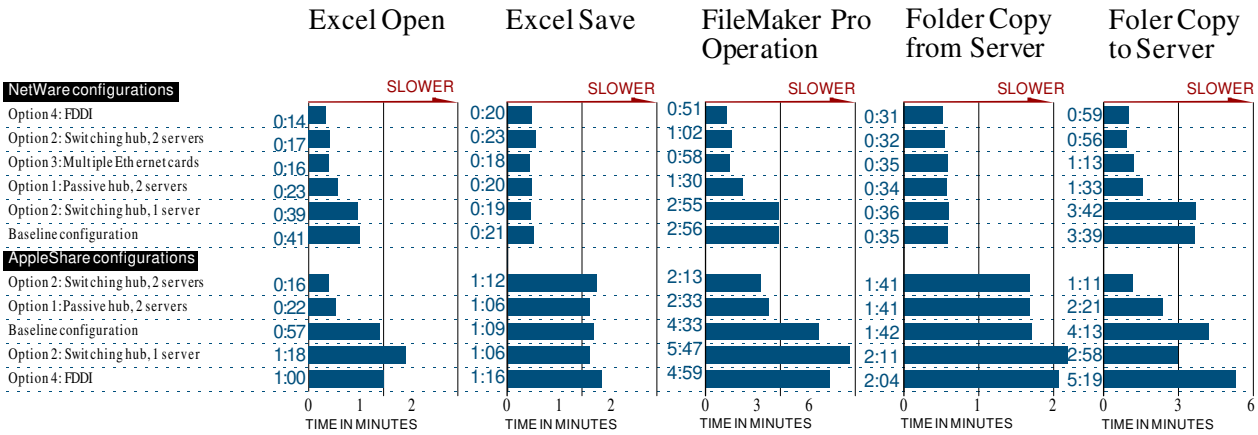Office-Workgroup Solutions / obvious answers