>Total</b>  | <b>129</b> |
| <b>Total Licenses</b>                                   | <b>769</b> |

Jane Allder – Head of Information Services  
 Roger Muckle - Corporate Director (Central Services)



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| Sub-Total   | <b>188</b> |                                |
| <b>Total</b>  | <b>468</b> | Office 97 licences total 468   |
| <b>Office 2000</b>                                      |            |                                |
| Office 2000 Standard                                    | 20         |                                |
| - Office 2000 Upgraded to Professional - with MS Access | 14         |                                |
| Sub-Total   | <b>6</b>   |                                |
| Office 2000 Professional - with MS Access               | 35         |                                |
| + Office 2000 Upgraded to Professional - with MS Access | 14         |                                |
| Sub-Total   | <b>49</b>  |                                |
| <b>Total</b>  | <b>55</b>  | Office 2000 licenses total 55  |
| <b>Office XP</b>  |            |                                |
| Office XP Standard                                      | 3          |                                |
| Office XP Professional - with MS Access                 | 114        |                                |
| <b>Total</b>  | <b>117</b> | Office XP licenses total 117   |
| <b>Office 2003</b>                                      |            |                                |
| Office 2003 Standard                                    | 12         |                                |
| Office 2003 Professional - with MS Access               | 117        |                                |
| <b>Total</b>  | <b>129</b> | Office 2003 licenses total 129 |
| <b>Total Licenses</b>                                   | <b>769</b> |                                |

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